

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book
September 9, 2019
Regular Meeting No. 633

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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. 633
Monday, September 9, 2019, 6:00 p.m.
Board & 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 August 12, 2019, Regular Meeting.
2. Approval of Minutes of August 12, 2019, Closed Session.
3. Approval of Agenda of September 9, 2019, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement. For summary and details of bills refer to:
http://www.lakeland.cc.il.us/col/board_minutes/download.cfm
5. Destruction of Tape Recording of March 12, 2018, Closed Session and March 8, 2018, Resource and Development Committee Closed Session.

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

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

IV. Business Items.

A. Non-Action Items.

| | Board Book Page Number(s) |
|--|---------------------------------|
| 1. Faculty Focus on Advancing Student Success. | |
| 2. Annual Report of Special Tuition Waiver Requests. | 16 |
| 3. Calendar of Events. | 17-18 |
| 4. Correspondence. | |

B. Action Items.

| | Board Book Page Number(s) |
|---|---------------------------------|
| 1. Approval of Separation Agreement with Paula Rosine as a Result of the Elimination of the Director of Foundation Operations for Reduction-in-Force Reasons. | |
| 2. Acceptance of Reporting of July 2019 Financial Statements. | 19-24 |
| 3. Approval of Special Event Tuition Waiver Requests. | 25-29 |
| 4. Approval of Tuition Waiver Proposal for Elevate Cross County Innovation Center – Elevate Business Development Certificate. | 30 |
| 5. Approval of Tort Document. | 31-39 |
| 6. Approval of Proposed Revisions to Board Policy 06.06 – <i>Inclusion of Human Relations in Curriculum.</i> | 40-43 |
| 7. Closed Session. Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), (2) and (11), closed session is called to consider the | |

appointment, employment, compensation, performance, discipline or dismissal of specific employees; to consider collective negotiating matters between the public body and its employees or their representatives; and to discuss probable or imminent litigation.

[Return to Open Session - Roll Call]

8. Action on Formal Grievance Filed by the Lake Land College Faculty Association on August 28, 2019, as Discussed in Closed Session.
9. Approval of Resolution No. 0919-002 to Approve Third Addendum to Employment Agreement with Dr. Jonathan “Josh” Bullock, Lake Land College President, Extending the Term through June 30, 2022, and as Discussed in Closed Session. 44-48
 A complete copy of the proposed resolution and third addendum are available at: https://www.lakelandcollege.edu/col/board_minutes/minutes_index.cfm or by contacting the College’s Office of the President at 217-234-5222. Copies of the President’s original employment contract and the first and second addendums are available at: <https://www.lakelandcollege.edu/board-of-trustees/board-of-trustees-employment-contracts/> or by contacting the College’s Office of the President at 217-234-5222.
10. Appointment of the Executive Director for College Advancement as Discussed in Closed Session.
11. Approval of Human Resources Report. 49-52

V. Other Business. (Non-action)

VI. Adjournment.

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



Regular Board Meeting No. 632
Kluthe Center, Room 220, Effingham, IL
August 12, 2019

Minutes

Call to Order.

Chair Reynolds called the August 12, 2019, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 220 of the Kluthe Center, Effingham.

Roll Call.

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

Trustees Absent: None.

Others Present: Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Beth Gerl, Vice President for Student Services; Mr. Bryan Gleckler, Vice President for Business Services; Ms. Jean Anne Grunloh, Senior Executive to the President; Dr. Jim Hull, Vice President for Workforce Solutions and Community Education; and members of the staff, community and media.

Approval of Consent Items.

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

1. Approval of Minutes of July 15, 2019, Regular Meeting.
2. Approval of Minutes of July 15, 2019, Closed Session.
3. Approval of Agenda of August 12, 2019, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.
The following is a summary by funds:

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| | | |
|---------------------------|----|--------------|
| Education Fund | \$ | 735,686.98 |
| Building Fund | \$ | 55,095.96 |
| Site & Construction Fund | \$ | 81,180.00 |
| Bond & Interest Fund | \$ | - |
| Auxiliary Services Fund | \$ | 36,307.86 |
| Restricted Purposes Fund | \$ | 283,646.13 |
| Working Cash Fund | \$ | - |
| Audit Fund | \$ | - |
| Liability Insurance Fund | \$ | 44,939.66 |
| Student Accts Receivables | \$ | 149,901.74 |
| Total | \$ | 1,386,758.33 |

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

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan highlighted issues discussed at a recent ICCTA Retreat which he attended at John A. Logan Community College. He said trustees reviewed ICCTA's current dues structure and discussed ideas to increase participation of new trustees, potential ways to enhance leadership training opportunities, and consideration of potential new programs.

Resource & Development.

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

Finance.

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

Buildings & Site.

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

Foundation.

Chair Reynolds said she had no report at this time.

Student Report.

Student Trustee Kile provided an update on activities for students to begin the fall semester.

President's Report.

Dr. Bullock said:

- For Fiscal Year (FY) 2019, a total of \$5,698,074 has been received for services provided for the Illinois Department of Corrections contract. A total of \$1,979,766 has been billed to the Department of Corrections through June services that remains outstanding.
- For FY 2020 credit hour reimbursement, we have received two payments totaling \$1,247,162. A total of \$5,040,938 remains outstanding that we will receive throughout the remainder of FY 2020.
- For FY 2020 equalization, we have received two payments totaling \$1,399,372. A total of \$4,325,512 remains outstanding that we will receive throughout the remainder of FY 2020.

Business Items.

Non-action Items.

Kluthe Center Update.

Ms. Karen Kull, Director of the Kluthe Center, presented to the Trustees on the FY 2019 Kluthe Center Annual Report.

Calendar of Events.

Trustees received a calendar of upcoming events.

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Correspondence.

There were no items of correspondence.

Action Items.

Approval of Recommendation to Eliminate the Director of Alumni Relations and Annual Giving Position for Reduction-in-Force Reasons, Effective August 12, 2019.

Trustees heard a recommendation from Dr. Bullock to eliminate the Director of Alumni Relations and Annual Giving position for reduction-in-force reasons.

Trustee Storm moved and Trustee Curtis seconded to approve the recommendation to eliminate the Director of Alumni Relations and Annual Giving position for reduction-in-force reasons, effective August 12, 2019.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Recommendation to Eliminate the Director of Foundation Operations Position for Reduction-in-Force Reasons, Effective August 12, 2019.

Trustees heard a recommendation from Dr. Bullock to eliminate the Director of Foundation Operations position for reduction-in-force reasons, effective August 12, 2019.

Trustee Curtis moved and Trustee Sullivan seconded to approve the recommendation to eliminate the Director of Foundation Operations position for reduction-in-force reasons, effective August 12, 2019.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Separation Agreement with David Cox as a Result of the Elimination of the Director of Alumni Relations and Annual Giving Position for Reduction-in-Force Reasons.

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Trustees reviewed a proposed separation agreement with Mr. David Cox due to the elimination of his former position as Director of Alumni Relations and Annual Giving. Trustees heard a recommendation from Dr. Bullock to approve the proposed agreement.

Trustee Sullivan moved and Trustee Cadwell seconded to approve as presented the separation agreement with Mr. David Cox. A copy of the separation agreement was part of the public Board Book.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Separation Agreement with Paula Rosine as a Result of the Elimination of the Director of Foundation Operations for Reduction-in-Force Reasons.

Chair Reynolds announced the Board would not take action on the agenda item regarding the proposed separation agreement with Ms. Paula Rosine.

Acceptance of Reporting of June 2019 Financial Statements.

Trustees reviewed the June 2019 Financial Statements and a memorandum from Mr. Bryan Gleckler, Vice President for Business Services, highlighting variances for the statements. This information also included corresponding monthly financial spreadsheets that include a summary of all operational expenditures (Funds 1 and 2) for FY 2019 as compared to budgeted amounts, a salary and benefits summary, and FY 2019 spending for the College's other funds (Funds 3, 4, 5, 6, 11 and 12). Mr. Gleckler presented highlights of the financial statements and narrative report.

Trustee Storm moved and Trustee Walk seconded to approve the June 2019 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Acceptance of IPRF Safety and Education Grant Award.

Trustees reviewed a recommendation from Ms. Dustha Wahls, Director of Human Resources, to accept the above-referenced grant award. Mr. Gleckler said funds will be used to ease the

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burden of safety-related expenses and will help cover the cost of products that will assist in reducing injuries or illness.

Trustee Curtis moved and Trustee Wright seconded to accept the Safety and Education Grant award from the Illinois Public Risk Fund in the amount of \$13,955.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Closed Session.

6:40 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 discuss the appointment or employment of a specific employee.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Return to Open Session – Roll Call.

6:45 p.m.

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

Trustees Absent: None.

Approval of Human Resources Report as Discussed in Closed Session.

Trustees reviewed the Human Resources Report. Dr. Bullock highlighted the recommendation for the creation of two new support staff positions - Alumni Engagement and Special Events Coordinator and Donor Information and Database Coordinator. Dr. Bullock also noted the resignation of Mr. Jarrett Dunn, a Mathematics Instructor.

Trustee Sullivan motioned and Trustee Walk seconded to approve the following Human Resources Report. Chair Reynolds announced that the closed session discussion related only

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to the portion of the HR Report regarding the appointment of a new full-time, tenure-track nursing instructor.

The following employees are recommended for leave

| | | |
|---------------|------|-----------------------|
| Duckett, Amy | FMLA | 09/25/2019-12/18/2019 |
| Hurt, Betheny | FMLA | 10/20/2019-01/10/2020 |

Additional Appointments

The following employees are recommended for additional appointments

| | Position | Effective Date |
|---------------------------------|--|----------------|
| Unpaid Volunteer | | |
| Elmendorf, Gerald | TRIO Talent Search Unpaid Intern Primary Position is Trio Bus Driver | 08/05/2019 |
| Stuart, Zachary | Assistant Baseball Coach Volunteer Primary Position is Fitness Center Specialist | 07/01/2019 |
| Part-time | | |
| Niemerg, Rachel | Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst | 06/11/2019 |
| Niemerg, Rachel | Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst | 06/11/2019 |
| Thomas, Amelia | Tutor - Bachelor's Community Education Primary Position is Adj Faculty Math/Science | 07/15/2019 |
| Underwood, Race | Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst | 07/01/2019 |
| Underwood, Race | Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst | 07/01/2019 |
| Part-time - Grant Funded | | |
| Homann, Mary | Adult Education Adjunct Faculty Primary Position is BNA Adjunct Faculty | 08/19/2019 |

End Additional Appointments

The following employees are ending their additional appointment

| | Position | Effective Date |
|--------------------|------------------------------|----------------|
| Full-time | | |
| Phipps, Cynthia | Adjunct Faculty Business Sub | 07/15/2019 |
| Part-time | | |
| Boeser, Dessie | Fitness Center Specialist | 06/30/2019 |
| Fitzgerald, Andrew | Adult Ed Adjunct Faculty | 06/30/2019 |
| Plummer, Teresa | Adult Ed Instructor | 06/30/2019 |

Position Recommendations

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

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Alumni Engagement and Special Events Coordinator – Level 14, Support Staff
 Donor Information and Database Coordinator – Level 13, Support Staff

New Hire-Employees

The following employees are recommended for hire

| | Position | Effective Date |
|---------------------------------|--|-----------------------|
| Unpaid Volunteer | | |
| Harris, Heavenlee | Dual Credit Instructor | 07/16/2019 |
| Humrichous, James | Dual Credit Instructor | 07/09/2019 |
| Full-time - Tenure Track | | |
| Floyd, Mackenzie | Nursing Instructor | 08/16/2019 |
| Full-time – Grant Funded | | |
| Geiger, William | Correctional Horticulture Instructor- Murphysboro Life Skills | 08/05/2019 |
| Full-time | | |
| Ferguson, Daniel | Microcomputer Support Specialist | 08/13/2019 |
| Pender, Diane | Correctional Office Assistant-Sheridan CC | 07/02/2019 |
| Matherly, David | Custodian | 08/13/2019 |
| Todd, Dalton | Custodian | 08/14/2019 |
| Part-time | | |
| Fouty, Mackenzie | Groundskeeper | 07/15/2019 |
| Frazier, Darrius | Bookstore Rush Worker | 08/01/2019 |
| Hall, Cassandra | Bookstore Rush Worker | 08/01/2019 |
| Kepley, Kirk | Police Officer | 06/17/2019 |
| Niemerg, Rachel | Tutor - Student Learning Assistance | 06/11/2019 |
| Tarr, Amy | Adjunct Faculty Business | 08/19/2019 |
| Underwood, Race | Tutor - Student Learning Assistance | 07/01/2019 |

Terminations/Resignations

The following employees are terminating employment

| | Position | Effective Date |
|-------------------------|--------------------------------|-----------------------|
| Unpaid Volunteer | | |
| Gosnell, Julie | CEFS | 06/30/2019 |
| Ohnesorge, Collin | Peer to Peer Asst-Technology | 07/18/2019 |
| Full-time | | |
| Carns, Gennifer | Corr Ofc Asst - East Moline CC | 08/16/2019 |
| Dunn, Jarrett | Mathematics Instructor | 05/13/2019 |
| Orr, Reanna | Associate Dean – Western IL CC | 08/13/2019 |
| Paruleski, Laura | Nursing Instructor | 05/13/2019 |
| Steyer, Melissa | Corr Ofc Asst – Shawnee CC | 07/23/2019 |

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Part-time

| | | |
|----------------------|--|------------|
| Borntreger, Cody | Perkins Student Worker - Business | 06/30/2019 |
| Dickerson, Christine | Assistant Softball Coach | 06/30/2019 |
| Goldstein, Jayne | Kluthe Test Proctor | 05/19/2019 |
| Huffman, Kristen | Adjunct Faculty Math/Science | 12/16/2018 |
| Johnson, Delanie | Fitness Center Specialist | 06/30/2019 |
| Lytle, Brianna | Tutor-Bachelor's-LRC | 05/19/2019 |
| Miner, Linda | Adult Ed Adjunct Faculty | 12/16/2018 |
| Moore, Brittni | Allied Health Dental Clinical Instructor | 05/05/2019 |
| Patel, Hema | Tutor Student TRIO SSS | 05/03/2019 |
| Philpott, Stephanie | Associate Nurse Clinical Instructor | 04/16/2019 |
| Shanks, Stefanie | Volleyball Assistant Coach | 06/30/2019 |
| Sutherland, Lora | Allied Health Den Clinical Instructor | 06/30/2019 |
| Wall, William | Allied Health Den Clinical Instructor | 07/24/2019 |
| Wolfshoefer, Emil | Adjunct Faculty Technology | 05/19/2019 |

College Work Study

| | | |
|------------------|----------------------------------|------------|
| Flores, Angelica | College Work Study - Dual Credit | 05/10/2019 |
|------------------|----------------------------------|------------|

Transfers/Promotions

The following employee is recommended for a change in position

| | Position | Effective Date |
|---------------|--|-----------------------|
| Mason, Dustin | Transferring from: Computer Programmer To: Programmer Analyst | 08/13/2019 |

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk, and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

Per Trustee Wright's request, Dr. Bullock provided an overview of the administration's plans to restructure the College Advancement department. He highlighted the active search underway to fill, within the next month, the Executive Director for College Advancement vacancy created by Ms. Jackie Joines' upcoming retirement. He said the new Executive Director will then be involved in the selection process and hiring of two employees, by late fall, to fill the newly created support staff positions of Alumni Engagement and Special Events Coordinator and Donor Information and Database Coordinator as detailed in the Board-approved Human Resources Report. Dr. Bullock also explained the transition of certain current College Advancement functions to other units of the College, including the Financial Aid department

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assuming responsibility for administering the student scholarship process and the Accounting department assuming responsibility for donor gift entry and receipting.

There was no additional discussion.

Adjournment.

Trustee Storm moved and Trustee Walk seconded to adjourn the meeting of the Lake Land College Board of Trustees at 6:50 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

Mr. Doris Reynolds, Board Chair

Mr. Gary Cadwell, Board Secretary

*Note – See Board of Trustees web page for any referenced attachments to these minutes.

https://www.lakelandcollege.edu/col/board_minutes/

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
FROM: Josh Bullock, President
DATE: September 5, 2019
RE: Annual Report of Special Tuition Waivers

Per Board Policy 07.08 (item #4) – *Tuition Rates and Fees*, the Lake Land College President may grant up to 15 three-credit-hour tuition waivers per year as prizes for special campus events. This is in addition to Board-approved tuition waiver requests for larger events, such as the Annual Business and Computer Contest.

In FY 2019, the only special tuition waivers granted were by the Board. Following is a list of these tuition waivers:

1. Annual Business and Computer Contest held April 26, 2019. This included up to 11 three-credit-hour tuition waivers to winners of the contest.
2. A tuition waiver for Miss Illinois 2019 if she chose to attend Lake Land College.
3. WYSE Academic Challenge held in February 2019. This included up to 14 tuition waivers of \$1,000 each for the top-performing students who participated in the event.
4. Principals, Deans, and Counselors (PDC) meeting held during the Spring 2019 semester. This included up to five three-credit hour tuition waivers for attendees of the event.
5. Last-dollar Workforce Solutions Tuition and Fees Waiver Pilot Program for the 2018-2019 and 2019-2020 academic years in which, if a local business collaborates with the College to identify a training opportunity through which participants will earn a College certificate of at least 16 credit hours, and the business guarantees that all students who complete the program will obtain employment at their business in a specific position(s) with a stated wage rate, the College will guarantee tuition and fees assistance to the students, ensuring them that their costs will be covered.
6. A full, in-district tuition waiver for ten students whose names were drawn as winners of the early enrollment incentive campaign for both the Spring 2019 and Fall 2019 semesters.


Calendar of Events

| | |
|--|---|
| Monday, September 9, 2019 | 1 p.m. Fall Board Retreat – Board & Administration Center 011 5 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011 |
| Friday, September 27, 2019 - Saturday, September 28, 2019 | Lake Land College Homecoming Weekend for Homecoming Event Details Visit: https://www.lakelandcollege.edu/alumni/ |
| Thursday, October 10, 2019 | Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011 |
| Monday, October 14, 2019 | 5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011 |
| Thursday, November 7, 2019 | Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011 |
| Monday, November 11, 2019 | 5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011 |
| Thursday, December 5, 2019 | Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011 Luther Student Center Rededication 3 p.m. – 6:30 p.m. Open House 5:30 p.m. Rededication Ceremony |
| Monday, December 9, 2019 | 5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011 |
| Dec. 24, 2019 - Jan.1, 2020 | College Closed for Holiday Break |
| Thursday, Jan. 2, 2020 | Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011 |
| Friday, Jan. 10, 2020 | Spring 2020 Opening Day |

| | |
|------------------------|---|
| Monday, Jan. 13, 2020 | 5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011 |
| Thursday, Feb. 6, 2020 | Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011 |
| Monday, Feb. 10, 2020 | 5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011 |

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President 

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

DATE: August 23, 2019

RE: July 2019 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of July for Fiscal Year 2020.

Areas of Concern:

- There are not any budgetary areas of concern at this point in FY2020.

Overall Variances:

- *Revenue* – Total July revenue was \$11,394,270 resulting in a favorable variance of \$1,583,994 compared to the budgeted level. This favorable variance is due to receiving more property tax revenue in July than anticipated and receiving a higher credit hour reimbursement payment from the State of Illinois as compared to the budgeted assumption.
- *Expenditures* – Total July expenditures were \$2,697,470 resulting in an overall favorable variance of \$1,549,860. While favorable variances exist throughout the major expenditure categories, the largest July favorable variance is in the area of General Materials & Supplies with a variance of \$548,788.

Revenue Variances:

- *Local Sources* – Favorable variance of \$1,375,589 due to receiving a larger portion of local property tax revenue in July versus August. While favorable for July, this is a timing issue and will likely even out over the coming months.
- *ICCB Credit Hour Grant* – We received a larger payment during the month of July than anticipated so there is a favorable variance of \$369,397. This will even out over the fiscal year as future payments are processed.
- *ICCB Equalization Grant* – We received a slightly smaller payment during the month of July than anticipated so there is an unfavorable variance of \$15,811. This is due to timing and will catch up over the course of the fiscal year.

- *Tuition & Fees* – July favorable variance for tuition of \$58,476 and \$232,838 for fees. This favorable variance may be more due to timing as we assumed the recording of more revenue in these areas in August.
- *Other State Sources* – July has an unfavorable variance of \$286,529. This is due to timing of not receiving any CTE payments from the State of Illinois during the month of July. This should come more in line with the budgeted amounts over the course of the year.
- *Other Revenue* – July had an unfavorable variance of \$149,967 due to the CBI revenue being less in July than anticipated. This will likely even out as this is more of a timing of when classes were actually conducted.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall the salary and wage lines had a favorable variance in July of \$241,970.
- *Employee Benefits (overall)* – Overall, there was a favorable variance in employee benefits in July in the amount of \$29,741.
- *Instructional* – Had a favorable variance in July of \$58,842. Overall, I anticipate this area to come more in line with budgeted projections as the various divisions obviously front loaded their budgets in the areas of general materials and supplies and travel which will see more spending as the year progresses.
- *Academic Support* – Had a favorable variance in July of \$107,889. This is primarily due to a favorable variance in salaries of \$75,620.
- *Student Services* – Had a favorable variance in July of \$47,141 that is primarily due to a favorable variance in materials and supplies in the amount of \$61,775. Overall, I anticipate this area to come more in line with budgeted projections as the division obviously front loaded their budgets in the area of general materials and supplies which will see more spending as the year progresses.
- *Public Service/Continuing Education* – This area had a favorable July variance of \$9,203, which again is primarily due to a favorable variance in materials and supplies.
- *Operations & Maintenance* – This area had a slight unfavorable overall July variance of \$1,115. Salaries were favorable by \$11,560, contractual services were unfavorable by \$7,570 (due to general maintenance repairs), utilities were slightly favorable by \$1,658, fixed charges were unfavorable by \$12,836 (due to making both July and August rent payments) and capital outlay was favorable by \$2,703.
- *Institutional Support* – Had a favorable July variance of \$1,132,297. This sizable variance is due to a favorable variance in salaries of \$342,281 (due to reversing accrual of benefit time from FY2019), materials and supplies of \$316,809, and fixed charges of

\$232,931. Overall, I anticipate this area to come more in line with budgeted projections as the division obviously front-loaded their budgets in the areas of general materials and supplies and contractual services that will see more spending as the year progresses.

- *Scholarships, Grants, Waivers* – this shows a favorable variance of \$195,603 for the month of July.

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

| Current Month | Current Month Budget | Variance | | Current YTD Actual | Current YTD Budget | Current YTD Budget Variance | % Current YTD Budget Variance | Previous YTD | FY19 Final Audited Numbers | FY20 Annual Budget |
|-------------------------------------|----------------------|------------------|---|--------------------|--------------------|-----------------------------|-------------------------------|-------------------|----------------------------|--------------------|
| Revenues: | | | | | | | | | | |
| 3,085,566 | 1,709,967 | 1,375,589 | Local Sources | 3,085,566 | 1,709,967 | 1,375,589 | 80.45% | 1,794,393 | - | 9,013,374 |
| 729,551 | 360,154 | 369,397 | ICCB Credit Hour Grant | 729,551 | 360,154 | 369,397 | 102.57% | 699,298 | - | 4,321,850 |
| 477,074 | 492,895 | (15,811) | ICCB Equalization Grant | 477,074 | 492,895 | (15,811) | -3.21% | - | - | 5,914,616 |
| - | 286,529 | (286,529) | Other State Sources | - | 286,529 | (286,529) | -100.00% | 66,183 | - | 1,154,557 |
| - | - | - | Tech Refresh | - | - | - | 0.00% | - | - | 2,500,000 |
| 5,236,372 | 5,177,895 | 58,476 | Tuition | 5,236,372 | 5,177,895 | 58,476 | 1.13% | 5,753,820 | - | 9,150,241 |
| 1,754,962 | 1,522,125 | 232,838 | Fees | 1,754,962 | 1,522,125 | 232,838 | 15.30% | 1,868,956 | - | 3,030,135 |
| 110,755 | 260,722 | (149,967) | Other Revenue | 110,755 | 260,722 | (149,967) | -57.52% | 109,907 | - | 4,544,426 |
| - | - | - | Gift in Kind | - | - | - | 0.00% | 117,686 | - | - |
| 11,394,270 | 9,810,276 | 1,583,994 | Total Revenues | 11,394,270 | 9,810,276 | 1,583,994 | 0 | 10,410,244 | - | 39,629,199 |
| Expenditures: | | | | | | | | | | |
| Instructional | | | | | | | | | | |
| 1,225,081 | 1,056,614 | (168,467) | Salary and Wages | 1,225,081 | 1,056,614 | (168,467) | -15.94% | 1,232,430 | - | 11,763,802 |
| 175,203 | 215,360 | 40,157 | Employee Benefits | 175,203 | 215,360 | 40,157 | 18.65% | 261,574 | - | 2,701,468 |
| 20 | 15,005 | 14,985 | Contractual Services | 20 | 15,005 | 14,985 | 99.87% | 11 | - | 432,640 |
| 38,928 | 174,405 | 135,477 | General Materials and Supplies | 38,928 | 174,405 | 135,477 | 77.68% | 13,147 | - | 719,847 |
| (1,773) | 23,329 | 25,102 | Travel and Meeting Expenses | (1,773) | 23,329 | 25,102 | 107.60% | (699) | - | 172,482 |
| - | 1,400 | 1,400 | Fixed Charges | - | 1,400 | 1,400 | 100.00% | - | - | 72,225 |
| - | 10,188 | 10,188 | Capital Outlay | - | 10,188 | 10,188 | 100.00% | 61 | - | 46,312 |
| - | - | - | Other Expenditures | - | - | - | 0.00% | - | - | - |
| - | - | - | Gift in Kind | - | - | - | 0.00% | 117,686 | - | - |
| 1,437,458 | 1,496,301 | 58,842 | Total Instructional | 1,437,458 | 1,496,301 | 58,842 | 3.93% | 1,624,210 | - | 15,908,776 |
| Academic Support | | | | | | | | | | |
| 52,385 | 128,005 | 75,620 | Salary and Wages | 52,385 | 128,005 | 75,620 | 59.08% | 43,026 | - | 385,484 |
| 10,531 | 10,531 | (0) | Employee Benefits | 10,531 | 10,531 | (0) | 0.00% | 11,388 | - | 84,218 |
| - | 350 | 350 | Contractual Services | - | 350 | 350 | 100.00% | - | - | 2,560 |
| 12,282 | 31,880 | 19,598 | General Materials and Supplies | 12,282 | 31,880 | 19,598 | 61.47% | 8,553 | - | 224,340 |
| 9,190 | 21,425 | 12,235 | Travel and Meeting Expenses | 9,190 | 21,425 | 12,235 | 57.11% | 433 | - | 12,400 |
| 4,514 | 4,600 | 86 | Fixed Charges | 4,514 | 4,600 | 86 | 1.87% | 135 | - | 5,200 |
| - | - | - | Capital Outlay | - | - | - | 0.00% | - | - | - |
| - | - | - | Gift in Kind | - | - | - | 0.00% | - | - | - |
| 88,902 | 196,791 | 107,889 | Total Academic Support | 88,902 | 196,791 | 107,889 | 54.82% | 63,535 | - | 714,192 |
| Student Services | | | | | | | | | | |
| 160,354 | 144,678 | (15,675) | Salary and Wages | 160,354 | 144,678 | (15,675) | -10.83% | 161,485 | - | 1,633,591 |
| 36,992 | 31,143 | (5,849) | Employee Benefits | 36,992 | 31,143 | (5,849) | -18.78% | 52,137 | - | 382,148 |
| 8,490 | 8,940 | 450 | Contractual Services | 8,490 | 8,940 | 450 | 5.03% | - | - | 9,322 |
| 3,995 | 65,770 | 61,775 | General Materials and Supplies | 3,995 | 65,770 | 61,775 | 93.93% | 4,297 | - | 140,014 |
| 635 | 7,075 | 6,440 | Travel and Meeting Expenses | 635 | 7,075 | 6,440 | 91.03% | 666 | - | 45,429 |
| - | - | - | Other Expenditures | - | - | - | 0.00% | - | - | 7,500 |
| 210,465 | 257,606 | 47,141 | Total Student Services | 210,465 | 257,606 | 47,141 | 18.30% | 218,585 | - | 2,218,004 |
| Public Service/Cont Ed | | | | | | | | | | |
| 28,089 | 24,739 | (3,349) | Salary and Wages | 28,089 | 24,739 | (3,349) | -13.54% | 39,999 | - | 321,611 |
| 8,834 | 4,098 | (4,738) | Employee Benefits | 8,834 | 4,098 | (4,738) | -115.69% | 6,972 | - | 50,156 |
| 1,038 | 2,000 | 962 | Contractual Services | 1,038 | 2,000 | 962 | 48.10% | 4,503 | - | 37,490 |
| 2,202 | 18,188 | 15,985 | General Materials and Supplies | 2,202 | 18,188 | 15,985 | 87.89% | 12,822 | - | 95,246 |
| 33 | 301 | 268 | Travel and Meeting Expenses | 33 | 301 | 268 | 88.94% | 39 | - | 4,304 |
| 12,579 | 12,655 | 76 | Fixed Charges | 12,579 | 12,655 | 76 | 0.60% | 12,721 | - | 151,993 |
| - | - | - | Capital Outlay | - | - | - | 0.00% | - | - | - |
| - | - | - | Other | - | - | - | 0.00% | - | - | - |
| - | - | - | G/K | - | - | - | 0.00% | - | - | - |
| 52,775 | 61,978 | 9,203 | Total Public Service/ Cont Ed | 52,775 | 61,978 | 9,203 | 14.89% | 77,057 | - | 660,740 |
| Operations & Maintenance | | | | | | | | | | |
| 72,261 | 83,821 | 11,560 | Salary and Wages | 72,261 | 83,821 | 11,560 | 13.79% | 78,059 | - | 1,086,925 |
| 23,935 | 27,794 | 3,849 | Employee Benefits | 23,935 | 27,794 | 3,849 | 13.85% | 37,468 | - | 342,483 |
| 11,114 | 3,544 | (7,570) | Contractual Services | 11,114 | 3,544 | (7,570) | -213.51% | 1,474 | - | 256,570 |
| 10,907 | 10,052 | (855) | General Materials and Supplies | 10,907 | 10,052 | (855) | -8.51% | 9,604 | - | 257,900 |
| - | 375 | 375 | Travel and Meeting Expenses | - | 375 | 375 | 100.00% | - | - | 1,250 |
| 24,016 | 11,180 | (12,836) | Fixed Charges | 24,016 | 11,180 | (12,836) | -114.81% | 19,860 | - | 124,160 |
| 87,533 | 89,191 | 1,658 | Utilities | 87,533 | 89,191 | 1,658 | 1.86% | 79,493 | - | 1,278,585 |
| 12,297 | 15,000 | 2,703 | Capital Outlay | 12,297 | 15,000 | 2,703 | 18.02% | - | - | 15,000 |
| - | - | - | Contingency Funds | - | - | - | 0.00% | - | - | 65,000 |
| - | - | - | Gift in Kind | - | - | - | 100.00% | - | - | - |
| 242,062 | 240,947 | (1,115) | Total Operation and Maint | 242,062 | 240,947 | (1,115) | (1) | 225,958 | - | 3,427,873 |
| Institutional Support | | | | | | | | | | |
| (72,702) | 269,579 | 342,281 | Salary and Wages | (72,702) | 269,579 | 342,281 | 126.97% | 249,297 | - | 3,499,494 |
| 75,511 | 71,833 | (3,678) | Employee Benefits | 75,511 | 71,833 | (3,678) | -5.12% | 101,212 | - | 833,446 |
| 15,251 | 78,913 | 63,662 | Contractual Services | 15,251 | 78,913 | 63,662 | 80.67% | 15,853 | - | 761,063 |
| 276,879 | 593,788 | 316,809 | General Materials and Supplies | 276,879 | 593,788 | 316,809 | 53.35% | 39,383 | - | 1,168,505 |
| 1,289 | 11,310 | 10,021 | Travel and Meeting Expenses | 1,289 | 11,310 | 10,021 | 88.60% | 1,583 | - | 123,415 |
| 574 | 233,505 | 232,931 | Fixed Charges | 574 | 233,505 | 232,931 | 99.75% | 210,374 | - | 256,246 |
| - | 14,775 | 14,775 | Capital Outlay | - | 14,775 | 14,775 | 100.00% | - | - | 18,900 |
| - | 83,004 | 83,004 | Contingency Funds | - | 83,004 | 83,004 | 100.00% | 1,040 | - | 1,900,095 |
| - | - | - | Other | - | - | - | 0.00% | - | - | 2,500,000 |
| - | - | - | Tech refresh | - | - | - | 0.00% | - | - | 2,500,000 |
| 27,508 | 100,000 | 72,493 | Strategic Initiatives | 27,508 | 100,000 | 72,493 | 72.49% | - | - | 400,000 |
| - | - | - | Gifts in Kind | - | - | - | 0.00% | - | - | 96,256 |
| 324,409 | 1,456,707 | 1,132,297 | Total Institutional Support | 324,409 | 1,456,707 | 1,132,297 | 7 | 618,741 | - | 14,056,420 |
| 341,397 | 537,000 | 195,603 | Scholarships, grants, waivers | 341,397 | 537,000 | 195,603 | 36.43% | 345,285 | - | 1,235,066 |
| 2,697,470 | 4,247,330 | 1,549,860 | Total Expenditures | 2,697,470 | 4,247,330 | 1,549,860 | 36.40% | 3,173,370 | - | 38,221,071 |
| 8,696,800 | 5,562,946 | 3,133,854 | Revenue Less Expenditures | 8,696,800 | 5,562,946 | 3,133,854 | 0 | 7,236,874 | - | 1,406,128 |
| 204,875 | 117,344 | (87,531) | Transfers Out: | 204,875 | 117,344 | (87,531) | -74.50% | 212,316 | - | 1,408,128 |
| 8,491,925 | 5,445,602 | 3,221,385 | Excess of Revenues over Expenditures & Transfers | 8,491,925 | 5,445,602 | 3,221,385 | 1 | 7,024,556 | - | - |

| Current Month | | | | Current YTD | Current YTD | Current YTD |
|----------------------|---------------------|---------------------|--------------------------------|---------------------|---------------------|------------------------|
| Current Month | Budget | Variance | | Actual | Budget | Budget Variance |
| 1,465,466.29 | 1,707,436.22 | 241,969.93 | Salary and Wages | 1,465,466.29 | 1,707,436.22 | 241,969.93 |
| 331,005.73 | 360,746.80 | 29,741.07 | Employee Benefits | 331,005.73 | 360,746.80 | 29,741.07 |
| 35,913.03 | 108,751.84 | 72,838.81 | Contractual Services | 35,913.03 | 108,751.84 | 72,838.81 |
| 345,294.07 | 894,082.90 | 548,788.83 | General Materials and Supplies | 345,294.07 | 894,082.90 | 548,788.83 |
| 9,374.01 | 63,815.16 | 54,441.15 | Travel and Meeting Expenses | 9,374.01 | 63,815.16 | 54,441.15 |
| 41,682.55 | 263,339.51 | 221,656.96 | Fixed Charges | 41,682.55 | 263,339.51 | 221,656.96 |
| 87,532.60 | 89,190.90 | 1,658.30 | Utilities | 87,532.60 | 89,190.90 | 1,658.30 |
| 12,297.06 | 39,963.00 | 27,665.94 | Capital Outlay | 12,297.06 | 39,963.00 | 27,665.94 |
| - | 83,003.53 | 83,003.53 | Contingency Funds | - | 83,003.53 | 83,003.53 |
| - | - | - | Other Expenditures | - | - | - |
| 2,328,565.34 | 3,610,329.86 | 1,281,764.52 | Total | 2,328,565.34 | 3,610,329.86 | 1,281,764.52 |

Lake Land College
FY2020 Salary, Wage & Benefits Detail

| <i>Salary & Wages</i> | <i>Year to Date</i> | | | <i>FY2020 Budgeted</i> | <i>FY20 Projections</i> | | |
|----------------------------------|---------------------|--------------------|------------------|------------------------|-------------------------|---------------------|---------------------|
| | <u>Actual</u> | <u>Budgeted</u> | <u>Variance</u> | | <u>Projected Actual</u> | <u>Budgeted</u> | <u>Variance</u> |
| Salary and Wages - Instructional | \$1,225,081 | \$1,056,614 | (\$168,467) | \$11,763,802 | | \$11,763,802 | \$11,763,802 |
| Salary and Wages - Acad. Support | \$52,385 | \$128,005 | \$75,620 | \$385,484 | | \$385,484 | \$385,484 |
| Salary and Wages - Stud. Svcs | \$160,354 | \$144,678 | (\$15,675) | \$1,633,591 | | \$1,633,591 | \$1,633,591 |
| Salary and Wages - Public Svc. | \$28,089 | \$24,739 | (\$3,349) | \$321,611 | | \$321,611 | \$321,611 |
| Salary and Wages - Maintenance | \$72,261 | \$83,821 | \$11,560 | \$1,086,925 | | \$1,086,925 | \$1,086,925 |
| Salary and Wages - Inst. Support | (\$72,702) | \$269,579 | \$342,281 | \$3,499,494 | | \$3,499,494 | \$3,499,494 |
| Total Salary and Wages | \$1,465,466 | \$1,707,436 | \$241,970 | \$18,690,907 | \$0 | \$18,690,907 | \$18,690,907 |

| <i>Employee Benefits</i> | <i>Year to Date</i> | | | <i>FY2020 Budgeted</i> | <i>FY20 Projections</i> | | |
|-----------------------------------|---------------------|------------------|-----------------|------------------------|-------------------------|--------------------|--------------------|
| | <u>Actual</u> | <u>Budgeted</u> | <u>Variance</u> | | <u>Projected Actual</u> | <u>Budgeted</u> | <u>Variance</u> |
| Employee Benefits - Instructional | \$175,203 | \$215,360 | \$40,157 | \$2,701,468 | | \$2,701,468 | \$2,701,468 |
| Employee Benefits - Acad. Support | \$10,531 | \$10,531 | (\$0) | \$84,218 | | \$84,218 | \$84,218 |
| Employee Benefits - Stud. Svcs | \$36,992 | \$31,143 | (\$5,849) | \$382,148 | | \$382,148 | \$382,148 |
| Employee Benefits - Public Svc. | \$8,834 | \$4,096 | (\$4,738) | \$50,156 | | \$50,156 | \$50,156 |
| Employee Benefits - Maintenance | \$23,935 | \$27,784 | \$3,849 | \$342,483 | | \$342,483 | \$342,483 |
| Employee Benefits - Inst. Support | \$75,511 | \$71,833 | (\$3,678) | \$833,446 | | \$833,446 | \$833,446 |
| Total Employee Benefits | \$331,006 | \$360,747 | \$29,741 | \$4,393,919 | \$0 | \$4,393,919 | \$4,393,919 |

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees, Lake Land College
FROM: Dr. Josh Bullock, President
DATE: September 5, 2019
RE: Requests for Special Event Tuition Waivers

Please find attached four memorandums from various College staff regarding five special event tuition waiver requests for FY 2020. This request is submitted annually to the Board per Board Policy 07.08 – *Tuition, Rates, and Fees*. It is respectfully requested that the Board of Trustees approve the following special event tuition waivers for FY 2020:

1. Award 11 three-credit-hour tuition waivers for the first-place winners of the annual Business and Computer Contest to be held April 24, 2020.
2. Award up to 14 tuition waivers of \$1,000 each for the top-performing students who participate in the Academic Challenge to be held February 7, 2020.
3. Award five three-credit hour tuition waivers for attendees of the Principals, Deans, and Counselors (PDC) meeting to be held during the Fall 2019 semester.
4. Grant a tuition waiver for Miss Illinois 2020 should she choose to attend Lake Land College.
5. Award six three-credit hour tuition waivers to participants of the National Manufacturing Day events held in the district and hosted by Effingham County Chamber of Commerce, Coles Together and local manufacturers.

Attachments

LAKE LAND COLLEGE

MEMO

TO: Jonathan Bullock, President
FROM: Jon Althaus, Vice President for Academic Services
DATE: August 1, 2019
RE: **Tuition Waiver for Business & Computer Contest**

Kathy Black, Business Division Chair, has asked if Lake Land College would provide a 3 credit hour tuition waiver to the first-place winners of the competitive events offered at the annual Business & Computer Contest on April 24, 2020.

Each year 16-20 local high schools attend, and this is a major marketing and recruiting event for the college and the Business Division. Awarding the first-place winners a tuition waiver is an excellent recruiting strategy to promote Lake Land College to some of our district's brightest students.

We respectfully request that the Board of Trustees approve eleven 3 credit hour tuition waivers for winners of the annual Business & Computer Contest.

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President
FROM: Lisa Shumard-Shelton, Director of Dual Credit & Honors Experience
CC: Jon Althaus, Vice President for Academic Services
DATE: July 8, 2019
RE: Academic Challenge Tuition Waivers

Lake Land College will be hosting the 2020 regional competition of the Academic Challenge on Friday, February 7. This event, formally known as WYSE, brings some of the best and brightest students from within our district to the Lake Land College campus.

Since February 2010, Lake Land College has issued 126 waivers to students for academic excellence at the regional competition; more than 44 of those waivers were utilized, generating FTE for the College. The Dual Credit Program, once again, respectfully requests that the Lake Land College Board of Trustees allow us to award up to 14 tuition waivers of \$1,000 each to the top competitors in the seven challenge categories (Biology, Chemistry, Computers, Engineering Graphics, English, Mathematics, and Physics).

Your consideration of this request is greatly appreciated.

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Beth R. Gerl, Vice President for Student Services

DATE: August 31, 2019

RE: Annual Request for Tuition Waivers

I would like to request the following special tuition waivers for FY 2020. Please let me know if you have questions or need additional information. Thank you.

Principals, Deans and Counselors (PDC)

In Fall 2019, we will again host a meeting for district high school Principals, Deans and Counselors (PDC) and representatives from local workforce development and rehabilitation services. This meeting provides an excellent opportunity for us to share with our guests all the college has to offer their students and graduates. Attendees will have the opportunity to explore our academic programs, support services and opportunities for student extracurricular engagement. Again this year, we would like to enter all attendees into a drawing to win a three-credit hour tuition waiver which they may award to a student of their choosing who will be attending Lake Land College following high school graduation. Response from the attendees regarding the PDC scholarship has been very positive. As such, we would like to request a total of five three-credit hour tuition waivers ("PDC Scholarships") to be awarded.

Miss Illinois

Each year, Lake Land College is invited to join other Illinois colleges and universities in supporting the Miss Illinois Scholarship Program. As a participant, the College agrees to offer a tuition waiver to the current Miss Illinois should she choose to attend Lake Land College. The tuition waiver would be awarded for two years and the recipient would be required to meet all academic and eligibility requirements of the college, including successful completion of at least 12 credit hours each semester with a grade point average of 2.0 or higher. In recognition of our support, Lake Land College would receive a full-page ad in the Official Miss Illinois Souvenir Program Book that is distributed to individuals and businesses throughout the state.

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President
Lisa Shumard-Shelton, Director of Dual Credit & Honors Experience, Karen Kull,
FROM: Director of the Kluthe Center for Higher Education and Technology
CC: Jon Althaus, Vice President for Academic Services
DATE: August 14, 2019
RE: National Manufacturing Day Tuition Waivers Request

Lake Land College is a partner in the recognition of National Manufacturing Day in Effingham and Coles County. These events bring some 300-500 in-district students annually together from within our district to various manufacturing sites throughout the district. The college assists the Effingham County Chamber of Commerce, Coles Together and the local manufacturers to help host these events, which expose high school students to modern, high-tech manufacturing jobs.

We respectfully request the Board of Trustees approve 6 three-credit-hour tuition waivers for these events. We would use the waivers as incentive for the students to meet with faculty members, speak with college admissions representatives, and otherwise explore Lake Land College programs on the event days.

Members of the partnership would appreciate the additional support of this event.

Your consideration of this request is greatly appreciated.

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Dr. Jim Hull, Vice President for Workforce Solutions and Community Education

CC:

DATE: August 26, 2019

RE: Elevate Business Development Certificate Tuition Waiver Proposal

Mattoon in Motion, an initiative of the Mattoon Chamber of Commerce, has approached Lake Land College to partner with them to offer entrepreneurial programming to members of the Elevate Cross County Innovation Center (CCIC). Elevate was made possible by 2 grants from Google totaling \$325,000 and is a business incubator located in the Cross County Mall focusing on helping entrepreneurs get their businesses off the ground. Elevate also will house the Coles County Class E program, which is an entrepreneurial program for high school students.

To that end, Elevate leaders approached Lake Land College Business Division faculty members who were developing a new Business Development Certificate to see how the two entities might partner and assist each other.

We are proposing that Lake Land College offer up to 10 tuition-only waivers annually to full Elevate members who are working to develop businesses to be based in the Lake Land College district. Additionally, we are proposing that we offer up to 5 tuition-only waivers for Class E graduates who are continuing their education at Lake Land College.

In both cases, the waivers will only be for classes required as part of the new Business Development certificate and the recipients must be coded and enrolled in this program to continue to receive the waiver. Participants must also be certified by the Elevate CCIC Executive Director as being paid members of Elevate each semester to continue to receive the waiver. The waivers are non-transferrable and are only offered to the recorded member of Elevate CCIC.

We respectfully request the Board approve this request. I will be available to answer any questions the Board might have.

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President
Bryan Gleckler, Vice-President for Business Services

FROM: Dustha Wahls, Director of Human Resources

DATE: August 23, 2019

RE: Tort Levy Expenditures/Risk Management Plan

Tort Immunity allows public entities to levy taxes to fund expenses related to tort liability, insurance and risk management programs. The Tort Immunity Act allows for levied taxes to be exempt from various limitations that would otherwise be subject to applicable tax levies.

The college's formal TORT Levy plan was adopted in August, 2006 and is reviewed annually by the Vice President of Business Services, Human Resources, and Comptroller for position changes and updates. Therefore, I respectfully request a review and approval of the college's TORT Levy Expenditures/Risk Management Plan for FY2020 which resulted in one change from FY2019. This change was the addition of Gary Branson's position as the Kluthe Site Technician to the plan. It was identified that 20% of his job duties are related to tort liability.

Lake Land College

TORT LEVY EXPENDITURES/RISK MANAGEMENT PLAN

Board of Trustees

Lake Land College

Tort Levy Expenditures/Risk Management Plan

Lake Land College shall have in operation a comprehensive Risk Management Program which shall reduce or prevent the College's exposure to liability. It is of the utmost importance for the College: (1) to ensure that statutory and common law, health and safety rights are extended to all visitors, employees and students; (2) to ensure that the College's buildings and grounds are maintained in a safe condition; (3) to provide careful supervision and protection of all the College's real and personal property, including vehicles.

The Illinois Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/9 – 101 et. Seq.) provides for a community college district to levy a tax which when collected will pay the cost of risk management (Section 9-107). In addition, this Section provides for funds raised pursuant to this Section to be used to pay the cost of insurance, including all operating and administrative costs and expenses directly associated therewith, claim services and risk management directly attributable to loss prevention and loss reduction, to purchase claim services, to pay for judgments or settlements, or to otherwise pay the cost of risk management programs.

The College's Risk Management Program shall provide for: (1) identification of the various components of the Risk Management Program; (2) clearly delineated personnel responsibilities; (3) adequate insurance against liability exposure; (4) identified and allowable costs for the maintenance of the Risk Management Program. In addition, the College's Risk Management Program shall provide for identification and analysis of loss exposure selection of techniques to handle such loss exposure, implementation of the selected techniques, and regular monitoring and adjustment of the Program.

One primary component of the Risk Management Program is the provision of an insurance/compensation program that will provide protection to the College against liability. Portions of this component shall include, but not be limited to:

1. Purchase of Insurance Consultant Services, if needed.
2. Premiums for the various necessary insurances, including all liability insurance, workers compensation, (No payments for property damage and fleet insurance) unemployment compensation, etc.
3. Pay judgments or settlements arising against the College.
4. Pay for all legal fees connected with protecting or defending the College against liability.
5. Allowance for the time expended by assigned College personnel to perform educational inspectional and supervisory services directly related to loss prevention and loss reduction under the Risk Management

In order to clearly delineate personnel responsibilities the college interviewed employees whose responsibilities either partially, or in whole, contribute to risk management. All of the employees' responsibilities were identified, and an estimation was made regarding the amount of time the employee spends on each task during the course of an average work day. Using that data, the college identified the percentage of time each employee spends performing risk management tasks directly related to Tort loss prevention and loss reduction. Lake Land College job descriptions will reflect these responsibilities.

The positions below have been identified as having risk management responsibilities.

| Position | % of job duties related to tort liability | Risk Management Responsibilities |
|---|---|--|
| Comptroller | 5% | The comptroller spends 5% of his/her time engaged in tort prevention related activities including supervision and auditing of loss and casualty insurance claims. |
| Sr. Human Resources Generalist and College Compliance Coordinator | 20% | The Sr. Human Resources Generalist spends an estimated 20% of his/her time working on issues directly related to tort liability. These responsibilities include safety audits, accident, health; Worker's Compensation and provides appropriate Blood Borne Pathogens training. He/she ensures the appropriate reports are filed, follows up with claimants and processes Worker's Compensation paper work for employees. This position is also the Deputy Title IX Coordinator for the college. |
| Custodians | 5% | Custodians spend an estimated 5% of their time working on issues directly related to tort liability. Examples of these tasks include looking for trip hazards, mopping spills, picking up obstacles that block aisles in class rooms and putting out wet floor signs to warn of slip hazards. These risk management responsibilities are assigned in addition to non-tort related tasks such as general cleaning, room set ups, emptying trash, vacuuming, cleaning walls and base boards and stocking paper towels. |
| Groundskeepers | 5% | Groundskeepers spend an estimated 5% of their time working on issues directly related to tort liability. Examples of these tasks include looking for outdoor trip hazards, cleaning debris and snow and ice removal from sidewalks and roadways. Reviewing maintenance of curbs and sidewalks. These risk management responsibilities are assigned in addition to non-related tort tasks such as general mowing, weed control and equipment maintenance. |

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| Custodial Supervisor | 20% | The custodial supervisor spends an estimated 20% of his/her time working on issues directly related to tort liability. The supervisor's time is devoted to ensuring employees follow safety guidelines such as wearing eye protection, hearing protection and back supports, walking through buildings looking for safety hazards and processing worker's compensation forms. 10% of his/her time is devoted to ensuring room setups are done in accordance with ADA and other regulations; making sure aisles are of sufficient width, making sure the number of seats do not exceed fire code standards, etc. 5% of his/her time is spent training employees, with the safety officer, in work place safety topics such as blood borne pathogens, fork lift safety, use of personal protective equipment, and bending and lifting techniques. These risk management responsibilities are assigned in addition to non-tort related tasks such as ordering and putting away supplies, general maintenance, employee evaluations. |
| Maintenance | 40% | Maintenance workers spend an estimated 40% of their time working on issues directly related to tort liability. Examples of these assigned tasks include changing interior and exterior lighting for the safety of our patrons, repairing college vehicles to ensure they are safely maintained, inspection of sprinkler systems, trimming trees to meet ADA height requirements, and maintaining dental lab equipment to ensure health department guidelines are met. These risk management responsibilities are assigned in addition to non-tort related functions which include general moving and repair, service oriented functions such as opening cars with the keys locked inside, and room set up. |
| Kluthe Site Technician | 20% | The Kluthe Site Technician spends an estimated 20% of their time working on issues directly related to tort liability. Examples of these assigned tasks include consultant to security service by monitoring and maintaining of security data storage, backup, and retrieval. Additionally, this employee changes interior and exterior lighting for the safety of our patrons, inspection of sprinkler systems, trimming trees to meet ADA height requirements, and maintaining classroom lab equipment to ensure health department guidelines are met. These risk management responsibilities are assigned in addition to non-tort related functions which include general snow removal, service oriented functions such as opening cars with the keys locked inside, and room set up. |

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| Director of Physical Plant Operations | 20% | The director of the physical plant spends an estimated 20% of his/her time supervising and following-up on tort related issues. These risk management responsibilities are assigned in addition to non-tort related issues in the area of general construction in which he/she works with the director of facilities planning, record storage management, equipment tagging, general process improvements, and working with various entities on campus to coordinate general maintenance needs. Direct and review completion of lighting for the safety of our patrons, repairing college vehicles to ensure they are safely maintained, inspection of sprinkler systems, trimming trees to meet ADA height requirements, removing of snow and ice from pedestrian pathways and maintaining lab equipment to ensure health and safety guidelines are met. |
| Assistant Director of Physical Plant Operations | 20% | The assistant director of the physical plant spends an estimated 20% of his/her time supervising and following-up on tort related issues. These risk management responsibilities are assigned in addition to non-tort related issues in the area of record storage management, equipment tagging, general process improvements, and working with various entities on campus to coordinate general maintenance needs. Direct, supervise and review completion of lighting for the safety of our patrons, repairing college vehicles to ensure they are safely maintained, inspection of sprinkler systems, trimming trees to meet ADA height requirements, removing of snow and ice from pedestrian pathways and maintaining lab equipment to ensure health and safety guidelines are met. |
| Administrative Asst. to the Director of the Physical Plant | 10% | The Assistant to the Director of the Physical Plant spends an estimated 10% of his/her time working on tort related issues. Responsibilities in this area include scheduling and maintenance of college vans and busses and coordination of tort related tasks for the maintenance and custodial staff (taking the initial call, dispatching the information to the appropriate personnel and follow up). |
| College Nurse | 90% | The college nurse spends an estimated 90% of his/her time working on tort related issues. 60% of his/her time is devoted as a first response to injury. 20% of his/her time is devoted to managing physicals, immunizations, TB tests and CPR certification of nursing students, managing eye wash stations and management of athletic physicals as required by law. 10% is devoted to training such as alcohol and other drug related training for students. |

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| Counselor/Coordinator Disability Services | 50% | The special needs counselor spends an estimated 50% of his/her time working on tort related issues. These tasks relate to state and ADA guide lines regarding students with disabilities such as providing note takers, ordering books on tape, sending instructor notifications, communicating with parents, instructors and students about accommodations, responding to requests for information, serving on the facilities planning committee, and coordinating facilities and technology accessibility issues with the appropriate administrative personnel. These risk management responsibilities are assigned in addition to non-tort related issues such as general counseling and advising, orientation, teaching and filing reports. |
| Police Chief and Officers | 100% | Due to the nature of their responsibility as sworn law enforcement officers, the police department staff is devoted 100% to tort related issues. Police officers respond to, report and investigate all reports of crimes and suspicious activity/persons on campus. They also investigate traffic accidents on or near campus, respond as back up units to area law enforcement agencies, direct traffic, provide escorts to students and staff who request them, provide security at the Kluthe Center, provide security at special events including basketball games, Special Olympics and other events on campus, and respond to medical emergencies (all officers are certified in CPR/AED/first aid. The Chief of Police also serves on the Behavior Intervention Team investigating safety issues and concerns. |
| Director of Counseling and Judicial Affairs Advisement | 5% | The Director of Counseling and Judicial Affairs Advisement spends an estimated 5% of his/her time working on tort related issues. He/she is responsible for ensuring students with special needs are properly coordinated. The Director oversees the Counselor/Coordinator Disability Services and ensures all applicable laws and statutes are adhered to. The Director serves on the Behavior Intervention Team investigating student safety issues and concerns. These risk management responsibilities are assigned in addition to non-tort related issues such as general counseling and advising. |

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| Intervention & Compliance Coordinator/Men's Basketball Coach | 20% | The Intervention & Compliance Coordinator spends an estimated 20% of his/her time working on tort related issues. The Intervention and Compliance Coordinator/Head Coach advises and implements institutional strategies and provides education and training to students and staff associated with the college's Title IX compliance obligations as they relate to students. This position coordinates efforts of the behavior intervention and violence prevention team and serves as the compliance coordinator for intercollegiate athletics. |
| Director of Human Resources | 20% | The Director of Human Resources spends an estimated 20% of his/her time working on tort related issues. He/she is responsible for maintaining job descriptions that accurately reflect risk management and ensuring that all employees are aware of their specific risk management responsibilities. The director ensures worker's compensation claims are properly filed, working with the Director of the Physical Plant and Sr. Human Resources Generalist to verify proper training is implemented and ensures the college engages in hiring and promotion processes according to state and federal laws and standards and regularly reviews and updates the College's Risk Management Program. This position is also the Title IX Coordinator for the college. |
| Sr. Executive to the President | 10% | The Sr. Executive spends an estimated 10% of his/her time working on tort related issues. As the Sr. Executive to the President of the college, this position discusses and ensures programs, and services that impact safety and reduce the college's exposure to liability are properly executed and maintained. This position supervises the head of the college police department. |
| Vice President for Student Services | 5% | The Vice President for Student Services spends an estimated 5% of his/her time working on tort related issues. The Vice President supervises the department heads of the counseling department and the college nurse. The Vice President serves on the Title IX and Behavioral Intervention Teams and determines final action on student matters. |

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| Vice President for Business Services | 10% | The Vice President for Business Services spends an estimated 10% of his/her time working on tort related issues. The Vice President supervises the department heads of the maintenance, Comptroller and human resources departments. The vice president ensures that the department heads are properly meeting tort related expectations. |
| President | 5% | The President spends an estimated 5% of his/her time working on tort related issues. As the chief executive officer of the college, the president discusses and ensures programs, and services that impact safety and reduce the college's exposure to liability are properly maintained. |

Adopted 8/2006
 Reviewed 4/2007
 Amended 6/2008
 Reviewed 4/2009
 Amended 5/2010
 Amended 8/2011
 Reviewed 8/2012
 Reviewed 8/2013
 Amended 8/2014
 Reviewed 8/2015
 Revised 8/2016
 Reviewed 08/2017
 Revised 08/2018
 Revised 08/2019

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President
 FROM: Beth Gerl, Vice President for Student Services
 DATE: August 23, 2019
 RE: Proposed Board Policy Revision from Academic Standards Committee

The role of the Academic Standards Committee is to establish and review academic standards and requirements and recommend related changes in board policy to the College President.

During the spring 2019 semester, the Committee reviewed Board Policy 06.06 and is recommending revisions as noted below. This recommended change seeks to clarify the policies for publication in the College Catalog and other resources for students.

06.06 General Education for Associate Degree

- Updates the title to encompass general education requirements.
- Clarifies that IAI GECC credential, which upon request, will be noted on the student's Lake Land College transcript thus assuring transfer students that lower division, general education requirements have been satisfied.
- Revises the minimum number of general education hours for an AAS degree from 16 to 15 hours per recommendation from the General Education and Curriculum Committees.
- Clarifies language regarding Inclusion of Human Relations in curriculum.

I would like to request a waiver of first reading and present these proposed revisions for approval at the September 9, 2019, meeting of the College Board of Trustees. I am happy to address any questions or concerns.

2018-2019 Academic Standards Committee: Bryan Burrell, Academic Counselor; Kathy Black, Division Chair for Business; Martha Mioux, PTA Instructor; Jordan Rauch, Agriculture Instructor; Jon Van Dyke, Dean of Admission Services; Tessa Philpot, Student; Beth Gerl, Vice President for Student Services; Becky Earp, Committee Assistant.

06.06

General Education for Associate Degrees
Inclusion of Human Relations in Curriculum

Lake Land College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the Illinois General Education Core Curriculum (GECC) between participating institutions. Completion of the GECC at any participating college in Illinois assures transferring students that lower-division general education requirements for an associate or bachelor's degree have been satisfied.

Students who complete the IAI GECC as noted below may request to have the General Education Core Curriculum Credential noted on their Lake Land College transcript. Specific courses that apply to each category are identified in the Lake Land College catalog.

General Education Core Curriculum (GECC)

| <u>CATEGORY</u> | <u>REQUIREMENT</u> |
|--|--|
| <u>Communications</u> <u>IAI (C)</u> | <u>3 courses (9 semester hours)</u> |
| <u>Mathematics</u> <u>IAI (M)</u> | <u>1 course (3 semester hours)</u> |
| <u>Physical and Life Sciences</u> <u>(IAI P, IAI L)</u> | <u>2 courses (7 to 8 semester hours)</u> |
| <u>Humanities and Fine Arts</u> <u>(IAI H, IAI F, IAI HF)</u> | <u>3 courses (9 semester hours)</u> |
| <u>Social and Behavioral Sciences</u> <u>(IAI S)</u> | <u>3 courses (9 semester hours)</u> |
| <u>TOTAL</u> | <u>37-38 semester hours</u> |

Associate in Arts Degree (AA)

The General Education Core Curriculum (GECC) is fully incorporated into the Associate in Arts degree as defined by the IAI.

Associate in Science Degree (AS)

The AS degree, designed specifically for select science, technology, engineering and mathematics majors, includes a modified general education core as defined by the IAI. Students who complete the AS degree may complete an additional six (6) hours of IAI GECC courses (one course in Humanities and Fine Arts and one course in Social and Behavioral Sciences) at Lake Land or following transfer to the four-year university to meet the GECC requirements.

Associate in Engineering Science Degree (AES)

The AES degree is highly structured to require extensive, sequential mathematics and science courses required for study in Engineering. This degree includes a reduced general education core as defined by the IAI. Students who complete the AES degree may complete the GECC following transfer to the four-year university or meet the university's lower-division general education requirements.

Associate in Applied Science

The AAS degree is highly structured to prepare individuals for employment in a specific field. General education requirements for this degree include the following. Specific courses that meet general education for each AAS degree are identified in the Lake Land College catalog.

| <u>CATEGORY</u> | <u>REQUIREMENT</u> |
|---|------------------------|
| <u>Communication</u> | <u>3 credit hours</u> |
| <u>Mathematics or Physical and Life Sciences</u> | <u>3 credit hours</u> |
| <u>Humanities and Fine Arts or Social and Behavioral Sciences</u> | <u>3 credit hours</u> |
| <u>Additional hours selected from two different categories listed above or any course with the prefix: HED, PED, REC, SFS</u> | <u>6 credit hours</u> |
| <u>TOTAL</u> | <u>15 credit hours</u> |

Page 2 of 3

Associate in Liberal Studies

The ALS degree provides a unique opportunity to develop an individualized program that crosses traditional academic disciplines. General education requirements for this degree include the following. Specific courses that apply toward each category are identified in the Lake Land College catalog.

| <u>CATEGORY</u> | <u>REQUIREMENT</u> |
|---|------------------------|
| <u>Communication</u> | <u>6 credit hours</u> |
| <u>Mathematics or Physical and Life Sciences</u> | <u>7 credit hours</u> |
| <u>Humanities and Fine Arts</u> | <u>3 credit hours</u> |
| <u>Social and Behavioral Sciences</u> | <u>3 credit hours</u> |
| <u>Humanities and Fine Arts or Social and Behavioral Sciences</u> | <u>3 credit hours</u> |
| <u>TOTAL</u> | <u>22 credit hours</u> |

Inclusion of Human Relations in Curriculum

It is the policy of Lake Land College to include in its General Education Requirements course work on improving human relations. This policy includes improvement in understanding about race, ethnicity, gender, and related issues as they impact on racism, gender bias, and sexual harassment.

The General Education course work ~~will~~ addresses the issues of race, ethnicity, gender, and other issues as they relate to racism and sexual harassment as a part of its discipline. Each discipline ~~will develop~~ includes course work which is appropriate to that area of study¹.

Adopted November 9, 1998

Revised April 11, 2016

Revised

Page ~~43~~ of ~~43~~

¹ 110 ILCS 205-9

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0919-002

DATE: September 9, 2019

*Approve Third Addendum to Employment Agreement with
Dr. Jonathan "Josh" Bullock, Lake Land College President, Extending the Term
through June 30, 2022.*

WHEREAS, the Board of Trustees of Lake Land College, Community College District No. 517 (the "College") has the duty to select and appoint the President of the College in accordance with the laws of the Public Community College Act, to complete an annual performance review of the President of the College, and to approve the issuance of all employment contracts and notices as well as contract language changes; and

WHEREAS, the Board of Trustees entered into an initial three-year employment contract with Dr. Jonathan "Josh" Bullock hereinafter referred to as the "President" commencing July 1, 2013 through June 30, 2016; and

WHEREAS, on April 13, 2015, the Board of Trustees approved an Addendum to Employment Agreement with the President which extended the employment contract an additional three years commencing July 1, 2015 through June 30, 2018; and

WHEREAS, on March 12, 2018, the Board of Trustees approved a Resolution and Addendum to Employment Agreement with the President which extended the President's employment for an additional three years through June 30, 2021; and

WHEREAS, the President's annual salary for the 2019-2020 contract year is \$236,221.44; and

WHEREAS, the Board of Trustees has conducted an annual performance review of the President each year since the contract initiation date and the President has successfully met all essential functions of his role and established performance goals by the Board of Trustees during each review period; and

WHEREAS, the Board of Trustees has established six goals for the President for FY 2020 to include:

1. Address enrollment opportunities and challenges through the establishment of a foundation and framework for a Strategic Enrollment Management Plan.
2. Ongoing engagement of the college community in the implementation of the FY2019 to FY2021 Strategic Plan for the two key focus area of Guided Pathways and Data Analytics.
3. Hire and onboard a new Executive Director for College Advancement and facilitate development and operationalization of an appropriate organizational structure to position the department for future success.
4. Facilitate completion of the scheduled projects in the Capital Projects and Master Facility plans.
5. Foster campus-wide innovation in the development and enhancement of programs, niches and revenue sources.
6. Heighten the visibility of Lake Land College at the local and state levels.

WHEREAS, the Board of Trustees appreciates and supports the President's continued leadership of the College; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 517, Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby, State of Illinois (the "Board") as follows:

Section 1. The Board approves the Third Addendum to the President's Employment Agreement (Attached to Resolution as Exhibit A) to extend the term of the President's Agreement for three additional years, through June 30, 2022.

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

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____

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 for approval to renew/extend the employment contract with Dr. Jonathan "Josh" Bullock, Lake Land College President, 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 ____ day of ____, 20__.

I do further certify that the deliberations of the members of the Board of Trustees on the adoption of the Resolution were taken openly; that the vote on the adoption of the Resolution was taken openly; that the meeting was held at a specified time and place convenient to the public; that notice of the meeting was duly given to all newspapers, radio or television stations, and other news media requesting notice; and that the meeting was called and held in strict compliance with the provisions of the Illinois Open Meetings Act, as amended, and the applicable provisions of the Public Community College Act of the State of Illinois, and that this Board of Trustees has complied with all of the applicable provisions of said Acts and with all the procedural rules of the Board of Trustees.

IN WITNESS WHEREOF, I hereunto affix my official signature, this ____ day of _____, 2020.

Secretary, Board of Trustees

Exhibit A

THIRD ADDENDUM TO PRESIDENT’S EMPLOYMENT AGREEMENT

This Third Addendum to President’s Employment Agreement is made on _____, 20____, by and between the Board of Trustees of Lake Land College District No. 517, Counties of Christian, Coles, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, hereinafter referred to as "Board" and Jonathan Bullock, hereinafter referred to as "President," and the Board and President sometimes collectively referred to as the "Parties", and amends the Employment Agreement executed on March 6, 2013, and as amended on April 13, 2015, and March 12, 2018.

WHEREAS, the Board and President entered into an Employment Agreement effective July 1, 2013 through June 30, 2016 (hereinafter referred to as the "Agreement") with such Agreement having been extended to June 30, 2021, by a First Addendum to the Agreement and a Second Addendum to the Agreement.

WHEREAS, the Parties desire to extend the term of the President’s Agreement for three (3) additional years.

NOW, THEREFORE, in consideration of the promises and of the mutual covenants and agreements hereinafter set forth, the Parties hereto acknowledge and agree as follows:

- 1. The Board hereby extends the President’s employment for three (3) additional years, through June 30, 2022.
- 2. All other terms and conditions in the President’s Employment Agreement shall remain in full force and effect, except as set forth in the Addendum entered into on April 13, 2015, the Second Addendum entered into on March 12, 2018, and this Third Addendum.

IN WITNESS WHEREOF, the parties have executed this Agreement on the _____ day of _____, 2020.

PRESIDENT

BOARD

Dr. Jonathan "Josh" Bullock

BY: _____
Board Chair

ATTEST: _____

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
September 09, 2019**

The following employees are recommended for leave

| | | |
|----------------|---------------------|-----------------------|
| Bloemer, Tammy | FMLA | 09/15/2019-12/13/2019 |
| Beagle, Ryan | FMLA | 07/11/2019-07/16/2019 |
| Davis, Kim | FMLA | 08/21/2019-09/03/2019 |
| Strohl, Randy | FMLA (Intermittent) | 08/07/2019 |
| Taylor, Debra | FMLA | 07/31/2019-09/12/2019 |

Additional Appointments

The following employees are recommended for additional appointments

| | Position | Effective Date |
|---------------------------------|--|-----------------------|
| Part-time | | |
| Jarrell, Charles | Adjunct Faculty SSE Sub Primary Position is Division Chair SSE | 08/21/2019 |
| Martinez, Yesica | Tutor-Disability Services - Bachelor Primary Position is Chemistry Lab Student Asst | 08/07/2019 |
| Martinez, Yesica | Tutor - Bachelor's Community Education Primary Position is Chemistry Lab Student Asst | 08/07/2019 |
| Martinez, Yesica | Tutor - Bachelor's Degree Primary Position is Chemistry Lab Student Asst | 08/07/2019 |
| Niemerg, Rachel | Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst | 06/11/2019 |
| Niemerg, Rachel | Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst | 06/11/2019 |
| Shook, Ciara | Adjunct Faculty Humanities Primary Position is Adult Education Instructor | 08/19/2019 |
| Smith, Chandler | College Work Study - Student Life Primary Position is CWS Humanities | 08/12/2019 |
| Underwood, Race | Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst | 07/01/2019 |
| Underwood, Race | Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst | 07/01/2019 |
| Vogel, David | Print Shop Technician Assistant Primary Position is Graphic Designer Pre-Flight | 08/19/2019 |
| Part-time - Grant Funded | | |
| Lascalles, Anita | Pathways Substitute Instructor Primary Position is Pathways Classroom Assistant | 08/15/2019 |
| Martinez, Yesica | Tutor - Bachelor's Carl Perkins Primary Position is Chemistry Lab Student Asst | 08/07/2019 |

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|-----------------|---|------------|
| Niemerg, Rachel | Tutor-Student Carl Perkins | 06/11/2019 |
| | Primary Position is Tutor - Student Lrng Asst | |
| Underwood, Race | Tutor-Student Carl Perkins | 07/01/2019 |
| | Primary Position is Tutor - Student Lrng Asst | |

New Hire-Employees

The following employees are recommended for hire

| | Position | Effective Date |
|---------------------------------|--|-----------------------|
| Unpaid Volunteer | | |
| Amato, Joseph | Dual Credit Instructor | 08/20/2019 |
| Barringer, Kelly | Dual Credit Instructor | 08/06/2019 |
| Ness, Kurt | Counseling Services Unpaid Intern | 08/19/2019 |
| Vineyard, Rebecca | Dual Credit Instructor | 08/12/2019 |
| Full-time | | |
| Shawver, Gavin | Student Services Specialist III | 09/23/2019 |
| Full-time - Grant Funded | | |
| Cruit, Laney | Correctional Career Technology Instructor-Taylorville CC | 09/03/2019 |
| Part-time | | |
| Austin, Chase | Newspaper Editor - Student Newspaper | 08/12/2019 |
| Blazich, Jessica | Bookstore Rush Worker | 08/01/2019 |
| Caskey, Winifred | Newspaper Editor - Student Newspaper | 08/12/2019 |
| Croft, Katherine | Newspaper Editor - Student Newspaper | 08/12/2019 |
| Darling, Kayla | Adjunct Faculty Business | 08/19/2019 |
| Daugherty, Rachel | Adjunct Faculty Business | 08/19/2019 |
| Diel, Patricia | Adjunct Faculty Social Science | 08/19/2019 |
| Dietz, Haley | Fitness Center Specialist | 08/19/2019 |
| Flight, Donna | Adjunct Faculty Social Science | 08/19/2019 |
| Fogarty, Rebecca | Dual Credit Coordinator | 07/23/2019 |
| Froese, Morgan | Newspaper Editor - Student Newspaper | 08/12/2019 |
| Grovier, Michael | Newspaper Editor - Student Newspaper | 08/12/2019 |
| Gullidge, Breanne | Admissions and Records Data Entry Asst | 08/19/2019 |
| Hanson, Madeleine | Admissions and Records Data Entry Asst | 08/01/2019 |
| Hartke, Taylor | Admissions and Records Data Entry Asst | 08/01/2019 |
| Haslett, Kayla | Newspaper Editor - Student Newspaper | 08/12/2019 |
| Heicher, Rachel | Adjunct Faculty Social Science | 01/05/2019 |
| Kidd, Madelyn | Newspaper Editor - Student Newspaper | 08/12/2019 |
| Lynch, Ross | Laker Mallard Mascot Talent | 08/01/2019 |
| Moore, Breanna | Newspaper Editor - Student Newspaper | 08/12/2019 |
| Murphy, John | Assistant Baseball Coach | 08/01/2019 |
| Murray, Brandon | Adjunct Faculty Social Science | 08/19/2019 |
| Omar, Ghada | Adjunct Faculty Math and Science | 08/19/2019 |
| Seifert, Owen | Newspaper Editor - Student Newspaper | 08/12/2019 |
| Springman, Kara | Allied Health Dental Clinical Instructor | 08/19/2019 |

| | | |
|------------------|--------------------------------------|------------|
| Thomas, Sarah | Newspaper Editor - Student Newspaper | 08/12/2019 |
| Tozer, Michel | Adjunct Faculty Social Science | 08/19/2019 |
| Vogel, David | Graphic Designer - Pre-Flighter | 08/19/2019 |
| Waggoner, Ashley | Adjunct Faculty Humanities | 08/19/2019 |
| Welch, Christina | Bookstore Rush Worker | 08/19/2019 |
| Wendling, Austin | Newspaper Editor - Student Newspaper | 08/12/2019 |
| Workman, Kyle | Adjunct Faculty Humanities | 08/19/2019 |

Part-time - Grant Funded

| | | |
|-------------------|---------------------------------------|------------|
| Crosby, Sarah | Adult Education Instructor | 08/15/2019 |
| Jackson, Kaitlin | Pathways Classroom Assistant | 08/12/2019 |
| Jackson, Stephen | Adjunct DOC College Funded Instructor | 08/07/2019 |
| Kanouse, Douglas | Adult Education Instructor | 08/19/2019 |
| Lascalles, Anita | Pathways Classroom Assistant | 08/15/2019 |
| Patton, Margarita | Adjunct DOC College Funded Instructor | 08/07/2019 |
| Shabazz, Kwame | Adjunct DOC College Funded Instructor | 08/07/2019 |

College Work Study

| | | |
|-------------------|--------------------------------------|------------|
| Endsley, Courtney | College Work Study - Early Childhood | 08/19/2019 |
|-------------------|--------------------------------------|------------|

Terminations/Resignations

The following employees are terminating employment

| | Position | Effective Date |
|-------------------------|-----------------------------------|----------------|
| Unpaid Volunteer | | |
| Blandford, Laurie | Work and Learn - CBI | 05/31/2019 |
| Elder, Nicole | Work and Learn - Print Shop | 08/26/2019 |
| Krausen, Rachelle | Career Services Unpaid Intern | 12/31/2019 |
| Martens, Alex | Counseling Services Unpaid Intern | 07/31/2019 |
| Scott, Nicole | Work and Learn - Career Services | 05/31/2019 |
| Seward, Larissa | ECIDC Executive Director | 10/23/2018 |

Full-time

| | | |
|------------------------|------------------------------------|------------|
| Collins, Deborah | Associate Dean – Illinois River CC | 08/15/2019 |
| Pastor Rojop, Jennifer | Correctional Ofc Asst - Dixon CC | 08/15/2019 |

Part-time

| | | |
|------------------|---------------------------------|------------|
| Coe, Beth | TRIO SSS Student Assistant | 07/11/2019 |
| Evans, Kassidy | Fitness Center Specialist | 07/14/2019 |
| Horton, Lucinda | Retiree Incentive Program | 05/05/2019 |
| Huang, Hsin Hui | Counseling - Clerical Worker | 06/30/2019 |
| Johnson, Davis | Fitness Center Specialist | 04/21/2019 |
| Jones, Bridgette | Outreach Advisor/Mentor TRIO DC | 08/01/2019 |
| Miner, Linda | BNA Clinical Instr Adult Ed | 12/16/2018 |
| Packer, Jamie | Print Shop Technician Assist | 08/11/2019 |

College Work Study

| | | |
|-------------------|-----------------------------|------------|
| Hernandez, Daniel | College Work Study-Business | 05/05/2019 |
|-------------------|-----------------------------|------------|

Transfers/Promotions

The following employee is recommended for a change in position

| | Position | Effective Date |
|------------------|--|-----------------------|
| Full-time | | |
| Hunter, Kimberly | Coordinator of International Studies Program Transferring from: IEL Instructor (pt) | 09/23/2019 |

Full-time - Grant Funded

| | | |
|-------------------|---|------------|
| Groennert, Harvey | DOC Special Projects Manager Transferring from Associate Dean Southwestern IL CC | 08/12/2019 |
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