

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book
September 10, 2018
Regular Meeting No. 621

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



Regular Meeting No. 621
Monday, September 10, 2018, 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 August 13, 2018, Regular Meeting.
2. Approval of Agenda of September 10, 2018, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses.
This information will be presented by College administration for approval with full assurance by management it has been prepared in good faith to follow all applicable laws and board policy. For summary and details of bills refer to:
http://www.lakeland.cc.il.us/col/board_minutes/download.cfm
4. Destruction of Tape Recording of March 13, 2017, Closed Session.

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

A. ICCTA/Legislative	Mr. Mike Sullivan Ms. Ann Deters
B. Resource & Development	Ms. Doris Reynolds
C. Finance	Ms. Ann Deters
D. Buildings & Site	Mr. Bruce Owen
E. Foundation	Ms. Doris Reynolds
F. Student Report	Ms. Tessa Philpot
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 – Agriculture Division Named National Association of Agriculture Educators (NAAE) Outstanding Postsecondary Agriculture Program.	
2. Update on Preparations for Higher Learning Commission (HLC) Site Visit.	
3. Fall 2018 – Tenth Day Enrollment Report.	
4. Policy Revisions for Minor Corrections.	15
5. Annual Report on Special Tuition Waiver Requests.	16
6. Calendar of Events.	17-18
7. Correspondence.	

B. Action Items.

	Board Book Page Number(s)
1. Approval of Renaming of Zero Energy Building (ZEB) Hall as Lensink Hall.	19-21
2. Acceptance of Reporting of July 2018 Financial Statements.	22-27
3. 2019 Trustee Election Information and Acceptance of Letters of Designation.	28-32
4. Approval of Proposed Revisions to Board Policy 05.22 – <i>Planned Retirement.</i>	33-36

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5. Approval of Special Tuition Waivers.	37-40
6. Approval of Tort Document.	41-49
7. Acceptance of Gift-in-kind Donation from the Foundation.	50-51
8. Acceptance of FY 2019 ISBE Growing Agricultural Science Teachers (GAST) Grant.	52
9. Approval of Memorandum of Understanding with AFSCME Council 31.	53-54
10. Approval of Bid for Medical Dispense Machine.	55-56
11. Approval of Bid for the Structural Steel Supplier for Luther Student Center Project – Bid Package #2.	57-58
12. Approval of Bid for Steel Erection for Luther Student Center Project – Bid Package #2.	59-60
13. Approval of Bid for Concrete Contractor for Luther Student Center Project – Bid Package #2.	61-62
14. Approval of Bid for Earthwork for Luther Student Center Project – Bid Package #2.	63-64
15. Approval of Human Resources Report.	65-68

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

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



Regular Board Meeting No. 619
Webb Hall, Room 081, Mattoon, IL
August 13, 2018

Minutes

Call to Order.

Chair Dave Storm, called the August 13, 2018, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 220, Kluthe Center, Effingham.

Chair Storm appointed Trustee Sullivan to serve as Secretary Pro-Tem in the absence of Trustee Deters, Secretary.

Roll Call.

Trustees Physically Present: Mr. Gary Cadwell; Mr. Bruce Owen; Ms. Doris Reynolds, Vice Chair; Ms. Meg Steward; Mr. Dave Storm, Chair; Mr. Mike Sullivan and Ms. Tessa Philpot, Student Trustee.

Trustees Absent: Ms. Ann Deters, Secretary.

Others Present: Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic 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; Dr. Tina Stovall, Vice President for Student Services; and members of the staff, community and media.

Approval of Consent Items.

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

1. Approval of Minutes of July 16, 2018, Regular Meeting.
2. Approval of Minutes of July 16, 2018, Closed Session.
3. Approval of Agenda of August 13, 2018, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.

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This information was presented by College administration for approval with full assurance by management they were prepared in good faith to follow all applicable laws and Board policy. Summary and bills include:

Education Fund	\$	296,482.64
Building Fund	\$	23,321.33
Site & Construction Fund	\$	53,283.88
Bond & Interest Fund	\$	
Auxiliary Services Fund	\$	37,088.10
Restricted Purposes Fund	\$	357,121.49
Working Cash Fund	\$	
Audit Fund	\$	
Liability Insurance Fund	\$	19,456.06
Student Accts Receivables	\$	111,788.29
Total	\$	898,541.79

For 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, Owen, Reynolds, Steward, Storm and Sullivan. No: None.

Absent: Deters. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan said he had no report at this time.

Resource & Development.

Trustee Reynolds, Resource and Development Committee Chair, said the Committee met recently to discuss items that will appear later in the agenda.

Finance.

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Board Chair Storm said the Finance Committee had not met since the last Board meeting and there was no report at this time.

Buildings & Site.

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

Student Report.

Student Trustee Philpot provided an update on activities with the Student Government Association and Student Ambassadors.

President's Report.

Dr. Bullock said:

- The Effingham Regional Career Academy (ERCA) Board was recently notified that the ERCA collaboration has been selected as one of the “Top 20 Shared Program Best Practices in Illinois” by the Lt. Governor’s office. The partnership was selected from a field of 263 applicants and will be showcased in a statewide publication. There will also be a presentation by the Lt. Governor at the September 12, 2018, Effingham County Kickoff to Education breakfast hosted by the Effingham Chamber of Commerce.
- Congratulations to the Agriculture Division for recently being selected as the Midwest region winner of the National Association of Agriculture Educators Excellence in Postsecondary Education Award. Lake Land was one of three community college’s recognized nationwide. Kudos to Ryan Orrick and all the Ag Division faculty and staff.
- Congratulations to Student Trustee Tessa Philpot for being selected as the alternate youth representative for the Governor’s Cabinet Youth Commission with the Illinois Community College Board (ICCB).
- Opening Day activities will take place this Friday, August 17, 2018. We are excited to be welcoming back faculty and students.

Non-action Items.

Kluthe Center Update.

Ms. Karen Kull, Director of the Kluthe Center, presented to the Trustees on the FY 2018 Kluthe Center Annual Report.

Spring 2018 Student Satisfaction Inventory.

Ms. Jean Anne Grunloh, Senior Executive to the President, presented highlights of the Noel Levitz Student Satisfaction Inventory conducted by the College this past spring.

Proposed Revisions to Board Policy 05.22 – Planned Retirement.

Trustees heard a recommendation from Mr. Bryan Gleckler, Vice President for Business Services, regarding proposed revisions to Policy 05.22 – *Planned Retirement*. Mr. Gleckler said the proposed changes are a result of the recent implementation of Public Act 100-0587 which reduces the allowable end-of-career annual salary increases that an employee can earn without subjecting the employer to a financial penalty from 6% to 3% for retirement calculation purposes. Trustees reviewed details of the proposed revisions which were submitted as first reading and will be brought to the Board for action during the September 2018 regular Board meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events.

Correspondence.

There were no items of correspondence.

Action Items.

Approval of Pilot Workforce Solutions Tuition and Fees Waiver Program.

Trustees reviewed a memorandum from Dr. Bullock requesting that the Board approve a pilot “guaranteed, last-dollar financial assistance” program for the 2018-2019 and 2019-2020 academic years. Dr. Bullock said this request follows discussion with the Board during the July 16, 2018, Board meeting and that the administration’s goals are to expand our community partnerships, help our students earn a certificate and gain employment, and our community partners gain employees. He explained that 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 tuition and fee costs will be covered.

Trustee Reynolds moved and Trustee Steward seconded to approve as presented a pilot, last-dollar Workforce Solutions Tuition and Fees Waiver 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.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Owen, Reynolds, Steward, Storm and Sullivan. No: None.

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Absent: Deters. Student Advisory Vote: Student Trustee Philpot voted yes.
 Motion carried.

Acceptance of Reporting of June 2018 Financial Statements.

Trustees reviewed the June 2018 Financial Statements and a memorandum from Mr. Gleckler 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 2018 as compared to budgeted amounts, a salary and benefits summary, and FY 2018 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 Steward moved and Trustee Reynolds seconded to approve the June 2018 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Owen, Reynolds, Steward, Storm and Sullivan. No: None.

Absent: Deters. Student Advisory Vote: Student Trustee Philpot voted yes.

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

Trustee Reynolds moved and Student Trustee Philpot seconded to accept the Safety and Education Grant award from the Illinois Public Risk Fund in the amount of \$13,328.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Owen, Reynolds, Steward, Storm and Sullivan. No: None.

Absent: Deters. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

Planned Retirement Incentive Adjustment for Current Participants Not Included in a Collective Bargaining Group as Discussed in Closed Session.

Trustees reviewed a memorandum from Mr. Gleckler regarding the administration's proposal to adjust the planned retirement incentive for current participants not included in a collective bargaining group. Trustees learned this proposal is the result of the recent implementation of Public Act 100-0587 which reduces the allowable end-of-career annual salary increases that an employee can earn without subjecting the employer to a financial penalty from 6% to 3% for retirement calculation purposes.

Trustee Reynolds, Chair of the Resource and Development Committee, said the Committee recently met in closed session and discussed the administration's proposal at length and how it would affect the compensation for the 10 employees who were already approved as of June 4, 2018, for planned retirement but were not represented by a collective bargaining agreement. She said that no Committee member expressed opposition for the administration to proceed with their recommendation as outlined in Mr. Gleckler's memorandum.

Trustee Owen moved and Trustee Reynolds seconded to approve for the non-collectively bargained staff already actively participating in the Planned Retirement program as of June 4, 2018, the reduction of the annual salary increase from 6% to 3% and increasing their corresponding years of service bonus incentive by 4.5% per year for each year remaining in Planned Retirement, or until the actual retirement date if sooner, retroactive back to July 1, 2018. This action followed discussion on the topic held in closed session during the August 9, 2018, Resource and Development Committee meeting.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Owen, Reynolds, Steward, Storm and Sullivan. No: None.

Absent: Deters. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

Approval of Human Resources Report.

Trustees reviewed the Human Resources Report. Trustee Reynolds motioned and Trustee Steward seconded to approve the following Human Resources Report:

The following employees are recommended for leave

Hartrich, Elizabeth	FMLA	09/04/18-11/27/18
Gabel, Kennedy	Unpaid Maternity Leave	10/29/18-12/17/18

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Pryor, Justin	ISS Student Employee Primary Position is Tutor - Student Lrng Asst Ctr	06/18/2018
Smith, Jody	Adjunct Faculty Technology Division Primary Position is Dual Credit Instructor	08/20/2018
Swingler, Erin	Allied Health LPN Clinical Instructor Primary Position is Nursing Instructor	07/01/2018
Walker, Bruce	Adjunct Faculty Humanities Division Primary Position is Adj Faculty SSE	08/20/2018

End Additional Appointments

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The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Daniels, Tori	Pathways Classroom Assistant	07/19/2018
Oliver, Steven	Tutor	04/23/2018

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Clifford, Erin	Dual Credit Instructor	07/16/2018
Full-time		
Henderson, Jacob	Microcomputer Support Specialist	08/14/2018

Full-time - Grant Funded

Addison, Ryan	Correctional Commercial Cooking Instructor- East Moline CC	08/07/2018
Brueggemann, Tara	Correctional Career Technology Instructor- Southwestern IL CC	08/20/2018
Huesing, Mike	Correctional Construction Occupation Instructor- Jacksonville CC	07/30/2018
Loughrin, Terry	Correctional Manufacturing Skills Instructor- Kewanee Life Skills	08/27/2018
Sherbeyn, Aaron	Associate Dean of Correctional Program- Kewanee Life Skills	07/30/2018

Part-time

Bennett, John	Adjunct Faculty Humanities Division	08/20/2018
Lee, Yu Jin	Chemistry Lab Student Assistant	06/28/2018
Smith, Steve	IDOC CPR Instructor	07/01/2018
Westcott, Robert	Center for Business and Industry Instructor	05/01/2018
Wunder, Derek	Marketing Communications Specialist	07/30/2018

Part-time - Grant Funded

Coop, Tylana	Adjunct DOC College Funded Instructor	08/15/2018
Mitchell, Amy	Adjunct DOC College Funded Instructor	08/20/2018
Phillips, Clark	Adjunct DOC College Funded Instructor	08/20/2018

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Bunton, Cathy	Health/PE Instructor - Retiree	08/12/2018
Davis-Long, Tasha	Associate Dean St. Charles	07/16/2018

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Drake, Allen	John Deere Tech Instructor - Retiree	08/12/2018
Horton, Lucinda	Biological Science Instructor - Retiree	08/12/2018
Houser, Sydney	Admin Asst Allied Health-Dental	08/02/2018
Klier, Ryan	Associate Dean – Robinson CC	08/10/2018
Muffler, Dirk	Dir of Adult/Alt Education	07/12/2018
Poggendorf, Nicole	Outreach Adv/Men TRIO Destination	08/06/2018
Rios, Lisa	Corr Career Tech Instr-Dixon CC	07/31/2018
Watson, Rick	CET Instructor IDOT QMTP- Retiree	08/12/2018

Part-time

Bryant, Jennifer	Workforce Development Receptionist	07/19/2018
Dial, John	Adult Education Instructor	07/19/2018
Fisher, Ricky	Police Officer	07/31/2018
Gardner, Baylor	Marketing & PR Intern	05/15/2018
Gerkin, Deedra	Adult Education Instructor	07/19/2018
Henderson, Corinne	Marketing Communications Specialist	08/09/2018
Merryman, Reilly	Physical Plant Assistant	06/27/2018
Rhoads, Sarah	Temporary Groundskeeper	08/02/2018
Staub, Gabrielle	Fitness Center Specialist	07/25/2018
Stuemke, Shannon	Outreach Adv/Men TRIO Destination	07/01/2018

College Work Studys

Courson, Andrea	College Work Study - Kluthe	06/20/2018
Prather, Jonathon	College Work Study - CCS	05/15/2018
Vogel, David	College Work Study - CCS	05/15/2018

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Dittamore, Lisa	Administrative Assistant to Allied Health-Dental	08/01/2018
	Transferring From Administrative Assistant to Career Services	
Flier-Layton, Sara	Community Outreach Coordinator (FT)	08/14/2018
	Transferring From Adult Education Instructor (PT)	

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Owen, Reynolds, Steward, Storm and Sullivan. No: None.

Absent: Deters. Student Advisory Vote: Student Trustee Philpot voted yes.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

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Adjournment.

Student Trustee Philpot moved and Trustee Steward seconded to adjourn the meeting of the Lake Land College Board of Trustees at 6:53 p.m.
Motion carried with unanimous voice vote approval.

Approved by:

Mr. Dave Storm, Board Chair

Ms. Ann Deters, 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: Dr. Josh Bullock, President
DATE: August 29, 2018
RE: Minor Revisions/Corrections to Board Policies

The College's leadership team has recently conducted a review of the Board Policy Manual in its entirety. Please see below for a list of policies that have been revised to correct grammatical errors, typos, or outdated information such as position title changes or department title changes. These minor revisions did not alter the original intent of the various policies and thus were made without Board approval.

Policy Number - Narrative for Correction

02.03	Correct font size.
2.16	Correct font size.
3.07	Correct font size.
3.17	Correct spacing error between paragraphs.
4.02	Correct font size.
4.03	Correct font size.
5.04.10	Correct title from Personnel Office to Human Resources office.
5.04.11	Correct title from Personnel Office to Human Resources office.
5.04.17	Correct grammar error in last paragraph.
6.16.01	Correct font size.
7.14	Correct font size.

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
FROM: Josh Bullock, President
DATE: August 29, 2018
RE: Annual Report of Special Tuition Waiver Requests

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 College for All Ages (Adult Week).

In FY 2018, 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 27, 2018. This included up to ten three-credit-hour tuition waivers to winners of the contest.
2. Adult Week activities held during a week in December of 2017. This included three-credit-hour tuition waivers to first-time adult students who attended one of the recruiting events and met the qualifications.
3. A tuition waiver for Miss Illinois 2018 if she chose to attend Lake Land College.
4. WYSE Academic Challenge held on February 2, 2018. This included up to 14 tuition waivers of \$1,000 each for the top-performing students who participated in the event.
5. Principals, Deans, and Counselors (PDC) meeting held during the Spring 2018 semester. This included up to five three-credit hour tuition waivers for attendees of the event.

Calendar of Events

Monday, September 10, 2018	5 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Friday, September 28, 2018	Ceremony Renaming ZEB Hall as Lensink Hall (Pending Board Approval) Lawn Area of ZEB Hall – Noon
Friday, September 28, 2018	Heartland Dental – Dental Hygiene Lab Ribbon Cutting Ceremony Northwest Building - 1:00 p.m.
Friday, September 28, 2018	Homecoming Weekend: Laker Volleyball – 6 p.m. - Field House
Saturday, September 29, 2018	Homecoming Weekend: Alumni Recognition Luncheon – noon – Mattoon Country Club Free Concert by Jimmy Buffet Tribute Band – 7 p.m. - Alumni Park
Thursday, October 4, 2018	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, October 8, 2018	5 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, November 8, 2018	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, November 12, 2018	5 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, December 6, 2018	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, December 10, 2018	5 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, January 10, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, January 14, 2019	5 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011

Thursday, February 7, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, February 11, 2019	5 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, March 7, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, March 11, 2019	5 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, April 4, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, April 8, 2019	5 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, May 9, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, May 13, 2019	5 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, June 6, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, June 10, 2019	5 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, July 4, 2019	Finance Committee Meeting 1 p.m. – Board & Administration Center 011 Resource and Development Committee Meeting 2 p.m. – Board & Administration Center 011
Monday, July 8, 2019	5 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
FROM: Josh Bullock, President
DATE: September 6, 2018
RE: Renaming of Zero Energy Building (ZEB Hall) as Lensink Hall

On February 13, 2018, Trustee Mike Sullivan submitted a request to the Board of Trustees to rename the Zero Energy Building (ZEB Hall) as Lensink Hall in honor of Mr. Scott Lensink's 20 years of extraordinary service and outstanding professional contributions to Lake Land College, including distinguished service as the College's sixth president from 2007 until his retirement in 2013. Please find attached to this memo Trustee Sullivan's letter which summarizes Mr. Lensink's lasting impact on Lake Land College and his unique professional contributions, especially his visionary leadership for enabling the College to become a national leader in sustainable energy.

Upon receipt of Trustee Sullivan's request and per Board Policy 11.10, in March 2018 Chair Storm appointed a Naming Advisory Committee to review this request. During the April 9, 2018, Board meeting, Trustee Bruce Owen, on behalf of the Naming Advisory Committee (Buildings and Site Committee), recommended to the Board the renaming of ZEB Hall as Lensink Hall. Also per Policy 11.10, the Board has been required to wait at least 120 days prior to taking action upon the Naming Advisory Committee's recommendation and this time requirement has now been fulfilled. Thus, it is respectfully requested that the Board approve this renaming request.

Please note that, upon Board approval of the renaming request, the College will host a dedication ceremony at the lawn near ZEB Hall, to be renamed as Lensink Hall, on Friday, Sept. 28, 2018, beginning at noon. Mrs. Michele Lensink, surviving spouse of Mr. Lensink, along with their two sons Zach and Alex, will attend the event to provide special remarks on behalf of the honoree.

LAKE LAND COLLEGE

February 13, 2018

Mr. Dave Storm, Chair
Lake Land College Board of Trustees
5001 Lake Land Blvd.
Mattoon, IL 61938

Dear Chair Storm,

In honor of Mr. Scott Lensink's extraordinary service and outstanding professional contributions to Lake Land College, I respectfully request that the Board of Trustees commemoratively rename the Zero Energy Building (ZEB Hall) as Lensink Hall.

Lensink's dedicated service to Lake Land College spanned 20 years. He began his career at the College as a business instructor and head coach for the Laker women's basketball team. He went on to hold several leadership positions including business division chair and vice president for academic services before successfully rising through the ranks to become the College's sixth president from 2007 until his retirement in 2013. Upon the passing of Lensink in December 2016, Dr. Robert K. Luther, former Lake Land College president and former member of the Board of Trustees, said, "I appointed Scott both as the business division chair and the vice president because of his people skills. He had a wonderful way of working with people, and he had an ability to bring people together and to help people resolve conflict." When Lensink was posthumously honored with the College's Distinguished Service Award in 2017, nominator Dave Cox, Director of Alumni Relations and Annual Giving said, "For 20 years, Scott epitomized what it meant to answer a calling for service to this institution. Scott will forever be remembered at Lake Land College for the impact of his professional career; but just as importantly, he will be remembered by employees and students as a jovial, caring, larger-than-life personality, who inspired us to make an impact at Lake Land College." Lensink is fondly thought of by many for his compassionate personality and constant dedication to Lake Land students and staff.

During Lensink's tenure, the College received numerous state and national recognitions such as receiving esteemed designation by the Aspen Institute to be among the top 10 percent of community colleges in the nation and being named the safest campus in Illinois. Additionally, Lake Land became known as a national leader in sustainable energy. The College successfully secured several grants to advance its sustainable energy efforts and attracted attention from public officials and higher education leaders from throughout the country. In addition to advancing solar and geothermal power opportunities for the campus, Lensink was instrumental in the development of a greatly needed new building on campus, the Net Zero Energy Building (ZEB Hall). Opened in 2013, this highly energy efficient building offers a sustainable-learning environment where students can gain practical experience and training for 21st century green-energy jobs. The building, which also houses the Human Resources and Marketing and Public Relations departments, was constructed at a very low cost to the College due to collaborative partnerships with area businesses and organizations as well as

Eastern Region Center
224 South Sixth St.
Marshall, Illinois 62441
217-826-8490

**The Kluthe Center for Higher
Education and Technology**
1204 Network Center Blvd.
Effingham, Illinois 62401
217-540-3555

Lake Land College
5001 Lake Land Blvd.
Mattoon, Illinois 61938
217-234-5253
lakelandcollege.edu

Western Region Center
600 East First St.
Pana, Illinois 62557
217-562-5000

**Workforce
Development Center**
305 Richmond Ave. East
Mattoon, Illinois 61938
217-235-2222

LAKE LAND COLLEGE

extensive Lake Land student involvement from various academic programs in the development and construction phase.

Beyond his outstanding service at Lake Land, Lensink served as a member of the Sarah Bush Lincoln Health Systems Health Center Board of Directors, the Coles County Historical Society Depot Restoration committee and Mattoon Foundation Board. He hosted international exchange students and volunteered as a coach for youth league baseball and football programs. Lensink served as president of the Eastern Illinois Business Education Association, received the Who's Who Among America's Teachers Award, American Marketing Association Faculty Appreciation Award, Eastern Illinois University Management/Marketing Department Teacher of the Year Award and the Outstanding Young Men of America Award.

Lensink's unique and distinguished professional contributions to Lake Land College warrant the commemorative naming of a facility in his honor, and his visionary leadership to greatly advance the College in sustainable energy ideally aligns with renaming the Zero Energy Building as Lensink Hall. Thank you for your consideration of this naming request.

Sincerely,



Mr. Mike Sullivan, Trustee
Lake Land College

cc: Dr. Jonathan Bullock, President

Eastern Region Center
224 South Sixth St.
Marshall, Illinois 62441
217-826-8490

**The Kluthe Center for Higher
Education and Technology**
1204 Network Center Blvd.
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Pana, Illinois 62557
217-562-5000

**Workforce
Development Center**
305 Richmond Ave. East
Mattoon, Illinois 61938
217-235-2222

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President 

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

DATE: August 28, 2018

RE: July 2018 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of July for Fiscal Year 2019.

Areas of Concern:

- There are not any budgetary areas of concern at this point in FY2019.

Overall Variances:

- *Revenue* – Total July revenue was \$10,410,244 resulting in a slight unfavorable variance of \$19,046 compared to the budgeted level. This unfavorable variance is due to not receiving the July equalization payment from the State of Illinois during the month of July. In addition, the first part of the CTE grant from the State was not received in July as anticipated either. These two items alone total more than \$787,000 and are simply due to timing of the receipt of the funds so I do not have any concerns regarding these variances.
- *Expenditures* – Total July expenditures were \$3,173,370 resulting in an overall favorable variance of \$892,990. 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 \$469,201.

Revenue Variances:

- *Local Sources* – Favorable variance of \$102,290 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 payment during the month of July so there was not a variance in this area.

- *ICCB Equalization Grant* - Due to not beginning to receiving the July payment during the month of July, there is an unfavorable variance in the amount of \$492,885. This is due to timing and should catch up over the course of the fiscal year.
- *Tuition & Fees* – July favorable variance for tuition of \$382,337 and \$218,656 for fees. This favorable variance may be more due to timing as we assumed the recording of more revenue in these areas in August than what is likely to occur. I anticipate over the next few months these figures will come more into line with the budgeted estimates.
- *Other Revenue* – July had an unfavorable variance of \$52,372 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.
- *Donation In Kind* – In July we recorded the plastics equipment donation from Eastern Illinois University. This amount of \$117,686 was not budgeted (nor was the corresponding expenditure) therefore resulting in a favorable variance on the revenue side and an unfavorable variance on the expenditure side.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall the salary and wage lines had a favorable variance in July of \$37,612.
- *Employee Benefits (overall)* – Overall, there was a slight unfavorable variance in employee benefits in July in the amount of \$12,237. This is primarily a timing issue and should even out over the next few months.
- *Instructional* – Had an unfavorable variance in July of \$3,846. This variance would be favorable if not for the unbudgeted Donation In Kind recording for the plastics equipment (\$117,686). All other spending areas had favorable variances except for a slight unfavorable variance in employee benefits of \$2,922.
- *Academic Support* – Had a favorable variance in July of \$23,821. This is primarily due to a favorable variances in materials and supplies of \$18,747.
- *Student Services* – Had a favorable variance in July of \$32,787 that is primarily due to a favorable variance in materials and supplies in the amount of \$22,568.
- *Public Service/Continuing Education* – This area had a favorable July variance of \$17,533 which is primarily due to favorable variances in contractual services of \$10,779 and material and supplies of \$6,207.
- *Operations & Maintenance* – This area had a favorable July variance of \$110,541. Salaries were favorable by \$21,715, contractual services were favorable by \$34,699 (due to not yet expending dollars on filter replacements or water treatment of the geothermal system), utilities were favorable by \$20,132, and capital outlay was favorable by \$15,000 due to not expending in money on sidewalk repairs during the month of July.

- *Institutional Support* – Had a favorable July variance of \$462,439. This sizable variance is due to a favorable variance in materials and supplies of \$321,711, much of which is due to timing of expenditures actually occurring in August rather than July.
- *Scholarships, Grants, Waivers* – this shows a favorable variance of \$249,715 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	FY18 Final Audited Numbers	FY19 Annual Budget
Revenues:										
1,794,393	1,692,103	102,290	Local Sources	1,794,393	1,692,103	102,290	6.05%	2,237,529	-	9,342,722
699,298	699,298	0	ICCB Credit Hour Grant	699,298	699,298	-	0.00%	-	-	4,321,850
-	492,885	(492,885)	ICCB Equalization Grant	-	492,885	(492,885)	-100.00%	-	-	5,914,615
66,183	360,942	(294,760)	Other State Sources	66,183	360,942	(294,760)	-81.66%	74,559	-	1,050,557
5,753,820	5,371,482	382,337	Tuition	5,753,820	5,371,482	382,337	7.12%	5,652,648	-	9,505,649
1,868,956	1,650,300	218,656	Fees	1,868,956	1,650,300	218,656	13.25%	1,730,806	-	4,025,494
109,907	162,279	(52,372)	Other Revenue	109,907	162,279	(52,372)	-32.27%	138,703	-	1,163,272
117,686	-	117,686	Gift in Kind	117,686	-	117,686	-	156,075	-	-
10,410,244	10,429,290	(19,046)	Total Revenues	10,410,244	10,429,290	(19,046)	(2)	9,990,320	-	35,324,159
Expenditures:										
Instructional										
1,232,430	1,232,739	309	Salary and Wages	1,232,430	1,232,739	309	0.03%	1,136,331	-	10,971,545
261,574	258,652	(2,922)	Employee Benefits	261,574	258,652	(2,922)	-1.13%	231,816	-	2,457,938
11	6,700	6,689	Contractual Services	11	6,700	6,689	99.84%	1,345	-	555,996
13,147	97,819	84,673	General Materials and Supplies	13,147	97,819	84,673	86.56%	10,295	-	725,425
(699)	13,803	14,503	Travel and Meeting Expenses	(699)	13,803	14,503	105.07%	1,592	-	145,996
-	1,400	1,400	Fixed Charges	-	1,400	1,400	0.00%	-	-	72,225
81	9,250	9,189	Capital Outlay	81	9,250	9,189	99.34%	-	-	35,525
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
117,686	-	(117,686)	Gift in Kind	117,686	-	(117,686)	0.00%	156,075	-	-
1,624,210	1,620,364	(3,846)	Total Instructional	1,624,210	1,620,364	(3,846)	-0.24%	1,537,453	-	14,964,650
Academic Support										
43,026	43,602	576	Salary and Wages	43,026	43,602	576	1.32%	38,016	-	372,603
11,388	10,004	(1,384)	Employee Benefits	11,388	10,004	(1,384)	-13.83%	11,638	-	74,498
-	200	200	Contractual Services	-	200	200	0.00%	-	-	2,515
8,553	27,300	18,747	General Materials and Supplies	8,553	27,300	18,747	68.67%	4,565	-	214,490
433	1,250	817	Travel and Meeting Expenses	433	1,250	817	65.36%	436	-	11,250
135	5,000	4,865	Fixed Charges	135	5,000	4,865	97.30%	-	-	6,200
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
63,535	87,356	23,821	Total Academic Support	63,535	87,356	23,821	27.27%	54,655	-	681,556
Student Services										
161,485	161,166	(319)	Salary and Wages	161,485	161,166	(319)	-0.20%	151,939	-	1,588,486
52,137	52,337	200	Employee Benefits	52,137	52,337	200	0.38%	49,232	-	402,438
-	8,490	8,490	Contractual Services	-	8,490	8,490	0.00%	8,490	-	9,322
4,297	26,865	22,568	General Materials and Supplies	4,297	26,865	22,568	84.01%	12,252	-	100,414
666	2,514	1,848	Travel and Meeting Expenses	666	2,514	1,848	73.51%	170	-	35,097
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	7,500
218,585	251,372	32,787	Total Student Services	218,585	251,372	32,787	13.04%	222,084	-	2,143,257
Public Service/Cont Ed										
39,999	40,861	862	Salary and Wages	39,999	40,861	862	2.11%	40,436	-	349,192
6,972	6,557	(415)	Employee Benefits	6,972	6,557	(415)	-6.33%	6,139	-	54,276
4,503	15,282	10,779	Contractual Services	4,503	15,282	10,779	70.53%	4,197	-	46,753
12,822	19,030	6,207	General Materials and Supplies	12,822	19,030	6,207	32.62%	24,807	-	115,148
39	283	244	Travel and Meeting Expenses	39	283	244	86.29%	276	-	4,398
12,721	12,578	(144)	Fixed Charges	12,721	12,578	(144)	-1.14%	11,318	-	152,898
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
77,057	94,590	17,533	Total Public Service/ Cont Ed	77,057	94,590	17,533	18.54%	87,173	-	722,665
Operations & Maintenance										
78,059	99,774	21,715	Salary and Wages	78,059	99,774	21,715	21.76%	43,327	-	1,298,144
37,468	40,676	3,208	Employee Benefits	37,468	40,676	3,208	7.89%	36,957	-	330,424
1,474	36,173	34,699	Contractual Services	1,474	36,173	34,699	95.93%	608	-	213,735
9,604	24,900	15,295	General Materials and Supplies	9,604	24,900	15,295	61.43%	5,067	-	255,095
-	75	75	Travel and Meeting Expenses	-	75	75	100.00%	-	-	250
19,860	20,277	417	Fixed Charges	19,860	20,277	417	2.05%	25,341	-	205,600
79,493	99,624	20,132	Utilities	79,493	99,624	20,132	20.21%	71,702	-	1,195,492
-	15,000	15,000	Capital Outlay	-	15,000	15,000	100.00%	-	-	15,000
-	-	-	Contingency Funds	-	-	-	0.00%	-	-	65,000
225,958	336,499	110,541	Total Operation and Maint	225,958	336,499	110,541	32.85%	183,002	-	3,578,740
Institutional Support										
249,297	263,767	14,470	Salary and Wages	249,297	263,767	14,470	5.49%	240,460	-	3,410,486
101,212	90,288	(10,923)	Employee Benefits	101,212	90,288	(10,923)	-12.10%	96,693	-	762,845
15,853	72,978	57,124	Contractual Services	15,853	72,978	57,124	78.28%	5,538	-	648,763
39,383	361,094	321,711	General Materials and Supplies	39,383	361,094	321,711	89.09%	132,241	-	1,809,038
1,583	16,928	15,345	Travel and Meeting Expenses	1,583	16,928	15,345	90.65%	867	-	136,865
210,374	212,275	1,901	Fixed Charges	210,374	212,275	1,901	0.90%	202,073	-	224,300
-	4,700	4,700	Capital Outlay	-	4,700	4,700	0.00%	-	-	42,616
1,040	59,150	58,110	Contingency Funds	1,040	59,150	58,110	0.00%	-	-	1,498,676
-	-	-	Other	-	-	-	0.00%	-	-	1,704,578
-	-	-	Strategic Initiatives	-	-	-	0.00%	-	-	400,000
-	-	-	Gifts In Kind	-	-	-	0.00%	-	-	-
618,741	1,081,180	462,439	Total Institutional Support	618,741	1,081,180	462,439	3	677,871	-	10,638,167
345,285	595,000	249,715	Scholarships, grants, waivers	345,285	595,000	249,715	41.97%	50,990	-	1,170,066
3,173,370	4,066,360	892,990	Total Expenditures	3,173,370	4,066,360	892,990	21.96%	2,813,228	-	33,899,101
212,318	118,755	(93,563)	Transfers Out:	212,318	118,755	(93,563)	-78.79%	12,310	-	1,425,058
Excess of Revenues over Expenditures & Transfers										
7,024,556	6,244,175	780,381		7,024,556	6,244,176	780,381	12.50%	7,164,782	-	(0)

				Current YTD	Current YTD	Current YTD
Current Month	Current Month Budget	Variance		Actual	Budget	Budget Variance
1,804,296.75	1,841,909.24	37,612.49	Salary and Wages	1,804,296.75	1,841,909.24	37,612.49
470,750.99	458,514.49	(12,236.50)	Employee Benefits	470,750.99	458,514.49	(12,236.50)
21,840.73	139,822.37	117,981.64	Contractual Services	21,840.73	139,822.37	117,981.64
87,806.31	557,007.40	469,201.09	General Materials and Supplies	87,806.31	557,007.40	469,201.09
2,020.94	34,852.90	32,831.96	Travel and Meeting Expenses	2,020.94	34,852.90	32,831.96
243,089.70	251,529.18	8,439.48	Fixed Charges	243,089.70	251,529.18	8,439.48
79,492.64	99,624.33	20,131.69	Utilities	79,492.64	99,624.33	20,131.69
60.99	28,950.00	28,889.01	Capital Outlay	60.99	28,950.00	28,889.01
1,040.00	59,150.00	58,110.00	Contingency Funds	1,040.00	59,150.00	58,110.00
-	-	-	Other Expenditures	-	-	-
2,710,399.05	3,471,359.91	760,960.86	Total	2,710,399.05	3,471,359.91	760,960.86

Lake Land College
FY2019 Salary, Wage & Benefits Detail

<i>Salary & Wages</i>	<i>Year to Date</i>			<i>FY2018 Budgeted</i>	<i>FY18 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	\$1,232,430	\$1,232,739	\$309	\$10,971,545		\$10,971,545	\$10,971,545
Salary and Wages - Acad. Support	\$43,026	\$43,602	\$576	\$372,603		\$372,603	\$372,603
Salary and Wages - Stud. Svcs	\$161,485	\$161,166	(\$319)	\$1,588,486		\$1,588,486	\$1,588,486
Salary and Wages - Public Svc.	\$39,999	\$40,861	\$862	\$349,192		\$349,192	\$349,192
Salary and Wages - Maintenance	\$78,059	\$99,774	\$21,715	\$1,298,144		\$1,298,144	\$1,298,144
Salary and Wages - Inst. Support	\$249,297	\$263,767	\$14,470	\$3,410,486		\$3,410,486	\$3,410,486
Total Salary and Wages	\$1,804,297	\$1,841,909	\$37,612	\$17,990,456	\$0	\$17,990,456	\$17,990,456

<i>Employee Benefits</i>	<i>Year to Date</i>			<i>FY2018 Budgeted</i>	<i>FY18 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Employee Benefits - Instructional	\$261,574	\$258,652	(\$2,922)	\$2,457,938		\$1,973,963	\$1,973,963
Employee Benefits - Acad. Support	\$11,388	\$10,004	(\$1,384)	\$74,498		\$83,404	\$83,404
Employee Benefits - Stud. Svcs	\$52,137	\$52,337	\$200	\$402,438		\$421,340	\$421,340
Employee Benefits - Public Svc.	\$6,972	\$6,557	(\$415)	\$54,276		\$53,853	\$53,853
Employee Benefits - Maintenance	\$37,468	\$40,676	\$3,208	\$330,424		\$301,434	\$301,434
Employee Benefits - Inst. Support	\$101,212	\$90,288	(\$10,923)	\$762,845		\$930,711	\$930,711
Total Employee Benefits	\$470,751	\$458,514	(\$12,237)	\$4,082,419	\$0	\$3,764,705	\$3,764,705

Lake Land College

2019 Trustee Election Information – Important Dates



The Trustee Election will be held April 2, 2019.

Two six-year terms and one four-year vacancy will appear on the Lake Land College ballot. The two six year terms are held by Mr. Bruce Owen and Mr. Dave Storm. Ms. Meg Yargus Steward was appointed in October 2017 to fill the vacancy created by Dr. Robert Luther's resignation. Her appointment to the vacancy was to serve on the Board until the next regular election (April 2019) when a successor will be elected to serve the remainder of the unexpired term that goes through 2023.

Candidates may begin circulating petitions on Tuesday, September 18, 2018. Petitions may be obtained from the office of Senior Executive to the President no earlier than September 18, 2018.

The filing period will be December 10-17, 2018. Petitions may be submitted to the office of the Senior Executive to the President during normal business hours (Monday through Friday, 8:00 am to 5:00 p.m. each day).

The period for filing objections to nomination papers will be 8:00 a.m. to 5:00 p.m. on the following five dates: Tuesday, December 18, 2018; Wednesday, December 19, 2018; Thursday, December 20, 2018; Friday, December 21, 2018; and Wednesday, January 2, 2019.

Questions: Please contact Jean Anne Grunloh, Senior Executive to the President, at (217) 234-5329 or jgrunloh@lakelandcollege.edu

LAKE LAND COLLEGE

OFFICE OF THE PRESIDENT

August 30, 2018

Ms. Jean Anne Grunloh
Senior Executive to the President
Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

Dear Ms. Grunloh:

I hereby designate you as my representative to conduct the Lake Land College Board of Trustees elections as directed by law, practice and my direction. The election will be held on April 2, 2019, and all of the preceding notices and preparations for receiving petitions, and all other aspects of the elections shall be conducted by said designee.

Ms. Ann Deters, Secretary
Board of Trustees
Community College District No. 517

Eastern Region Center
224 South Sixth St.
Marshall, Illinois 62441
217-826-8490

The Kluthe Center for Higher
Education and Technology
1204 Network Center Blvd.
Effingham, Illinois 62401
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Workforce
Development Center
305 Richmond Ave. East
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217-235-2222

LAKE LAND COLLEGE

OFFICE OF THE PRESIDENT

August 30, 2018

Ms. Connie Compton
Administrative Assistant to the Vice President for Business Services and Vice President
for Workforce Solutions and Community Education
Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

Dear Ms. Compton:

I hereby designate you as my representative to receive petitions and objections filed with the Secretary of the Board of Trustees at Lake Land College, Office of the President, 5001 Lake Land Boulevard, Mattoon, Illinois, which for purposes of an election to be held on April 2, 2019, is designated the Community College District Office, between the hours of 8:00 a.m. and 5:00 p.m. on weekdays Monday through Friday inclusive.

Ms. Ann Deters, Secretary
Board of Trustees
Community College District No. 517

Eastern Region Center
224 South Sixth St.
Marshall, Illinois 62441
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305 Richmond Ave. East
Mattoon, Illinois 61938
217-235-2222

LAKE LAND COLLEGE

OFFICE OF THE PRESIDENT

August 30, 2018

Ms. Rebecca Earp
Administrative Assistant to the Vice President for Academic Services and Vice President
for Student Services
Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

Dear Ms. Earp:

I hereby designate you as my representative to receive petitions and objections filed with the Secretary of the Board of Trustees at Lake Land College, Office of the President, 5001 Lake Land Boulevard, Mattoon, Illinois, which for purposes of an election to be held on April 2, 2019, is designated the Community College District Office, between the hours of 8:00 a.m. and 5:00 p.m. on weekdays Monday through Friday inclusive.

Ms. Ann Deters, Secretary
Board of Trustees
Community College District No. 517

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LAKE LAND COLLEGE

OFFICE OF THE PRESIDENT

August 30, 2018

Ms. Seirra Laughunn
Administrative Assistant to the President's Office
Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

Dear Ms. Laughunn:

I hereby designate you as my representative to receive petitions and objections filed with the Secretary of the Board of Trustees at Lake Land College, Office of the President, 5001 Lake Land Boulevard, Mattoon, Illinois, which for purposes of an election to be held on April 2, 2019, is designated the Community College District Office, between the hours of 8:00 a.m. and 5:00 p.m. on weekdays Monday through Friday inclusive.

Ms. Ann Deters, Secretary
Board of Trustees
Community College District No. 517

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LAKE LAND

COLLEGE

Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services

Date: August 2, 2018

Re: Revisions to Planned Retirement Policy 05.22

The recent implementation of Public Act 100-0587 reduces the allowable end-of-career annual salary increases that an employee can earn without subjecting the employer to a financial penalty from 6% to 3% for retirement calculation purposes. For the purposes of planned retirement increases and annual wage increases, the implementation of this act does grandfather employees represented by a collective bargaining agreement that was in effect as of June 4, 2018 (the effective date of the Act) through the expiration date of the current contract.

Based on the new provisions of Public Act 100-0587, I am submitting revisions to Board Policy 05.22 on Planned Retirement that takes into account the new statutory changes.

I respectfully recommend the Board approve the revisions to Board Policy 05.22 on Planned Retirement.

05.22

Planned Retirement

To enhance long-range planning, eligible Lake Land employees hired or re-hired prior to July 1, 2017, ~~are eligible to may~~ participate in the planned retirement program and are encouraged to submit resignations up to four (4) years in advance of their retirement date. Upon acceptance of the resignation by the Board of Trustees, qualified employees will receive a ~~guaranteed 6%~~ raise that amounts to the lessor of the maximum increase allowed by the State Universities' Retirement System without incurring a penalty, or 6% in any given year on their contractual base salary for each of the last four (4) years of service. In addition, a years-of-service incentive will be paid after SURS has completed the processing of the qualified employee's pension and notification of ~~a penalty the 6% bill~~, if any, and the processing of the appeals of the ~~6% penalty bill~~. Employees participating in SURS self-managed plan will be paid a years-of-service incentive the first pay period after payment of their final paycheck. Any penalty assessed by SURS shall be deducted from the employee's years-of-service incentive upon processing. ~~If a full-time employee member gives less than four (4) years' notice of his/her retirement under this paragraph or retires prior to his/her Board-approved resignation date, any years-of-service incentive described in this section shall not be paid until the S.U.R.S. penalty, if any, has been determined by S.U.R.S.~~ This incentive will be based on the following formula:

<u>Years of Service at LLC</u>	<u>% of the Final 12-Month Base Salary</u>
25 & Over	56% of base pay
20-24	50% of base pay
15-19	44% of base pay
10-14	38% of base pay

Unused sick days can be accumulated and applied towards the years of service at Lake Land College based on the following scale. Unused sick days cannot be applied in partial increments.

180 unused sick days = 1 additional year of service at Lake Land College

360 unused sick days = 2 additional years of service at Lake Land College

~~If a full-time employee who was hired or re-hired prior to July 1, 2017, gives less than four (4) years' notice of his/her retirement under this~~

~~paragraph or retires prior to his/her Board approved resignation date, and:~~

~~Page 1 of 3~~

Board Policy No. 05.22

- ~~1. There is not incurred by the College a S.U.R.S. penalty because of this action, then the full-time employee shall receive 100% of the applicable years of service incentive described above;~~
- ~~2. There is incurred by the College a S.U.R.S. penalty because of this action, then the years of service incentive described above shall be reduced by the amount of the penalty.~~

To qualify, employees must meet the following criteria:

1. Have a full-time employment start date or re-hire date at Lake Land College prior to July 1, 2017.
2. An employee must be qualified to receive a retirement annuity from S.U.R.S.
3. He/she must have been employed full-time at Lake Land College for at least six (6) consecutive years, including the year prior to applying for participation in the Planned Retirement Program.
4. The employee must submit a signed resignation form to the President up to four (4) years prior to retirement.
5. Retirement must occur no later than the resignation date approved by the Board.
6. Eligibility for benefits hereunder is contingent upon continuing satisfactory performance by the employee and maintenance of continued employment at the College.

An intent to resign must be submitted to the President by December 31 prior to the year in which a resignation will be given. The salary adjustment will begin within thirty (30) days of Board of Trustee approval of the employee's resignation except the salary adjustment may not commence sooner than four (4) years prior to the effective date of resignation.

At the discretion of the Board of Trustees, the number of resignations accepted in advance may be limited to fifteen percent (15%) of employees qualified per year. Should this option be invoked, resignations will be accepted on a seniority basis within employee group with Lake Land College. Employees denied will have one (1) year added to the four (4) year window of opportunity.

Employees who have fifty percent (50%) or more of their salaries paid by a third party, as reported on the Restricted Purposes Fund (Fund 06) of the College's general ledger, are not eligible for participation in Planned Retirement.

Notwithstanding any contrary or other provision of this [policyAgreement](#), in the event a retiring employee's SURS creditable earnings for any [school](#) year used to determine the employee's final rate of earnings (FRE) for SURS retirement purposes annually would increase by more than [the maximum increase allowed by the State Universities' Retirement System without incurring a penalty6%](#), the employee shall only receive the [lessor of the maximum 6%](#) creditable earnings allowable without an employer penalty, [or 6%](#) under SURS rules.

Any retirement incentives set forth shall cease to be available to employees if any law is passed or regulation adopted which would require the Board to pay a penalty or any other type of payment to any instrumentality of state government as a result of the award of such incentive. This restriction shall apply not only to future incentives which have not yet been accessed but to any incentive which is currently being paid or received.

Adopted November 9, 1998
Revised February 14, 2000
Revised July 14, 2003
Withdrawn September 12, 2005
Revised July 9, 2007
Revised January 10, 2011
Revised June 12, 2017

[Revised](#)

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees, Lake Land College
FROM: Dr. Josh Bullock, President
DATE: September 5, 2018
RE: Requests for Special Tuition Waivers

Please find attached three memorandums from various College staff regarding five special tuition waiver requests submitted annually to the Board. It is respectfully requested that the Board of Trustees approve the following special tuition waivers for FY 2019:

1. Award 11 three-credit-hour tuition waivers for the first-place winners of the annual Business and Computer Contest to be held on April 26, 2019.
2. Award up to 14 tuition waivers of \$1,000 each for the top-performing students who participate in the WYSE Academic Challenge to be held in February 2019.
2. Grant a three-credit-hour tuition waiver for those first-time, adult students who attend one of the College's Adult Week recruiting events to be held in academic year 2018-2019.
3. Award five three-credit hour tuition waivers for attendees of the Principals, Deans, and Counselors (PDC) meeting to be held during the Spring 2019 semester.
4. Grant a tuition waiver for Miss Illinois 2019 should she choose to attend Lake Land College.

Attachments

LAKE LAND COLLEGE

MEMO

TO: Jonathan Bullock, President
FROM: Jon Althaus, Vice President for Academic Services
DATE: August 1, 2018
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 26, 2019.

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: Ms. Lisa Shumard Shelton, Director of Dual Credit
CC: Mr. Jon Althaus, Vice President for Academic Services
DATE: September 4, 2018
RE: WYSE Tuition Waivers

Lake Land College will be hosting the regional competition of the WYSE Academic Challenge in February 2019. As you know, the event 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 over 100 waivers to students for academic excellence at the regional competition. Over 30 of those waivers have been used, generating FTE for the College. Because of this, the Dual Credit Program, once again, respectfully requests that the Lake Land College Board of Trustees allows us to award up to 14 one thousand dollar tuition waivers 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: Tina Stovall, Vice President for Student Services

DATE: August 31, 2018

RE: Annual Request for Tuition Waivers

I would like to again request the following special tuition waivers for FY 2019. Please let me know if you have questions or need additional information. Thank you.

Principals, Deans and Counselors (PDC)

In Spring 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.

Adult Week

Again this year, we plan to host an “Adult Week” with activities to recognize the success of our current non-traditional students and to reach out to our communities to attract new adult students. Offering potential new adult students the opportunity to enroll in one class tuition-free can help them experience college and hopefully inspire them to continue their enrollment toward earning a College certificate or degree. To support this effort, we would like to request approval to award a three-credit hour tuition waiver for those first-time potential adult students who attend one of our Adult Week recruiting events.

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

FROM: Dustha Wahls, Director of Human Resources

DATE: August 23, 2018

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 FY2019 which resulted in one change from FY2018. This change was the addition of Brandon Colvin's position as Intervention and Compliance Coordinator 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.

Custodial Supervisor	20%	<p>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.</p>
Maintenance	40%	<p>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.</p>
Director of Physical Plant Operations	20%	<p>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.</p>

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.
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.
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.
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

LAKE LAND COLLEGE

MEMO

TO: Lake Land College Board of Trustees 

FROM: Jacqueline S. Joines, CFRE - Executive Director for College Advancement

CC: Dr. Josh Bullock, President

DATE: August 29, 2018

RE: Workforce Gift-in-Kind

The Foundation office recently received a Dimension 1200 SST Rapid Prototype Machine with parts, cleaning tank, and materials with an estimated value of \$7,900. This gift was received by the Foundation, thanks to the efforts of Workforce faculty member, Randy Strohl. The machine will be used for educational purposes in our Workforce Development and the Technology Division.

I respectfully request the Board of Trustees move to accept this donation from the Lake Land College Foundation on behalf of Littelfuse, Inc.

Gift-in-Kind Certification

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

Donor's Name _____ Organization _____

Address _____ City _____ State/Zip _____

Telephone _____ Fax _____

Donor's Estimated Value \$ _____

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

Description _____

Location of Item _____ Transportation Cost _____

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

Unit Receiving Gift _____ Donor intent/restrictions _____

Gift Usage Plan:

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

Sale/disposition of gift (including cost) _____

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

Donor Signature: _____ Date: _____

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

CERTIFICATION BY RECEIVING OFFICIAL

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

Gift Receiver _____ Date _____

ACADEMIC/FOUNDATION REVIEW

Division Chair _____ Date: _____

Vice President _____ Date: _____

Foundation CEO _____ Date: _____

Foundation Treasurer _____ Date: _____

FOUNDATION REVIEW/APPROVAL

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

Foundation President _____ Date: _____

BOARD OF TRUSTEE APPROVAL

Lake Land College President _____ Date: _____

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

LAKE LAND COLLEGE

MEMO

TO: Jon Althaus, Vice President for Academic Services

FROM: Emily Ramage, Director of Grants and Academic Operations

DATE: August 28, 2018

RE: Acceptance of FY19 ISBE Growing Agricultural Science Teachers (GAST) Grant

It is my pleasure to inform you that the Illinois State Board of Education has once again selected Lake Land College to receive a \$14,000 Growing Agricultural Science Teachers (GAST) Grant to promote the profession of Agriculture Education through recruitment and retention activities. This is the eleventh year that ISBE has offered this grant program and the eleventh consecutive award to Lake Land College.

With this funding, Lake Land will provide paid internships for up to ten Lake Land College and district high school agriculture students to gain relevant work experience in the Ag Ed field. These student interns will also be enrolled in a 2.5 semester hour Supervised Occupational Experience (SOE) course, which comes with a tuition waiver to eliminate financial barriers for students seeking a career in Agriculture Education. These experiences give students an early glimpse at the profession to help determine if such a career is the right fit.

I would like to thank Agriculture Business Instructor and Project Director, Ryan Wildman, for her excellent work in preparing the proposal and coordinating this grant project.

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

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

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

CC:

DATE: August 17, 2018

RE: Approval of a Memorandum of Understanding Between Lake Land College and AFSCME Council 31

AFSCME Council 31 contacted Lake Land College regarding fair share language in the Collective Bargaining Contract. In the aftermath of the Janus v. AFSCME Council 31 decision, the union felt that we should remove any fair share language recently negotiated in the contract. Therefore, the attached MOU has been crafted to eliminate the section of the CBA dealing with this issue.

I respectfully request that the Board approve the attached MOU with AFSCME Council 31. I will be available to answer any questions.

MEMORANDUM OF UNDERSTANDING

Removal of Fair Share Fee Language

In order to comply with the Supreme Court decision in Janus v. AFSCME Council 31, the parties agree that the provisions in Article II Union Rights, Section 3 Fair Share, shall be considered to be removed from the contract.

This agreement is reached without precedent or prejudice to any other matter at issue between the parties.

President, Lake Land College

Date


AFSCME, Council 31

8/10/18

Date

LAKE LAND COLLEGE

MEMO

TO: Josh Bullock, President
FROM: Karla A Hardiek, Division Chair Allied Health/ Nursing Instructor
CC: Jon Althaus, Vice President for Academic Services
DATE: August 31, 2018
RE: Med Dispense Machine Bid

Attached is a bid tabulation sheet detailing bid information for a med dispense machine to be used by the Allied Health Division in the Associates Degree and Practical Nursing programs. The supplier submitting a bid to specifications was Pocket Nurse Enterprises, Inc. for the amount of \$31,116.25.

This was the only supplier identified who was able to meet bid specifications and, therefore, qualified to submit a bid.

We respectfully request Board of Trustees approval of the bid for this equipment at their next regularly scheduled.

LAKE LAND
COLLEGE
BID TABULATION


5001 Lake Land Boulevard
Mattoon, Illinois 61938

Med Dispense Machine
Project No. 2018-009
BID DATE: August 31, 2018 - 2:00 PM

CONTRACTOR	Base Bid								
Pocket Nurse Enterprises, Inc. Monaca, Pennsylvania	\$31,116.25								

LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President 

From: Bryan Gleckler, Vice President for Business Services

Date: August 31, 2018

Re: Luther Student Center – Bid Package #2, Structural Steel Supplier

As part of the project for the expansion and renovation of the Luther Student Center, the College recently issued bid package #2 which included four components: earthwork, concrete, structural steel supplier, and structural steel erection. Each component had individual bid requirements so we are splitting this bid package up into four (4) different awards for each specific component.

For the bidding process, we advertised in major daily in-district newspapers, held a mandatory vendor's conference, and the architect and project manager each engaged various vendors they have prior experience with. Below is a listing of the bids that were received for the Structural Steel Supplier:

<u>Name</u>	<u>Bid Price</u>
Kurkland Steel	\$558,150.00
Grunloh Construction	\$459,000.00

Overall for bid package #2, the total value of the low bids received is below the cost estimates we were assuming based on the design and cost estimator calculations for the work solicited. Given this, it is my recommendation that we award the bid for the structural steel supplier for the Luther Student Center project to Grunloh Construction in the total amount of \$459,000.00.

**Bid Log
Structural Supplier**


Project:		LLC Student Services BP-2		Estimate:				\$ -		Proposed Start Date:		Fall 2018
Bid Date	Contractor	Contact Information		Initial Bid	Alt #1	Revised Bid #1	Rev #1 Date	Bond	Final Bid	Qualifications	Notes	
8/30/18	Kurland Steel	Jeff Ping	o: 217-367-2323 c: f:	\$541,900	\$ -	\$ -		\$16,250	\$ 558,150.00	<input checked="" type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance 1 addendum		
8/30/18	Grunloh Construction	Marty Fearday	o: c: f:	\$456,000	\$ -	\$ -		\$3,000	\$ 459,000.00	<input checked="" type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance 1 addendum		
			o: c: f:	\$ -	\$ -	\$ -		\$ -	\$ -	<input type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance addendums		
			o: c: f:	\$ -	\$ -	\$ -		\$ -	\$ -	<input type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance addendums		
			o: c: f:	\$ -	\$ -	\$ -		\$ -	\$ -	<input type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance addendums		
			o: c: f:	\$ -	\$ -	\$ -		\$ -	\$ -	<input type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance addendums		

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- 2

LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President 

From: Bryan Gleckler, Vice President for Business Services

Date: August 31, 2018

Re: Luther Student Center – Bid Package #2, Steel Erection

As part of the project for the expansion and renovation of the Luther Student Center, the College recently issued bid package #2 which included four components: earthwork, concrete, structural steel supplier, and structural steel erection. Each component had individual bid requirements so we are splitting this bid package up into four (4) different awards for each specific component.

For the bidding process, we advertised in major daily in-district newspapers, held a mandatory vendor's conference, and the architect and project manager each engaged various vendors they have prior experience with. Below is a listing of the bid(s) that were received for the steel erection component of this project:

<u>Name</u>	<u>Bid Price</u>
Grunloh Construction	\$186,000.00

Overall for bid package #2, the total value of the low bids received is below the cost estimates we were assuming based on the design and cost estimator calculations for the work solicited. Given this, it is my recommendation that we award the bid for the steel erection for the Luther Student Center project to Grunloh Construction in the total amount of \$186,000.00.


Bid Log Steel Erection

Project: LLC Student Services BP-2		Estimate: \$ -				Proposed Start Date: Fall 2018					
Bid Date	Contractor	Contact Information		Initial Bid	Alt #1	Revised Bid #1	Rev #1 Date	Bond	Final Bid	Qualifications	Notes
1 8/30/18	Grunloh Construction	Marty Fearday	a: c: f:	\$184,500	\$ -	\$ -		\$1,500	\$ 186,000.00	<input checked="" type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance 1 addendum	
2			a: c: f:	\$ -	\$ -	\$ -		\$ -	\$ -	<input type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance addendums	
3			a: c: f:	\$ -	\$ -	\$ -		\$ -	\$ -	<input type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance addendums	
4			a: c: f:	\$ -	\$ -	\$ -		\$ -	\$ -	<input type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance addendums	
5			a: c: f:	\$ -	\$ -	\$ -		\$ -	\$ -	<input type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance addendums	
6			a: c: f:	\$ -	\$ -	\$ -		\$ -	\$ -	<input type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance addendums	

Notes:
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LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President 

From: Bryan Gleckler, Vice President for Business Services

Date: August 31, 2018

Re: Luther Student Center – Bid Package #2, Concrete

As part of the project for the expansion and renovation of the Luther Student Center, the College recently issued bid package #2 which included four components: earthwork, concrete, structural steel supplier, and structural steel erection. Each component had individual bid requirements so we are splitting this bid package up into four (4) different awards for each specific component.

For the bidding process, we advertised in major daily in-district newspapers, held a mandatory vendor's conference, and the architect and project manager each engaged various vendors they have prior experience with. Below is a listing of the bids that were received for the concrete contractor:

<u>Name</u>	<u>Bid Price</u>
LJ Swingler & Sons	\$689,600.00
Grunloh Construction	\$496,000.00

Overall for bid package #2, the total value of the low bids received is below the cost estimates we were assuming based on the design and cost estimator calculations for the work solicited. Given this, it is my recommendation that we award the bid for the concrete contractor for the Luther Student Center project to Grunloh Construction in the total amount of \$496,000.00.


**Bid Log
Concrete Contractor**

Project: LLC Student Services BP-2			Estimate: \$			Proposed Start Date: Fall 2018				
Bid Date	Contractor	Contact Information	Initial Bid	Alt #1	Revised Bid #1	Rev #1 Date	Bond	Final Bid	Qualifications	Notes
1 8/30/18	LJ Swingler & Sons	Brian Swingler o: c: f:	\$683,400	\$ -	\$ -		\$6,200	\$ 689,600.00	<input checked="" type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance 1 addendum	
2 8/30/18	Grunloh Construction	Marty Fearday o: c: f:	\$493,000	\$ -	\$ -		\$3,000	\$ 496,000.00	<input checked="" type="checkbox"/> Bid Bond <input checked="" type="checkbox"/> Insurance 1 addendum	
3		o: c: f:	\$ -	\$ -	\$ -		\$ -	\$ -	<input type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance addendums	
4		o: c: f:	\$ -	\$ -	\$ -		\$ -	\$ -	<input type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance addendums	
5		o: c: f:	\$ -	\$ -	\$ -		\$ -	\$ -	<input type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance addendums	
6		o: c: f:	\$ -	\$ -	\$ -		\$ -	\$ -	<input type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance addendums	

Notes:
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LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President 

From: Bryan Gleckler, Vice President for Business Services

Date: August 31, 2018

Re: Luther Student Center – Bid Package #2, Earthwork

As part of the project for the expansion and renovation of the Luther Student Center, the College recently issued bid package #2 which included four components: earthwork, concrete, structural steel supplier, and structural steel erection. Each component had individual bid requirements so we are splitting this bid package up into four (4) different awards for each specific component.

For the bidding process, we advertised in major daily in-district newspapers, held a mandatory vendor's conference, and the architect and project manager each engaged various vendors they have prior experience with. Below is a listing of the bid(s) that were received for the earthwork component of this project:

<u>Name</u>	<u>Bid Price</u>
Grunloh Construction	\$113,000.00

Overall for bid package #2, the total value of the low bids received is below the cost estimates we were assuming based on the design and cost estimator calculations for the work solicited. Given this, it is my recommendation that we award the bid for the earthwork for the Luther Student Center project to Grunloh Construction in the total amount of \$113,000.00.

**Bid Log
Earthwork**

Project: LLC Student Services BP-2		Estimate: \$ -		Proposed Start Date: Fall 2018							
Bid Date	Contractor	Contact Information		Initial Bid	Alt #1	Revised Bid #1	Rev #1 Date	Bond	Final Bid	Qualifications	Notes
1 8/30/18	Grunloh Construction	Marty Fearday	o: c: 217-821-8951 f:	\$112,000	\$ -	\$ -		\$1,000	\$ 113,000.00	<input checked="" type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance 1 addendum	
2			o: c: f:	\$ -	\$ -	\$ -		\$ -	\$ -	<input type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance addendums	
3			o: c: f:	\$ -	\$ -	\$ -		\$ -	\$ -	<input type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance addendums	
4			o: c: f:	\$ -	\$ -	\$ -		\$ -	\$ -	<input type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance addendums	
5			o: c: f:	\$ -	\$ -	\$ -		\$ -	\$ -	<input type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance addendums	
6			o: c: f:	\$ -	\$ -	\$ -		\$ -	\$ -	<input type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance addendums	

Notes:

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
September 10, 2018**

The following employees are recommended for leave

Kakara, Suzanna	FMLA	09/06/2018-09/24/2018
Williams, Chris	FMLA & Intermittent	07/30/2018-08/13/2018

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Unpaid Volunteer		
Parker, Lisa	Dual Credit Instructor Primary Position is Dual Credit Coordinator	08/14/2018
Part-time		
Ballard, Jasmine	Honors Instructor - EMS Primary Position is EMS Programs Coordinator	08/17/2018
Borah, Jena	Tutor-Disability Services - Bachelor Primary Position is Adj Reading Instructor	08/23/2018
Borah, Jena	Tutor - Bachelor's Community Education Primary Position is Adj Reading Instructor	08/23/2018
Borah, Jena	Tutor - Bachelor's Degree - LAC Primary Position is Adj Reading Instructor	08/23/2018
Durbin, Abigail	Adj Reading Instructor Primary Position is IEL Instructor	08/20/2018
Heicher, Rachel	Adjunct Faculty Social Science Primary Position is Adj Faculty Humanities	08/20/2018
Hendryx, Trevor	Newspaper Editor - Student Newspaper Primary Position is Adj Faculty Technology	08/07/2018
Hunter-Perkins, Kim	IEL Instructor Primary Position is Adj Faculty Humanities	08/20/2018
Shook, Ciara	Adjunct Faculty Humanities Primary Position is Dual Credit Instructor	08/20/2018
Sotomayor, Edgardo	Tutor-Disability Services - Student Primary Position is Bookstore Rush Worker	08/23/2018
Sotomayor, Edgardo	Tutor-Student Community Education Primary Position is Bookstore Rush Worker	08/23/2018
Sotomayor, Edgardo	Tutor - Student Learning Assistant Center Primary Position is Bookstore Rush Worker	08/23/2018
Smith, Jody	Adjunct Faculty Technology Division Primary Position is Dual Credit Instructor	08/16/2018

Williamson, Dannette	Adjunct Faculty Humanities Division Primary Position is Dual Credit Instructor	08/20/2018
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Part-time - Grant Funded

Borah, Jena	Tutor - Bachelor's Carl Perkins Primary Position is Adj Reading Instructor	08/23/2018
Huang, Hsin Hui	Perkins Student Worker - Counseling Primary Position is Counseling - Clerical Worker	08/01/2018
Hurt, Betheny	Adjunct DOC College Funded Instructor Primary Position is Corr Career Tech Instr- SCC	08/20/2018
Metzger, Teresa	Adult Education Instructor Primary Position is BNA Clinical Instr Adult Ed	08/20/2018
Redd, Michelle	Pathways Substitute Instructor Primary Position is Pathways Classroom Assistant	08/22/2018
Shelton, Brian	Pathways Substitute Instructor Primary Position is Pathways Classroom Assistant	08/22/2018
Sotomayor, Edgardo	Tutor-Student Carl Perkins Primary Position is Bookstore Rush Worker	08/23/2018

End Additional Appointments**The following employees are ending their additional appointment**

	Position	Effective Date
Part-time		
Lenz, William	College Work Study Print Shop	05/19/2018
Oliver, Steven	Newspaper Editor	05/31/2018
Pryor, Justin	ISS Student Employee/Intern	08/15/2018
Semple, Lynn	PTA Administrative Assistant	07/31/2018

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

	Position	Effective Date
Unpaid Volunteer		
Elder, Nicole	Work and Learn - Print Shop	08/30/2018
Elmendorf, Gerald	Work and Learn - TRIO Talent Search	08/24/2018
Hanger, Hayley	Counseling Services Unpaid Intern	08/20/2018
Jenkins, Destany	Dual Credit Instructor	08/16/2018
King, Elizabeth	Dual Credit Instructor	08/20/2018
Krausen, Rachelle	Career Services Intern - Unpaid	08/20/2018
Livingston, Bradley	Tech Team Intern	08/20/2018
Metzger, Michelle	Dual Credit Instructor	08/27/2018
Miner, Brianna	Peer to Peer Assistant - Social Science	08/20/2018
Pals, Morgan	Dual Credit Instructor	08/17/2018
Parker, Delana	Dual Credit Instructor	08/16/2018
Silas, James	Work and Learn - Humanities	08/28/2018
Zike, Philip	Tech Team Intern	08/20/2018

Full-time

Wilkinson, Brent	Director of International Studies Program	09/17/2018
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Full-time - Grant Funded

Bloemer, Tammy	Outreach Advisor/Mentor TRIO Destination College	09/11/2018
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Winkleman, Jason	Correctional Construction Management Instr Murphysboro	08/20/2018
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Part-time

Aiken, Pearl	Newspaper Editor - Student Newspaper	08/07/2018
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Biggs, Tabitha	Groundskeeper	08/06/2018
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Borah, Jena	Adj Reading Instructor	08/20/2018
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Boulu, Bernie	Bookstore Rush Worker	08/08/2018
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Browne, Amberle	Adjunct Faculty Math and Science	08/20/2018
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Clark, Tanner	Bookstore Rush Worker	08/08/2018
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Daugherty, Jessica	Financial Aid Outreach Coordinator	08/07/2018
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Derby, Ricky	Groundskeeper	08/15/2018
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Deters, Carla	Administrative Assistant to Allied Health	07/30/2018
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Durbin, Abigail	IEL Instructor	08/20/2018
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Gates, Linda	Adjunct Faculty Social Science	08/17/2018
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Glenn, Sally	Adjunct Faculty Humanities	08/20/2018
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Hackler, Madolyn	Newspaper Editor - Student Newspaper	08/07/2018
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Hart, Ann	Adjunct Faculty Humanities D	08/20/2018
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Harvey, Matthew	Newspaper Editor - Student Newspaper	08/07/2018
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Hendryx, Trevor	Adjunct Faculty Technology	08/16/2018
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Huffman, Kristen	Adjunct Faculty Math and Science	08/20/2018
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Hunter-Perkins, Kim	Adjunct Faculty Humanities	08/13/2018
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King, Katie	Allied Health Clinical Instructor	08/21/2018
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McKee, Caeleb	Tutor - Student Learning Assistance Center	08/24/2018
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Miller, Andrew	Groundskeeper	08/06/2018
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Noble, Liberti	Bookstore Rush Worker	08/08/2018
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Patino, Emily	Adjunct Faculty Humanities	08/20/2018
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Phillips, Derek	Adjunct Faculty Social Science	08/20/2018
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Reel, Courtney	Newspaper Editor - Student Newspaper	08/07/2018
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Vonderheide, Lexi	Bookstore Rush Worker	08/13/2018
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Workman, Bethany	Allied Health LPN Clinical Instructor	08/17/2018
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Part-time - Grant Funded

Allen, Angela	Adjunct DOC College Funded Instructor	08/15/2018
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Budde, David	Adjunct DOC College Funded Instructor	08/20/2018
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Davis, Rodney	Adjunct DOC College Funded Instructor	08/20/2018
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Duzan, Tamera	Adult Education Instructor	08/21/2018
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Hutchings, Elizabeth	Adjunct DOC College Funded Instructor	08/15/2018
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Redd, Michelle	Pathways Classroom Assistant	08/22/2018
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Shelton, Brian	Pathways Classroom Assistant	08/22/2018
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Walker, Karen	Adjunct DOC College Funded Instructor	08/20/2018
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College Work Studys

Ohm, Kyla	College Work Study - College Advancement	08/28/2018
Ruholl Utley, Emily	College Work Study - Kluthe	08/20/2018

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Bonebrake, Kassidy	Womens Basketball Asst Coach	08/27/2018

Full-time

Millsap, Marki	Acad Services Spec Dual Credit	08/17/2018
O, Taeyol	Dir International Studies	08/31/2018
Poffinbarger, Lee	Stdtd Svcs Spc III – Admissions-Retiree	08/31/2018
Pollock, Michael	Computer Programmer	08/22/2018
Rios, Lisa	Corr Career Tech Instr-Dixon CC	07/31/2018
Volk, Amber	Corr Ofc Asst – Lawrence CC	08/24/2017
Watson, Rick	CET Instr IDOT QMTP	08/12/2018

Part-time

Bryant, Jennifer	Workforce Development Receptionist	07/19/2018
Fisher, Ricky	Police Officer	07/31/2018
Funneman, Allison	Library Assistant Tech Services	08/30/2018
Goeckner, Kristie	Allied Hlth LPN Cln Instr	08/20/2018
Humphreys, Laura	Pathways Classroom Assistant	08/31/2018
Minor, Craig	Allied Health BNA Cln Instr	08/20/2018
Pierce, Kelly	Financial Aid Outreach Coordinator	07/26/2018

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Browning, Braddi	Academic Service Specialist Transferring From Adm Asst Fieldhouse	08/27/2018

Part-time

Lenz, William	Print and Courier Assistant Transferring From College Work Study	08/12/2018
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