

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book
September 14, 2020
Regular Meeting No. 645

Table of Contents

	Page
Agenda for September 14, 2020, Regular Meeting	3
Minutes for August 10, 2020, Regular Meeting	7
Minutes for August 13, 2020, Special Meeting	19
Supplemental Information for September 14, 2020, Regular Meeting	23

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

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



Regular Meeting No. 645
Monday, September 14, 2020, 6:00 p.m.
Meeting Location: Webb Hall, Room 081, Mattoon

Citizens, faculty and staff may attend the meeting via teleconference by dialing 1-866-806-7140, when prompted enter conference ID 75526.

Trustees and members of the President's Cabinet will be physically present at the meeting location. Due to the COVID-19 health pandemic and following the guidelines in Governor Pritzker's Restore Illinois plan, in-person attendance by members of the public will be limited so that no more than 50 people will gather in this room. Seating will be arranged to support appropriate social distancing. Additionally, any person attending the meeting by being physically present will be expected to:

- Conduct a health self-assessment by completing the [COVID-19 Campus Visit Screening Form](#) prior to arrival.
- Wear face masks covering the nose and mouth.
- Maintain social distancing of 6' from others at all times.
- Follow all applicable guidelines in accordance with Lake Land College's [Return to Campus Plan](#).
- Enter campus via Entrance 2. Upon arrival, each person will be directed to the [COVID-19 Check-In Station](#) where a staff member will verify each person has a face mask and has completed the online [COVID 19 Campus Visitor Screening Form](#) and received a green light.

For more information, please visit: <https://www.lakelandcollege.edu/covid-19/>.

Citizens, faculty and staff will be offered an opportunity to speak to the Board during the public comment portion per the agenda below and in alignment with Board Policy 03.17 – *Public Comment at Board Meetings*. Citizens, faculty and staff may also submit public comments by email prior to the Board meeting to be announced by the College President during the public comment portion of the meeting. Email submissions should be submitted by noon on Monday, September 14, 2020, and sent to officeofthepresident@lakelandcollege.edu.

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 10, 2020, Regular Meeting.
2. Approval of Minutes of August 13, 2020, Special Meeting.
3. Approval of Agenda of September 14, 2020, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement. For summary and details of bills refer to:
http://www.lakeland.cc.il.us/col/board_minutes/download.cfm
5. Destruction of Tape Recording of March 11, 2019, Closed Session.

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

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

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Strategic Planning Bi-Annual Report.	
2. Fall 2020 Tenth Day Enrollment Report.	
3. Annual Report of Special Tuition Waiver Requests.	23-24
4. Calendar of Events.	25
5. Correspondence.	

B. Action Items.

	Board Book Page Number(s)
1. 2021 Trustee Election Information and Acceptance of Letters of Designation.	26-36
2. Approval of Special Event Tuition Waiver Requests.	37-41
3. Approval of Tort Document.	42-50
4. Acceptance of Reporting of July 2020 Financial Statements.	51-56
5. Approval of Proposed Revisions to Board Policies 11.04 – <i>Discrimination and Harassment</i> and 07.29 – <i>Student Complaints</i> .	57-67
6. Approval of Lease Renewal with the City of Paris.	68-69
7. Acceptance of Gift-in-Kind Donations from Sarah Bush Lincoln Health System and the Lake Land College Foundation.	70-77
8. Acceptance of TRiO Student Support Services Program Grant Award.	78
9. Approval of Bid for Advanced Multipurpose Patient Simulator Funded by Perkins Program for EMS and Medical Assisting Programs.	79-82
10. Approval of Memorandum of Understanding with Lake Land College Paraprofessional Association.	83-84
11. Approval of Two Memorandums of Understanding with Lake Land College Custodial Association.	85-88
12. Approval of Memorandum of Understanding with American Federation of State, County, and Municipal Employees (AFSCME), Council 31.	89-90
13. Approval of Resolution No. 0920-002 to Approve Fourth Addendum to Employment Agreement with Dr. Jonathan “Josh” Bullock, Lake Land College President, Extending the Term through June 30, 2023.	91-95

A complete copy of the proposed resolution and fourth addendum are available at:

https://www.lakelandcollege.edu/col/board_minutes/minutes_index.cfm or by contacting the College's Office of the President at 217-234-5222. Copies of the President's original employment contract and the first, second and third addendums are available at: <https://www.lakelandcollege.edu/board-of-trustees/board-of-trustees-employment-contracts/> or by contacting the College's Office of the President at 217-234-5222.

14. Approval of Human Resources Report.

96-100

V. Other Business. (Non-action)

VI. Adjournment.

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



Regular Board Meeting No. 644
Webb Hall, Room 081, Mattoon, IL
August 10, 2020

Minutes

Call to Order.

Chair Reynolds called the August 10, 2020, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 081 of Webb Hall, Mattoon. Due to the COVID-19 pandemic, citizens, faculty and staff were provided an opportunity to attend the meeting via teleconference by dialing 1-866-806-7140, when prompted enter conference ID 75526.

Roll Call.

Trustees Physically Present: Mr. Gary Cadwell, Secretary; Mr. Kevin Curtis; Ms. Doris Reynolds, Chair; Mr. Dave Storm; Ms. Denise Walk and Mr. Tom Wright.

Trustees Absent: Mr. Mike Sullivan.

Others Participating via Teleconference: Student Trustee Lucas Dudit.

Others Present: Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Jean Anne Grunloh, Senior Executive to the President; Mr. Greg Nuxoll, Vice President for Business Services; Dr. Tina Stovall, Interim Vice President for Student Services, and members of the staff.

Approval of Consent Items.

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

1. Approval of Minutes of July 13, 2020, Regular Meeting.
2. Approval of Minutes of July 13, 2020, Closed Session.
3. Approval of Agenda of August 10, 2020, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	602,054.47
Building Fund	\$	33,789.08
Site & Construction Fund	\$	40,896.48
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	135,511.12
Restricted Purposes Fund	\$	225,037.94
Working Cash Fund	\$	-
Audit Fund	\$	13,800.00
Liability Insurance Fund	\$	20,880.93
Student Accts Receivables	\$	316,912.61
Total	\$	1,388,882.63

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

5. Destruction of Tape Recording of February 11, 2019, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Dudit voted yes.

Absent: Trustee Sullivan.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

President Bullock said he had not received any written requests to address the Board. Chair Reynolds asked if there were any additional requests for public comment that were not previously submitted by email to Dr. Bullock. There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan was absent from the meeting. Trustee Curtis said he had no report in Trustee Sullivan's absence.

Resource & Development.

In Trustee Sullivan's absence, Dr. Bullock said the Committee had not met since the last regular Board meeting and there was no report at this time.

Finance.

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

Buildings & Site.

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

Foundation.

Chair Reynolds said:

- Congratulations to the Foundation Office for being recognized in the Laker Low Down as recipients of the Awesome Award, which is an internal award given by peers.
- The Foundation made the difficult decision to postpone the annual golf outing for 2020 due to the pandemic but still received an overwhelming response with donations to the Foundation.
- The Foundation and Alumni Center building construction continues to progress with Rural King offering donations of furniture.
- The Foundation continues to support Lake Land students by securing scholarships and donations.

Student Report.

Student Trustee Dudit joined the meeting via teleconference. He reported positive student reviews on the process for book pick up for the upcoming Fall semester and that the website has been very helpful with easy to understand directions and guidelines for visiting campus and a COVID-19 Student Resources web page. He also reported on upcoming PTK and SGA projects for Fall 2020.

President's Report.

Dr. Bullock said:

- The College has been paid in full by the State of Illinois for Fiscal Year (FY) 2020 credit hour reimbursement and equalization grants. No funds have been received for FY 2021.
- Lake Land received \$993,308.69 in payments from the Illinois Department of Corrections for January and February services. Additionally, the College received \$125,873 from the Illinois Department of Juvenile Justice. Outstanding balances are \$3,347,712 and \$288,707 respectively for FY 2020. No invoices have been issued for FY 2021.
- To date, the College has received \$5.6 million in property taxes from district counties, with \$2.6 million allocated for the College's operating budget.
- Lake Land College has been allocated \$384,576 from the Governor's Emergency Education Relief Fund, which is funded through the CARES Act. The Illinois Community

College Board (ICCB) will be distributing the funds, which are intended to support efforts to enroll and retain low income, underrepresented, and first generation students, that might otherwise not enroll or return due to the pandemic.

- As of August 3, 2020, Lake Land College distributed \$823,129.48 in emergency financial aid to 850 students via the CARES Act Funding. The application will be closed until the fall semester begins.

Business Items.

Non-action Items.

Calendar of Events.

Trustees received a calendar of upcoming events. Dr. Bullock reminded the Board members that a special meeting will be held on August 13, 2020, at 3:30 p.m. in Webb Hall 018 in order to approve the FY 2021 Budget.

Correspondence.

There were no items of correspondence.

Action Items.

Approval of Proposed Revisions to Board Policies 03.09 – *Quorum of the Board and 03.09.01 – Quorum of the Committee.*

Trustees heard highlights from Dr. Bullock for the Board to consider proposed revisions to the above-referenced Policy. Trustees reviewed details of the proposed revisions that incorporate language resulting from Public Act 101-0640 which was signed into law on June 12, 2020. This Act creates a new OMA subsection 7(e) which permits meetings without the physical presence of a quorum when specific conditions are met related to a disaster declaration.

Dr. Bullock said proposed changes were presented as first reading during the July 2020 regular meeting and we have received no additional requested changes since that date.

Trustee Curtis moved and Trustee Wright seconded to approve as presented the revisions to Board Policies 03.09 – *Quorum of the Board* and 03.09.01 – *Quorum of the Committee*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Sullivan.

Motion carried.

Approval of Proposed Revisions to Board Policy 05.10 – Hiring for Full-Time Employees.

Trustees heard highlights from Dr. Bullock for the Board to consider revisions to the above-referenced Policy and were provided details of the proposed revisions that will allow the hiring steps to be modified if needed in extenuating circumstances, especially relative to restructuring needs. This exception could only be granted at the discretion of the President.

Dr. Bullock said proposed changes were presented as first reading during the July 2020 regular meeting and we have received no additional requested changes since that date.

Trustee Walk moved and Trustee Storm seconded to approve as presented proposed revisions to Board Policy 05.10 – *Hiring for Full-Time Employees*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Sullivan.

Motion carried.

Waiver of First Reading and Approval of Proposed Revisions to Board Policy 11.04.01 - Sexual Harassment.

Trustees reviewed a request from Dr. Tina Stovall, Interim Vice President for Student Services, for the Board to waive first reading and approve proposed revisions to the above-referenced Policy. Trustees reviewed details of the proposed revisions which are necessitated by new Title IX regulations that were announced by the U.S. Department of Education on May 6 and published in the Federal Register on May 19, with an effective date of August 14, 2020. Dr. Stovall said that due to the short timeline the administration is respectfully requesting the Board waive first reading.

Trustees learned that the new Title IX regulations necessitate significant changes in our institutional procedures for addressing claims of sexual harassment and sexual misconduct including offering opportunities for informal resolution as well as providing hearings allowing cross-examination by advisors of each party. Title IX regulations now also encompass claims of harassment involving only employees, rather than being limited to claims involving students. Dr. Stovall highlighted the basis for the proposed revisions during the Board meeting.

Trustee Wright moved and Trustee Cadwell seconded to waive first reading and approve as presented proposed revisions to Board Policy 11.04.01 – *Sexual Harassment*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Sullivan.

Motion carried.

Acceptance of Reporting of June 2020 Financial Statements.

Trustees reviewed the June 2020 Financial Statements and a memorandum from Mr. Greg Nuxoll, Vice President for Business Services, highlighting variances for the statements. Trustees also reviewed corresponding monthly financial spreadsheets which provided a summary of all operational expenditures year to date as compared to budgeted amounts and a salary and benefits summary. Mr. Nuxoll provided a brief overview of the significant variances.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the June 2020 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Sullivan.

Motion carried.

Declaration of Surplus Items.

Trustees reviewed a request from Mr. Nuxoll that the Board declare two items as surplus as they have become obsolete and have little or no value to the College. Mr. Nuxoll said these items include a 2001 Avenger Trailer and a 1999 Ford Ambulance. He said the trailer was damaged during a windstorm and repairs would cost more than the trailer is worth. He also said the Ambulance has served its purpose here on campus and has been replaced with a different ambulance recently and is no longer needed by the EMS program.

Trustee Wright moved and Trustee Storm seconded to declare two items as presented as surplus, including a 2001 Avenger Trailer and a 1999 Ford Ambulance, and authorize the administration to dispose of these items in a manner most beneficial to the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Sullivan.

Motion carried.

Acceptance of Gift-in-Kind Donation from Rural King and Lake Land College Foundation.

Trustees reviewed a recommendation from Ms. Christi Donsbach, Executive Director of College Advancement, requesting the Board accept the donation of gift-in-kind items of new tables, chairs and carts valued at \$7,403.26 from the College's Foundation. Dr. Bullock said these items will be used in the new Foundation and Alumni Center and were generously donated by Rural King of Mattoon to the Foundation.

Trustee Cadwell moved and Trustee Walk seconded to accept as presented the donation of gift-in-kind items of new tables, chairs and carts valued at \$7,403.26 from the College's Foundation to be used in the new Foundation and Alumni Center. Chair Reynolds, on behalf of the Board, expressed appreciation to Rural King of Mattoon for originally making this generous donation to the Foundation.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Sullivan.

Motion carried.

Approval of Requests to Modify the Retirement Dates for Two Planned Retirement Program Participants.

Trustees heard a recommendation from Dr. Bullock for the Board to approve the requests from two Planned Retirement Program participants as follows:

- Change the planned retirement date to August 31, 2024, from the initially approved date of December 31, 2024, for Ms. Salisa Olmstead, Division Chair/English Instructor.
- Change the planned retirement date to August 10, 2024, from the initially approved date of December 20, 2024, for Ms. Lisa Madlem, Director of Academic Support and Assessment.

Dr. Bullock said his recommendation to approve their requests is based on the fact that their increase in salary due to participation in the Planned Retirement Program has not yet begun. He said this follows past precedent for when the Board has approved requested changes.

Trustee Storm moved and Trustee Cadwell seconded to approve the requests from two Planned Retirement Program participants as follows:

- Change the planned retirement date to August 31, 2024, from the initially approved date of December 31, 2024, for Ms. Salisa Olmstead, Division Chair/English Instructor.

- Change the planned retirement date to August 10, 2024, from the initially approved date of December 20, 2024, for Ms. Lisa Madlem, Director of Academic Support and Assessment.

These approvals are based upon past precedent that Ms. Olmstead's and Ms. Madlem's increase in salary due to participation in the Planned Retirement Program has not yet begun.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Sullivan.

Motion carried.

Approval of MOU with Lake Land College Faculty Association for Fall 2020 Semester.

Trustees reviewed a proposed Memorandum of Understanding (MOU) with the Lake Land College Faculty Association for the Fall 2020 Semester to address changes in working conditions due to the pandemic. Mr. Jon Althaus, Vice President for Academic Services, highlighted key points of the MOU.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the proposed Memorandum of Understanding with the Lake Land College Faculty Association.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Sullivan.

Motion carried.

Approval of MOU with Lake Land College Paraprofessional Association.

Trustees reviewed a proposed Memorandum of Understanding (MOU) with the Lake Land College Paraprofessional Association to address changes in working conditions due to the pandemic. Ms. Dustha Wahls, Director of Human Resources, highlighted key points of the MOU.

Trustee Cadwell moved and Trustee Storm seconded to approve as presented the Memorandum of Understanding with the Lake Land College Paraprofessional Association.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.

Absent: Trustee Sullivan.

Motion carried.

Approval of Human Resources Report.

Trustees reviewed the Human Resources Report. Dr. Bullock requested the Board approve the report as presented and he highlighted a few of the personnel recommendations.

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

**The following employee is recommended for FMLA leave.
Board policy 05.14.12.**

Beagle, Ryan	FMLA	07/16/20-10/16/20
--------------	------	-------------------

End Additional Appointments

The following employees are ending their additional appointment

Position	Effective Date	
Unpaid Volunteer		
Christman, Lynnetta	Allied Health BNA Adjunct faculty	12/02/2018
Stuart, Zachary	Adjunct Faculty Social Science	07/01/2020
Part-time		
Jackson, Kyra	Tutor	03/06/2020
Walk, Emmalyn	Adm & Rec Data Entry Asst	06/15/2020

The following position has been recommended by the Lake Land College President's Cabinet

Manager of Bookstore & Textbook Rentals-Level 15, Supervisory

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
North, Julia	Dual Credit Instructor	07/07/2020
Walk, Vince	Dual Credit Instructor	07/13/2020
Part-time		
Clarkson, Jonathan	CBI Non-credit Instructor	07/01/2020
Cushing, Jaime	Clinical Dentist	08/01/2020
Heuerman, Jill	Allied Health Dental Clinical Instructor	08/01/2020

Hilliard, Antwonette	IDOC CPR Instructor	07/21/2020
Jones, Kari	CBI Non-credit Instructor	07/01/2020
Smith, Logan	Allied Health Dental Clinical Instructor	08/01/2020

9 Month - Tenure Track Faculty

Byers, Jessica	Nursing Instructor	08/21/2020
Workman, Bethany	Nursing Instructor	08/21/2020

Full-time

Davis, Breanna	Administrative Assistant to Business	08/17/2020
Davidson, Jo	Police Officer	08/17/2020
Donovan, Richard	Custodian	08/17/2020
Ruholl, Katelyn	Simulation Lab Coordinator	08/21/2020

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Ness, Kurt	Counseling Services Unpd Intern	03/15/2020

Full-time

Black, Kathy	Division Chair Bus/Bus Instructor-Retiree	08/05/2020
Caldwell, Nancy	Music Instructor-Retiree	08/05/2020
Coit, Jonathan	Outreach Advisor & Ofc Coordinator	08/06/2020
Cole, Sarah	Payroll Specialist	08/07/2020
Duckett, Amy	Cosmetology Instructor-Retiree	08/05/2020
Edmunds, Linda	Corr Comm Cooking Instr-Dixon CC	06/30/2020
Miller, Robert	John Deere Tech Instructor	08/05/2020
Ritz, Alex	Police Officer	08/24/2020
Sharp, Kennedy	Financial Aid Verification Specialist	08/28/2020
Staley, Cheryl	Business Instructor-Retiree	08/05/2020
Taylor, Myra	Wrkfce Solution Project Coordinator	07/30/2020

Part-time

Ames, Mallory	Agriculture Education Intern	06/30/2019
Austin, Chase	Newspaper Ed Student News	04/05/2020
Caskey, Winnie	Newspaper Ed Student News	05/17/2020
Croft, Katherine	Newspaper Ed Student News	05/17/2020
Christman, Lynnetta	Allied Health BNA Adj Faculty	02/02/2018
Elmore, Deana	Adj Doc College Funded Instr	08/11/2019
Gardner, Michelle	Asst Softball Coach	06/28/2020
Gardner, Zane	Agriculture Education Intern	06/30/2019
Grovier, Michael	Newspaper Ed Student News	05/31/2020
Hacker, Aaron	Adj Doc College Funded Instr	12/15/2019
Hackman, Jessica	Tutor - Student Lrng Asst Ctr	04/19/2020
Hall, Brett	Police Officer	11/17/2019

Hanley, Paul	Commercial Driver Training Instr	06/28/2020
Hemrich, Sarah	Adj Doc College Funded Instr	05/19/2019
Horton, Jesse	Adj Faculty Math/Science	05/20/2020
Isaacs, Angela	Adj Doc College Funded Instr	05/19/2019
Jackson, Kyra	Tutor	03/06/2020
Johnson, Kimberly	Adj Doc College Funded Instr	05/19/2019
McKee, Caeleb	Tutor - Student Lrng Asst Ctr	04/05/2020
Patino, Emily	Adj Faculty Humanities	05/17/2020
Perzee, Haley	Adj Doc College Funded Instr	05/19/2019
Reeder, Michele	Engineering Technician	07/02/2020
Reeder, Sandra	Adj Doc College Funded Instr	05/19/2019
Riley, Mariah	Bookstore Rush Worker	05/19/2019
Shelton, Brian	Pathways Classroom Assistant	05/17/2020
Thomas, Sarah	Newspaper Ed Student News	05/17/2020
Travis, Camryn	Fitness Center Specialist	04/05/2020
Turner, Nash	Tutor - Student Lrng Asst Ctr	04/05/2020
Wendling, Austin	Newspaper Ed Student News	05/03/2020
Woolworth, Wendy	Tutor - Assoc Community Ed	05/17/2020
Yantis, Jeannene	Allied Health Dental Clinical	05/17/2020

College Work Study's

Anderson, Lily	College Work Study-Student Life	05/17/2020
Binnion, Hannah	College Work Study-Student-TRIO DC	03/08/2020
Smith, Chandler	College Work Study-Humanities	05/17/2020

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Daugherty, Jessica	Financial Aid Verification Specialist	08/11/2020
	Financial Aid Outreach Coordinator-PT	
Kearns, William	Maintenance II	08/03/2020
	Transferring From Custodian	
Matherly, David	Maintenance I	08/03/2020
	Transferring From Custodian	
Misenheimer, Roger	Maintenance I	08/03/2020
	Transferring From Custodian	
Pope, Kelli	Financial Aid Verification Specialist	08/31/2020
	Transferring From Financial Aid Accountant	
Wiles, Tessa	Academic Services Specialist	08/11/2020
	Transferring From Dual Credit Program Asst. (PT)	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Duduit voted yes.
Absent: Trustee Sullivan.
Motion carried.

Other Business. (Non-action)

Trustee Cadwell commented on the purpose of Board Committee meetings and expressed concern that there have been only a few Committee meetings in recent months. Ms. Jean Anne Grunloh, Senior Executive to the President, said the administration has been following guidance issued by the Illinois Public Access Counselor's office that public bodies should conduct meetings only when deemed essential due to public health concerns and the pandemic.

Trustee Walk asked who has been maintaining the Club IT Garden in recent months. Dr. Bullock said the Club IT sponsor had notified the administration that the student club had not been able to maintain the garden recently due to restricted campus access and the pandemic.

There was no additional discussion.

Adjournment.

Trustee Storm moved and Trustee Cadwell seconded to adjourn the meeting of the Lake Land College Board of Trustees at 6:54 p.m.
Motion carried with unanimous voice vote approval.

Approved by:

Ms. Doris Reynolds, Board Chair

Mr. Gary Cadwell, Board Secretary

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

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



Special Board Meeting
Webb Hall, Room 081, Mattoon, IL
August 13, 2020

Minutes

Call to Order.

Chair Reynolds called the August 13, 2020, special meeting of the Lake Land College Board of Trustees to order at 3:30 p.m. in room 081 of Webb Hall, Mattoon. Due to the COVID-19 pandemic, citizens, faculty and staff were able to participate in the meeting via teleconference.

Roll Call.

Trustees Physically Present: Mr. Gary Cadwell, Secretary; Mr. Kevin Curtis; Ms. Doris Reynolds, Chair; and Mr. Tom Wright.

Trustees Absent: Mr. Dave Storm, Mr. Mike Sullivan, Ms. Denise Walk, and Student Trustee Lucas Dudit.

Others Present: Dr. Jonathan Bullock, President; Ms. Jean Anne Grunloh, Senior Executive to the President; Mr. Greg Nuxoll, Vice President for Business Services; and members of the staff.

Public Hearing on Proposed Fiscal Year 2021 Operating Budget.

Chair Reynolds called the hearing to order at 3:31 p.m. She said that the FY 2021 Operating Budget had been on display for a minimum of thirty days since it was presented at the July 13, 2020, Board meeting and asked if there were any comments from the audience. President Bullock said he had not received any written requests to address the Board regarding the proposed budget. There were no public comments. Chair Reynolds then declared the hearing closed at 3:32 p.m.

Hearing of Citizens, Faculty, and Staff.

President Bullock said he had not received any written requests to address the Board. Chair Reynolds asked if there were any additional requests for public comment that were not previously submitted by email to Dr. Bullock. There were no public comments.

Approval of Resolution No. 0820-001 to Adopt Fiscal Year 2021 Operating Budget.

Chair Reynolds said the Board of Trustees has fully reviewed and discussed the proposed FY 2021 Budget during meetings held in July 2020.

Trustee Curtis moved and Trustee Wright seconded to approve as presented Resolution No. 0820-001 to Adopt Fiscal Year 2021 Operating Budget. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, and Wright.

No: None. Advisory Vote: None.

Absent: Trustees Storm, Sullivan, Walk and Student Trustee Duduit.

Motion carried.

Approval of Fund Balance Utilization for Neal Hall Renovations in Excess of Insurance Coverage.

Trustees reviewed a recommendation from Mr. Greg Nuxoll, Vice President for Business Services, for the Board to approve the use of Fund Balance up to and not to exceed \$75,000 to fund the restoration of Neal Hall not covered by insurance proceeds resulting from the roof fire that occurred this past spring. Dr. Bullock said he anticipates the use of Fund Balance will not be needed but believed it would be prudent to have this approval if issues arose at a later date and to keep the project moving forward as quickly as possible.

Trustee Cadwell moved and Trustee Curtis seconded to approve the use of Fund Balance funds up to and not to exceed \$75,000 to fund the restoration of Neal Hall not covered by insurance proceeds.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, and Wright.

No: None. Advisory Vote: None.

Absent: Trustees Storm, Sullivan, Walk and Student Trustee Duduit.

Motion carried.

Approval of Bids for Neal Hall Renovation.

- a. Electrical**
- b. Flooring**
- c. General Contracting**
- d. Mechanical**
- e. Painting**

[Bid information was posted to the Board of Trustees web page at:
<https://www.lakelandcollege.edu/board-of-trustees/agendas-board-books-minutes/>]

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve five bid components for the Neal Hall Renovation project. Trustees reviewed details of the bid tabulation sheets for each component. Mr. Nuxoll highlighted the bid process and said the total cost associated with the five recommended bid awards is approximately \$60,000 less than what CTS Group, project manager, had originally estimated.

Trustee Wright moved and Trustee Cadwell seconded to approve the following five bids for the Neal Hall renovation as follows:

- The bid from Nadler Electrical Contracting, Inc. of Sullivan, Illinois, in the amount of \$13,350 for the electrical component.
- The bid from Carpet Weaver's Inc. of Champaign, Illinois, in the amount of \$53,388 for the flooring component.
- The bid from Grunloh Construction, Inc. of Effingham, Illinois, in the amount of \$90,400 for the general contracting component.
- The bid from Davis-Houk Mechanical, Inc. of Urbana, Illinois, in the amount of \$5,750 for the mechanical component.
- The bid from Midwest Commercial Coatings of Mahomet, Illinois, in the amount of \$57,673 for the painting component.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, and Wright.

No: None. Advisory Vote: None.

Absent: Trustees Storm, Sullivan, Walk and Student Trustee Duduit.

Motion carried.

Adjournment.

Trustee Curtis moved and Trustee Wright seconded to adjourn the meeting of the Lake Land College Board of Trustees at 3:41 p.m.
Motion carried with unanimous voice vote approval.

Approved by:

Ms. Doris Reynolds, Board Chair

Mr. Gary Cadwell, Board Secretary

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

MEMO

TO: Board of Trustees
FROM: Josh Bullock, President
DATE: August 18, 2020
RE: Annual Report of Special Tuition Waivers

Per Board Policy 07.08 (item #4) – *Tuition Rates and Fees*, the Lake Land College President may grant up to 15 three-credit-hour tuition waivers per year as prizes for special campus events. This is in addition to Board-approved tuition waiver requests for larger events, such as the Annual Academic Challenge (formerly known as WYSE). I did not authorize any tuition waivers as prizes related to special campus events in FY 2020. However, the Board of Trustees authorized five categories of tuition waivers as prizes for special campus events. These were submitted to the Board for approval in September 2019 per Policy 07.08 (item #4) which also states multiple tuition waivers for larger events must be submitted to the Board for prior approval. Board-approved special event tuition waivers for FY 2020 included:

1. Up to 14 tuition waivers of \$1,000 each for the top-performing students who participated in the Academic Challenge held in February 2020.
2. Up to six three-credit hour tuition waivers to participants of the National Manufacturing Day events held in the district and hosted by Effingham County Chamber of Commerce, Coles Together and local manufacturers.
3. Up to 11 three-credit hour tuition waivers to winners of the Annual Business and Computer Contest that would have been held April 24, 2020. This event was cancelled due to the pandemic.
4. Up to five three-credit hour tuition waivers for attendees of the Principals, Deans, and Counselors (PDC) meeting held during the Fall 2019 semester.
5. A tuition waiver for Miss Illinois 2020 if she chose to attend Lake Land College.

Following is a list of additional tuition waivers authorized by the Board in FY 2020 as various enrollment and/ or program incentives:

1. Up to 100 three-credit hour tuition waivers for returning or first-time adult students employed through local businesses that established a partnership with the Lake Land College. Madison Delks, Community Outreach Coordinator, worked with 17 local businesses including First Financial Bank, Copper Creek Cottages, HSHS St. Anthony, MPMI, Carle, John Boos, Palm Terrace, Siemer Milling, Patterson Technology, Sarah

Bush Lincoln, Versatech and others. From those businesses, 92 employees expressed interest in enrolling in Lake Land classes of which 29 enrolled in Spring 2020. The Board has approved for this initiative to continue into 2020-2021 academic year until all 100 three-credit hour tuition waivers have been awarded.

2. A Micro-Grants Program was piloted in the fall of 2019 to provide tuition waivers for eligible participants. With this program, the College focused on assisting students with micro-grants who were within approximately one semester from completing their academic program. Grant funds were utilized to help clear eligible students' fall semester balances so they could register for the Spring 2020 semester. There were 17 students who were awarded micro-grants for a total of \$14,874.99. The 17 students generated \$27,039.46 in tuition/fees during the Spring 2020 semester, of which \$20,754.25 was paid in full with \$6,285.21 outstanding. Of the 17 students, five graduated with an associate degree at the end of the Spring 2020 semester and five continued their enrollment to the Fall 2020 semester.
3. Tuition waivers for students participating in the Last-dollar Workforce Solutions Fast Track Tuition and Fees Waiver Pilot Program. If a local business collaborated with the College to identify a training opportunity through which participants would earn a College certificate of at least 16 credit hours and the business guaranteed that all students who completed the program would obtain employment at their business in a specific position(s) with a stated wage rate, the College would guarantee tuition and fees assistance to the students. During the second year (2019-2020) of the pilot program, six students took advantage of the waivers, each being awarded \$2,337.72 for the 16 credit hour program.
4. An in-district tuition waiver for ten students whose names were drawn as winners of the early enrollment incentive campaign for the Fall 2019 semester. The total amount of the tuition waivers for the Fall 2019 incentive campaign was \$10,659.25.
5. The Elevate Business Development Certificate Tuition Waiver Program was launched in FY 2020 in partnership with Mattoon in Motion. The intent is to offer entrepreneurial programming to members of the Elevate Coles County Innovation Center. The Board authorized up to 10 tuition-only waivers annually to full Elevate members who are working to develop businesses to be based in the Lake Land College district. Additionally, the Board authorized up to five tuition-only waivers for Class E graduates who are continuing their education at Lake Land College. One student utilized this special tuition offer in FY 2020.

Please note the Board of Trustee also approved in FY 2020 the Dual Credit Program Access Initiative that will begin with the Fall 2020 semester. This initiative was incorporated into our FY 2021 Budget and will provide tuition waivers to in-district high school students on free and reduced hot lunch who might not be able to assume the financial burden of paying for Dual Credit coursework.

Calendar of Events

Monday, September 14, 2020	6 p.m. – Board Meeting – Webb Hall 081
Thursday, October 8, 2020	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, October 12, 2020	6 p.m. – Board Meeting – Webb Hall 081
Thursday, November 5, 2020	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, November 9, 2020	6 p.m. – Board Meeting – Webb Hall 081
Thursday, December 10, 2020	Resource and Development Committee Meeting 8 a.m. – Webb Hall 081 Finance Committee Meeting 9 a.m. – Webb Hall 081
Monday, December 14, 2020	6 p.m. – Board Meeting – Webb Hall 081

MEMO

TO: Election Candidates, Lake Land College Board of Trustees

FROM: Jean Anne Grunloh, Senior Executive to the President, Ph. 217-234-5329,
Email: jgrunloh@lakelandcollege.edu

DATE: September 1, 2020

RE: Nomination Filing – Consolidated Election

The Trustee Election will be held April 6, 2021, as part of the 2021 consolidated election. Two six-year terms will appear on the Lake Land College ballot. The two terms are held by Mr. Gary Cadwell, Mode, and Mr. Tom Wright, Dieterich.

Candidates may begin circulating petitions on Tuesday, September 22, 2020. The candidate's election packet may be downloaded from the Board of Trustees' webpage at <https://www.lakelandcollege.edu/board-of-trustees/> and includes:

- ICCTA Candidate Brochure - informational
- Statement of Candidacy
- Petition for Nomination – requirement of not less than 50 signatures of voters registered within the Community College District No. 517. Forms may be photocopied, but signatures must be original on petitions submitted.
- Statement of Economic Interest – filed with the Coles County Clerk's office. File receipt with the Lake Land College President's Office.
- Loyalty Oath – optional.

Election packets may also be requested from the President's Office by calling 217-234-5329 or submitting an email to jgrunloh@lakelandcollege.edu

A *Candidate's Guide* is available from the State Board of Elections, 2329 S. MacArthur Boulevard, Springfield, IL 62704, (217) 782-4141 or may be downloaded from their website at: <https://www.elections.il.gov/>

The filing period will be December 14-21, 2020. Candidates may submit petitions and all required forms in person or by a representative to the Office of the President, Lake Land College, Board and Administration Center, 5001 Lake Land Blvd., Mattoon, IL 61938 during normal business hours (Monday through Friday, 8:00 am to 5:00 p.m. each day). Candidates may also

September 1, 2020

submit petitions and all required forms via mail to this same address. However, all materials must be received during the prescribed filing period.

Please note that due to the COVID-19 pandemic, anyone planning to visit a campus location must comply with the College's safety procedures posted at:

<https://www.lakelandcollege.edu/covid-19/>

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 22, 2020; Wednesday, December 23, 2020; Monday, January 4, 2021; Tuesday, January 5, 2021; and Wednesday, January 6, 2021.

This information is provided as a public service. It is the requirement of each candidate to comply with all applicable laws and requirements.

LAKE LAND COLLEGE

July 30, 2020

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 6, 2021, and all of the preceding notices and preparations for receiving petitions, and all other aspects of the elections shall be conducted by said designee.

Mr. Gary Cadwell, 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
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

August 25, 2020

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 6, 2021, 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.

Mr. Gary Cadwell, 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
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

August 25, 2020

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 6, 2021, 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.

Mr. Gary Cadwell, 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
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

August 25, 2020

Ms. Becky 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 6, 2021, 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.

Mr. Gary Cadwell, 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
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

August 25, 2020

Dr. Josh Bullock
President
Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

Dear Dr. Bullock:

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 6, 2021, 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.

Mr. Gary Cadwell, 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
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

August 25, 2020

Mr. Jon Althaus
Vice President for Academic Services
Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

Dear Mr. Althaus:

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 6, 2021, 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.

Mr. Gary Cadwell, 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
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

August 25, 2020

Mr. Greg Nuxoll
Vice President for Business Services
Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

Dear Mr. Nuxoll:

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 6, 2021, 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.

Mr. Gary Cadwell, 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
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

August 25, 2020

Mr. Jeff Branson
Campus Police Chief
Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

Dear Mr. Branson:

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 6, 2021, 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.

Mr. Gary Cadwell, 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
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

August 25, 2020

Mr. Chad Smith
Campus Police Sergeant
Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

Dear Mr. Smith:

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 6, 2021, 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.

Mr. Gary Cadwell, 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
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

MEMO

TO: Board of Trustees, Lake Land College
FROM: Dr. Josh Bullock, President
DATE: September 3, 2020
RE: Requests for Special Event Tuition Waivers

Please find attached four memorandums from various College staff regarding five special event tuition waiver requests for FY 2021. This request is submitted annually to the Board per Board Policy 07.08 – *Tuition, Rates, and Fees*. It is respectfully requested that the Board of Trustees approve the following special event tuition waivers for FY 2021:

1. Award 11 three-credit-hour tuition waivers for the first-place winners of the annual Business and Computer Contest to be held April 23, 2021.
2. Award up to 14 tuition waivers of \$1,000 each for the top-performing students who participate in the Academic Challenge to be held February 5, 2021.
3. Award five three-credit hour tuition waivers for attendees of the Principals, Deans, and Counselors (PDC) meeting to be held during FY 2021, most likely in a virtual format.
4. Grant a tuition waiver for Miss Illinois 2021 should she choose to attend Lake Land College.
5. Award six three-credit hour tuition waivers to participants of the National Manufacturing Day events held in the district and hosted by Effingham County Chamber of Commerce, Coles Together and local manufacturers.

Attachments

MEMO

TO: Jonathan Bullock, President
FROM: Jon Althaus, Vice President for Academic Services
DATE: August 19, 2020
RE: **Tuition Waiver for Business & Computer Contest**

Tynia Kessler, 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 23, 2021.

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.

MEMO

TO: Dr. Josh Bullock, President

FROM: Lisa Shumard-Shelton, Director of Dual Credit & Honors Experience

CC: Jon Althaus, Vice President for Academic Services

DATE: June 23, 2020

RE: Academic Challenge Tuition Waivers

Lake Land College will be hosting the 2021 regional competition of the Academic Challenge on Friday, February 5. This event, formally known as WYSE, event brings some of the best and brightest students from within our district to the Lake Land College campus. These events will likely be restructured this year to reflect COVID guidelines. However, at this time, they are moving ahead and additional details will be announced closer to time.

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

Your consideration of this request is greatly appreciated.

MEMO

TO: Dr. Josh Bullock, President
FROM: Dr. Tina Stovall, Interim Vice President for Student Services
DATE: September 3, 2020
RE: Annual Request for Tuition Waivers

I would like to request the following special tuition waivers for FY 2021. Please let me know if you have questions or need additional information. Thank you.

Principals, Deans and Counselors (PDC)

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

Miss Illinois

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

MEMO

TO: Dr. Josh Bullock, President
Lisa Shumard-Shelton, Director of Dual Credit & Honors Experience, Kellie Niemerg,
FROM: Director of Kulthe Center for Higher Education and Technology
CC: Jon Althaus, Vice President for Academic Services
DATE: June 23, 2020
RE: Manufacturing Day Tuition Waivers Request

Lake Land College is a partner in the recognition of National Manufacturing Day in Effingham and Coles County. These events brings some 300-500 in-district students annually together from within our district to various manufacturing sites throughout the district. The college assists the Effingham County Chamber of Commerce, Coles Together and the local manufacturers to help host these events, which expose high school students to modern, high-tech manufacturing jobs. These events will likely be restructured this year to reflect COVID guidelines. However, at this time, they are moving ahead and additional details will be announced closer to time.

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

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

Your consideration of this request is greatly appreciated.

MEMO

TO: Dr. Jonathan Bullock, President
Greg Nuxoll, Vice-President for Business Services

FROM: Dustha Wahls, Director of Human Resources

DATE: August 21, 2020

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 FY2021 which resulted in a couple of changes from FY2020. One change was the addition of the Training & Development Coordinator. It was identified that 50% of his/her job duties are related to tort liability. The addition of this position resulted in some slight modifications of duties in the Sr. Human Resources Generalist position. Additionally, the Intervention & Compliance Coordinator/Men's Basketball Coordinator was removed as that position has changed.

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	50%	The Sr. Human Resources Generalist spends an estimated 50% of his/her time working on issues directly related to tort liability. These responsibilities include safety audits, accident, health; Worker's Compensation 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 also coordinates with the hospital for the CDL drug screening pool. This position is also the Deputy Title IX Coordinator for the college.
Training & Development Coordinator	50%	The Training & Development Coordinator spends an estimated 50% of his/her time working on issues directly related to tort liability. These responsibilities include coordinating the delivery and content of organization wide annual training in compliance with College policy and laws; coordinates and tracks safety training, such as forklift, utility cart training, and Blood Borne Pathogens training. This position also serves as a Title IX Investigator.
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%	The custodial supervisor spends an estimated 20% of his/her time working on issues directly related to tort liability. The supervisor's time is devoted to ensuring employees follow safety guidelines such as wearing eye protection, hearing protection and back supports, walking through buildings looking for safety hazards and processing worker's compensation forms. 10% of his/her time is devoted to ensuring room setups are done in accordance with ADA and other regulations; making sure aisles are of sufficient width, making sure the number of seats do not exceed fire code standards, etc. 5% of his/her time is spent training employees, with the safety officer, in work place safety topics such as blood borne pathogens, fork lift safety, use of personal protective equipment, and bending and lifting techniques. These risk management responsibilities are assigned in addition to non-tort related tasks such as ordering and putting away supplies, general maintenance, employee evaluations.
Maintenance	40%	Maintenance workers spend an estimated 40% of their time working on issues directly related to tort liability. Examples of these assigned tasks include changing interior and exterior lighting for the safety of our patrons, repairing college vehicles to ensure they are safely maintained, inspection of sprinkler systems, trimming trees to meet ADA height requirements, and maintaining dental lab equipment to ensure health department guidelines are met. These risk management responsibilities are assigned in addition to non-tort related functions which include general moving and repair, service oriented functions such as opening cars with the keys locked inside, and room set up.

Kluthe Site Technician	20%	<p>The Kluthe Site Technician spends an estimated 20% of their time working on issues directly related to tort liability. Examples of these assigned tasks include consultant to security service by monitoring and maintaining of security data storage, backup, and retrieval. Additionally, this employee changes interior and exterior lighting for the safety of our patrons, inspection of sprinkler systems, trimming trees to meet ADA height requirements, and maintaining classroom lab equipment to ensure health department guidelines are met. These risk management responsibilities are assigned in addition to non-tort related functions which include general snow removal, service oriented functions such as opening cars with the keys locked inside, and room set up.</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 (vacant)	20%	<p>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.</p>

Facilities Coordinator to Physical Plant Operations	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.
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
 Reviewed 08/2019
 Revised 08/2020

MEMO

TO: Dr. Josh Bullock, President

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

DATE: August 21, 2020

RE: July 2020 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of July for Fiscal Year 2021.

Areas of Concern:

- We do not feel we have any significant budgetary areas of concern through July 2020 of the FY2021. We continue to closely monitor the COVID-19 Pandemic situation and the impact on our financials in all respects and will keep the Board informed as developments arise in the future.

Overall Variances:

- *Revenue* – Total July 2020 revenue was \$8,759,367 resulting in a favorable variance of \$204,264 compared to the budgeted level for both MTD and YTD. The monthly variance is favorable due to a large \$1,279,796 favorable variance in local sources due to the receipt of some property taxes earlier than anticipated. In addition to local sources, tuition revenue exceeded budget by \$342,673. Meanwhile, various state revenue line items are all unfavorable with no credit hour or equalization state payments received.
- *Expenditures* – Total July 2020 expenditures were \$2,381,730 resulting in an overall favorable variance of \$821,644 for both MTD and YTD.

Revenue Variances:

- *Local Sources* – A monthly favorable variance exists of \$1,279,796 for both MTD and YTD as we received property taxes from the eight different counties with some payments earlier than anticipated.
- *ICCB Credit Hour Grant* – We did not receive a payment in July 2020 resulting in an unfavorable monthly variance and a yearly variance of \$375,980. The variances are timing related as we typically receive a larger payment in the 1st month of each quarter

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

- *ICCB Equalization Grant* – We did not receive an equalization payment in July 2020 resulting in an unfavorable monthly and yearly variance of \$541,824. The unfavorable variance is timing related based on a slow payment process from the State of Illinois but are remain hopeful it will normalize during the course of the year.
- *Tuition & Fees* – July 2020 had a favorable variance for tuition of \$324,673 while fees were unfavorable by \$140,073. – The tuition is up to due to an increased number of out of district and out of state students through July 2020; however, a correction will occur in August once they establish local residency. The fees are down due to reduced enrollment and reduced IDOT classes through July 2020 but we are hopeful of a more positive August 2020.
- *Other State Sources* – The Month and Year to Date variance in this area is unfavorable by \$286,529 as no payments were received in July 2020. We expect the variance to normalize over the course of the year.
- *Other Revenue* – Year to date other revenue is unfavorable by \$73,800 due to reduced CBI and CDL courses during the summer due to the COVID pandemic.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall, the salary and wage lines had a favorable variance in July 2020 and YTD of \$89,226.
- *Employee Benefits (overall)* – Overall, there was an unfavorable variance in employee benefits in July 2020 and YTD of \$368.
- *Instructional* – The Instructional expenditures had favorable variance in July 2020 and YTD of \$323,365. The YTD variance is mainly attributable to favorable variances in salary and wages, contractual services and general material and supplies.
- *Academic Support* – The Academic Support expenditures had a favorable variance in July 2020 and YTD of \$25,017.
- *Student Services* – The Student Services expenditures had a favorable variance in July 2020 and YTD of \$15,372.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable July 2020 and YTD of \$17,533.
- *Operations & Maintenance* – The Operations and Maintenance expenditures had a favorable overall variance in July 2020 and YTD of \$120,528 mainly in the area of utilities since the insurance funds for the fire pump repair were received but not spent in July 2020.

- *Institutional Support* – The Institutional Support expenditures had a favorable July 2020 and YTD variance of \$576,782 with the most significant favorable budget line items of general material and supplies, contingency funds and strategic initiatives.
- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for July 2020 and YTD of \$258,952. The College was able to process more scholarships than anticipated in July 2020 resulting in an unfavorable variance.

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	Variance		Current YTD	Current YTD	Current YTD
	Budget			Actual	Budget	Budget Variance
1,470,644.15	1,559,870.24	89,226.09	Salary and Wages	1,470,644.15	1,559,870.24	89,226.09
165,027.96	164,660.32	(367.64)	Employee Benefits	165,027.96	164,660.32	(367.64)
50,747.92	125,819.84	75,071.92	Contractual Services	50,747.92	125,819.84	75,071.92
214,245.90	577,571.83	363,325.93	General Materials and Supplies	214,245.90	577,571.83	363,325.93
771.19	34,921.53	34,150.34	Travel and Meeting Expenses	771.19	34,921.53	34,150.34
216,991.70	247,312.51	30,320.81	Fixed Charges	216,991.70	247,312.51	30,320.81
(7,662.93)	89,190.90	96,853.83	Utilities	(7,662.93)	89,190.90	96,853.83
-	49,693.14	49,693.14	Capital Outlay	-	49,693.14	49,693.14
273.00	232,083.92	231,810.92	Contingency Funds	273.00	232,083.92	231,810.92
-	2,250.00	2,250.00	Other Expenditures	-	2,250.00	2,250.00
2,111,038.89	3,083,374.23	972,335.34	Total	2,111,038.89	3,083,374.23	972,335.34

Lake Land College

FY2021 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2020 Budgeted	FY20 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$949,195	\$1,109,296	\$160,101	\$11,688,485		\$11,688,485	\$11,688,485
Salary and Wages - Acad. Support	\$48,548	\$60,502	\$11,954	\$435,063		\$435,063	\$435,063
Salary and Wages - Stud. Svcs	\$162,276	\$128,009	(\$34,267)	\$1,673,994		\$1,673,994	\$1,673,994
Salary and Wages - Public Svc.	\$22,486	\$23,230	\$744	\$446,255		\$446,255	\$446,255
Salary and Wages - Maintenance	\$60,837	\$51,099	(\$9,738)	\$981,641		\$981,641	\$981,641
Salary and Wages - Inst. Support	\$227,304	\$187,735	(\$39,569)	\$3,503,366		\$3,503,366	\$3,503,366
Total Salary and Wages	\$1,470,644	\$1,559,870	\$89,226	\$18,728,804		\$0	\$18,728,804

Employee Benefits	Year to Date			FY2020 Budgeted	FY20 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$89,125	\$88,656	(\$469)	\$2,199,206		\$2,199,206	\$2,199,206
Employee Benefits - Acad. Support	\$5,599	\$6,352	\$753	\$85,203		\$85,203	\$85,203
Employee Benefits - Stud. Svcs	\$20,355	\$16,451	(\$3,904)	\$402,597		\$402,597	\$402,597
Employee Benefits - Public Svc.	\$2,049	\$2,362	\$314	\$57,828		\$57,828	\$57,828
Employee Benefits - Maintenance	\$11,972	\$14,525	\$2,553	\$333,390		\$333,390	\$333,390
Employee Benefits - Inst. Support	\$35,928	\$36,314	\$386	\$1,315,695		\$1,315,695	\$1,315,695
Total Employee Benefits	\$165,028	\$164,660	(\$368)	\$4,393,919		\$0	\$4,393,919

MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Interim Vice President for Student Services

DATE: September 4, 2020

RE: Proposed Revisions to Board Policies 11.04 and 07.29

At the August 10, 2020, meeting, the Board of Trustees approved revisions to Board Policy 11.04.01 – *Prohibiting Sex-Based Misconduct* in response to new Title IX regulations announced by the U.S. Department of Education.

On the following pages are proposed revisions to Board Policy 11.04 – *Discrimination and Harassment* needed to bring this policy into alignment with the changes made to 11.04.01. Specifically, the proposed revisions to 11.04 seek to clarify that all concerns related to actions of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence and stalking will be addressed through Board Policy 11.04.01 and its implementing procedures. Board Policy 11.04 and its implementing procedures will address all other concerns of discrimination and harassment. Proposed revisions to 11.04 also include updating the definition of protected classes in relation to discrimination and harassment and deleting the implementing procedures from the policy, noting that the procedures will be published separately. The implementing procedures are saved in each board member's electronic folder and will be published in the online Student Handbook and Right to Know and in the Policy and Procedures Section of the Human Resources website.

Also presented on the following pages is a proposed revision to Board Policy 07.29 – *Student Complaints*. As revised, the policy will refer individuals to Board Policy 11.04 for the definition of protected classes. This revision will ensure consistency and resolve the need to also update Board Policy 07.29 each time changes are made in the definition in Board Policy 11.04.

So that we may bring Board Policies 11.04 and 07.29 into alignment with previously approved changes to Board Policy 11.04.01, I would like to ask to waive first reading and seek Board approval for the proposed revisions to 11.04 and 07.29 at their September 14, 2020, meeting.

I will be in attendance at the meeting to provide additional information or answer questions.

Thank you.

Discrimination and Harassment

Lake Land College is committed to maintaining a working and learning environment in which all individuals are treated with respect and dignity. Faculty, staff and students have a right to work and learn in an atmosphere that promotes equal opportunity and prohibits discriminatory practices. The College is committed to providing a safe and respectful environment and prohibits harassment based on race, color, sex, age, religion, national origin, ancestry, disability, marital status, military status, sexual orientation, gender-related identity and expression, pregnancy, parental status, order of protection status, unfavorable discharge from military service, or any other basis of discrimination precluded by applicable federal and state statutes, or acts or threats of violence from students, employees, elected officials or third parties including visitors, vendors, consultants and contractors.

Definitions

Unlawful harassment includes unwelcome verbal, written or physical conduct by any one person toward another person based on that person's race, color, sex, age, religion, national origin, ancestry, disability, marital status, military status, sexual orientation, gender-related identity and expression, parental status, pregnancy, order of protection status, unfavorable discharge from military service, or any other basis of discrimination precluded by applicable federal and state statutes, and that has the purpose and effect of creating a hostile or offensive work or academic environment. Lake Land College prohibits and will not tolerate any such harassment or discrimination.

Examples of behavior that would be considered to be unlawful harassment include but are not limited to the following:

1. Racial, ethnic, or sexual slurs or jokes, whether communicated verbally, in writing or electronically.
2. The use of racial or ethnic nicknames or stereotyping.
3. Vulgar, offensive or obscene language, noises or gestures.
4. Display of vulgar, offensive, explicit or obscene pictures,

photographs, cartoons, materials or web sites.

5. Verbal or physical acts or threats of violence including, but not limited to, aggression, hate crimes, bullying, cyber bullying, cyber intimidation, domestic violence, stalking, or intimidation.
6. Actions of sex-based misconduct including, but not limited to sex discrimination, sexual harassment, ~~sexual misconduct or~~ sexual violence, domestic violence, dating violence and stalking as addressed in Board Policy 11.04.01 ~~Prohibiting~~ Sex-Based ~~Discrimination, Harassment and~~ Misconduct.

Employees and students must report all incidents of unlawful harassment. Anyone who believes that he or she is being harassed by a student, employee or third party at the College, or believes that his or her employment or academic career is being adversely affected by such conduct should immediately report such concerns. Employees should report concerns of harassment to their supervisor, next level administrator, another administrator, or the Director of Human Resources. Students should report such concerns to the Director of Human Resources or the Vice President for Student Services. In addition, individuals covered by this policy have a right to file claims of sexual discrimination and harassment with the Illinois Department of Human Rights and/or the Equal Employment Opportunity Commission (EEOC).

Retaliation

No individual making a complaint, whether formal or informal, will be retaliated against, even if a complaint made in good faith is not substantiated. Witnesses involved in any complaint of harassment will also be protected from retaliation. Whistleblower protections are also available under the State Officials and Employees Ethics Act, the Whistleblower Act, and/or the Illinois Human Rights Act.

Retaliation Charge

A student or employee who believes he or she has been subjected to any form of retaliation after filing a complaint or being a witness under this policy may file a complaint of retaliation.

False or Malicious Complaints

It is a form of harassment to file a knowingly false or malicious complaint of ~~sexual harassment or any other form of~~ harassment or to knowingly provide false information in the course of an investigation of such complaint. Such conduct is considered a violation of this [Anti-Discrimination and Harassment Policy](#) and will subject an employee or student to disciplinary action.

Supervisory Responsibility

Supervisors must strive to maintain a harassment-free [eCollege](#) environment by promoting professionalism and by addressing harassment promptly.

Supervisors will address any observed or reported incident or complaint of harassment with seriousness and must take prompt action, whether or not a formal written complaint has been filed. Supervisors must immediately consult the Director of Human Resources regarding any harassment complaint reported to them.

Sanctions and Disciplinary Action

Individuals found to have violated this Policy shall be subject to corrective and disciplinary action up to and including termination from employment, ~~dismissal expulsion~~ and/or exclusion from the College and its property. Additionally, an individual who engages in retaliation under the Ethics and Whistleblower Acts may also be subject to fines and/or penalties.

Special Circumstances

~~A student or employee who wishes to bring a claim of harassment against~~

~~the Director of Human Resources must file the complaint with the President, who will appoint the members of the investigative team. A student or employee who wishes to bring a claim of sexual harassment against the President must file the complaint with the Director of Human Resources, who will refer the complaint to the Chair of the Board of Trustees for investigation.~~

Complaints by an elected official (trustee) against another elected official shall be submitted to the Director of Human Resources. The Director of Human Resources shall, in consultation with legal counsel for the College, ensure that an independent review is conducted with respect to such allegations.

Prompt Investigation and Confidentiality

Complaints of unlawful harassment are serious violations of College policy. Once a complaint of unlawful harassment has been made, the College has an obligation to promptly investigate the matter. The College will take prompt remedial action to address a substantiated complaint of unlawful harassment. All investigations into claims of unlawful harassment will be conducted respectfully. Every reasonable effort will be made to preserve confidentiality, to the extent practicable. However, in the course of an investigation, it will be necessary to discuss the complaint with the claimed offender, other persons who may have relevant information, and those with a legitimate need to know.

The College will establish, implement and publish procedures implementing this policy.

Procedures for Resolution of Claims of Harassment Based on Categories Other than Sex

~~The College Discrimination and Harassment Policy reflects a commitment to maintaining an environment that is free from harassment, and the College expects that the use of these procedures will facilitate a prompt resolution of such complaints.~~

Reports or complaints of alleged, shall be and its implementing Procedures All other reports of alleged discrimination and harassment that

~~are not sex or gender-based shall be addressed according to the followings:~~

~~A student who believes that he or she has been harassed or discriminated against in violation of this pPolicy must report such behavior to the Director of Human Resources or the Vice President for Student Services.~~

~~An employee who believes that he or she has been harassed in violation of this pPolicy should report the unwelcome behavior to his/her supervisor or the Director of Human Resources and request assistance to stop the behavior. If the Director of Human Resources is the individual involved in the unwelcome behavior, the employee should report the unwelcome behavior to the appropriate Vice President.~~

Informal Complaint Resolution

~~Informal harassment complaint resolution may be achieved by any of the steps outlined below.~~

- ~~1. An employee complainant may meet with his or her supervisor or the Director of Human Resources to clarify whether harassing behavior is occurring and to discuss appropriate responses and plans as to how the issue might be resolved. A student complainant may meet with the Director of Human Resources or the Vice President for Student Services.~~
- ~~2. An employee complainant may request that his or her supervisor or the Director of Human Resources meet with the alleged harasser ("respondent") to discuss the alleged conduct and to remind him or her of College policies against harassment and to obtain agreement by the respondent to comply with these policies. A complainant may request that, when possible, such a conversation be held without the identity of the complainant being revealed to the respondent. A student complainant request will be handled in a similar manner by the Director of Human Resources or the Vice President for Student Services.~~
- ~~3. An employee complainant may request that his or her supervisor or the Director of Human Resources meet with the complainant and~~

~~the respondent in the role of a mediator to reach resolution of the issue. A student complainant may make a similar request of the Director of Human Resources or the Vice President for Student Services. Any resolution reached by mediation will include an agreement by the respondent to comply with and be bound by such policies.~~

~~After the informal complaint resolution has concluded, the complainant's supervisor or harassment information center personnel, if involved, will forward all documentation concerning the complaint to the Director of Human Resources. The Director of Human Resources will maintain a record of the complaint in order to document that the claim of harassment was made and to document the outcome of the informal resolution.~~

~~Initiating a Formal Complaint~~

~~An individual may file a formal complaint of harassment if the informal attempt(s) to resolve the complaint was not satisfactory. An individual may also file a formal complaint of harassment if he or she chooses to bypass the informal process. All formal complaints of harassment should be submitted in writing directly to the Director of Human Resources as soon after the offending conduct as possible.~~

~~The process for resolution of formal harassment complaints consists of two stages: 1) investigation; and 2) report and recommendation. Prior to investigation, a formal complaint, signed by the complainant, must be submitted in writing to the Director of Human Resources. The written complaint shall include the name(s) of the complainant and the respondent(s) and the details of the conduct alleged to be harassment. The Director of Human Resources will promptly designate a team to investigate the complaint.~~

~~Creation of Investigative Team~~

~~The Director of Human Resources or designee will convene an investigative team consisting of two individuals, one male and one female, who are not immediate supervisors of the complainant(s) or respondent(s) and who do not have a conflict of interest with the complainant(s) or~~

~~respondent(s). The investigative team may consist of the Director of Human Resources as long as the above criteria are met.~~

~~The investigative team shall interview the individual(s) filing a complaint(s), the respondent(s), and other individuals named by the complainant(s) and the respondent(s) who are identified as having information relevant to the allegations. The investigative team may interview other individuals it identifies as having information potentially relevant to the complaint. All interviews should be completed as soon as practicable.~~

Report and Recommendations

~~Using the information gathered by the investigative team and in consultation with the investigative team, the Director of Human Resources or designee will prepare a formal report consisting of the complaint, the response of the respondent, the investigative team's findings, and a recommendation of the appropriate action(s) to be taken. The report will be retained by the Director of Human Resources.~~

Determinations

~~The President will designate the appropriate cabinet-level member to review the report. The cabinet-level designee may: 1) accept the report and recommendations as presented; or 2) request additional information/clarification from the investigative team and consider a modified report as appropriate.~~

~~After consideration of the final report, the cabinet-level designee will make a determination regarding the report. In consultation with the cabinet-level designee, the Director of Human Resources or designee will prepare formal responses to the complainant and respondent, which shall include a summary of the investigation findings and communication of any action to be taken. Such action will depend on the nature of the offense and may include but is not limited to oral or written reprimand, suspension, reassignment, or termination.~~

~~The complainant(s) and/or the respondent(s) may submit a written~~

~~statement to the President concerning the findings and resulting actions within ten (10) business days of having received the College's formal response. The President may uphold the prior findings and recommendation or may determine a different response. For students, action would include regular college disciplinary procedures as found in Policy 07.28.01.~~

Adopted November 9, 1998
Revised May 10, 2004
Revised May 9, 2005
Revised May 9, 2011
Revised September 12, 2016
Revised January 8, 2018
Revised February 10, 2020
Revised

Student Complaints

Students concerned about issues that adversely affect them or someone else or who feel they have been discriminated against in accordance with Board Policy 11.04 Discrimination and Harassment ~~on the basis of race, color, sex, age, religion, national origin, ancestry, disability, marital or civil union status, veteran status, or sexual orientation or any basis of discrimination precluded by applicable federal and state statutes~~ are encouraged to, through appropriate channels, work to resolve such complaints. Students are encouraged to meet with an academic counselor for information regarding the complaint procedure.

Students enrolled in correctional education programs should address complaints to the appropriate correctional site associate dean with final review by the dean.

Complaint Procedure

It is the policy of Lake Land College that all student complaints be resolved as quickly and at the lowest step possible. Students with a complaint should make every effort to arrive at an agreement with the faculty, staff member or administrator involved. If students are not satisfied with the response to their complaint at that level, they should pursue additional steps as defined in the Procedures for Resolving Student Complaints. The procedures and Student Complaint Form will be published in the online Student Handbook available on the College's website. Printed copies will be available in Counseling Services.

Records of Student Complaints

To comply with federal regulations and requirements of the Higher Learning Commission, Lake Land College will maintain records of the formal, written student complaints pursued in accordance with this policy or established appeal processes which are (1) not resolved prior to reaching the level of Vice President or President; (2) complaints filed with the Higher Learning Commission, EEOC, or other such outside entities; (3) lawsuits filed by

current or former students against the College, the Board of Trustees of the College, or officers of the College; and (4) other formal, written student complaints filed with the offices of Vice President or President which are not covered by the College's established processes for grievances or appeals.

The records shall include the date the complaint was first formally submitted; the nature of the complaint; the steps taken by the College to resolve the complaint; the institution's final decision regarding the complaint, including referral to outside agencies; any other external actions initiated by the student to resolve the complaint, if known to the institution (e.g. lawsuit, EEOC investigation, etc.); information about the disposition of the complaints, including those referred to external agencies for final resolution. The records shall be maintained so as to ensure anonymity of the complainants and other individuals involved in the facts of the complaint. These records shall be maintained in the offices of the Vice President or President for a period of two years and made available to Higher Learning Commission comprehensive evaluation teams for review. Each office is required only to maintain its respective complaints.

All complaints received through provisions of this policy will be presented and reviewed by the President's Cabinet for analysis and process improvement.

Adopted November 9, 1998
Revised December 8, 2003
Revised November 9, 2009
Revised January 9, 2017
Revised December 10, 2018
Revised

LAKE LAND
C O L L E G E

MEMO

To: Dr. Josh Bullock, President
From: Greg Nuxoll, Vice President for Business Services
Date: August 24, 2020
Subject: Proposed Lease with the City of Paris

Memo

Attached, please find a proposed a one year lease renewal agreement between the College, as Lessee, and the City of Paris as Lessor, for the period of August 1, 2020, through July 31, 2021. The lease agreement is for property located at 314 South Central Avenue, Paris, Illinois and the monthly rent amount is \$350.00.

The original 3 year lease agreement expired on July 31, 2020 but the original lease agreement included 2 one year automatic renewal options and we are acting on the 1st of the 2 year renewal options with this agreement.

I respectfully request that the Board approve this lease.

Attachment

Lease Renewal Agreement

City of Paris, IL & Lake Land College

TO: Mike Martin, City of Paris Administrator

FROM: Greg Nuxoll, Vice President for Business Services

DATE: July 28, 2020

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

As Lessor, the City of Paris, currently leases a portion of a facility at 314 South Central Avenue, Paris, Illinois to Lake Land College, the Lessee. The current 3 year lease which started August 1, 2017 expires on July 31, 2020. In section 2(b), the Lessor may, at the Lessor's sole discretion, grant the lessee to renew the lease for a period of 1 year commencing on August 1, 2020 and expiring July 31, 2020.

The Lessor and Lessee would like renew the existing lease for 1 year started August 1st, 2020 under all the exact same provision described in the existing lease document including a monthly rental fee of \$350.00.

By signed below, both parties agreement to the 1 year lease renewal starting August 1st, 2020 until July 31, 2021 with all the conditions remain in effect from the original lease.

Lessor:

City of Paris, IL

Lessee:

Board of Trustees,

Lake Land College

By:



By _____

LAKE LAND
COLLEGE

FOUNDATION

MEMO

TO: Lake Land College Board of Trustees
FROM: Christi Donsbach, Executive Director for College Advancement
CC: Dr. Josh Bullock, President
DATE: August 25, 2020
RE: Sarah Bush Gift-in-Kind Donations

The College of Advancement is seeking approval of the attached gift in kind items to be donated from Sarah Bush (\$26,425.00). The equipment consists of dental patient chairs and monitors, statim sanitizers, X-ray machines, and dental stools to be used for the Dental Hygiene program.

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

Gift-in-Kind Certification

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

Donor's Name Laura Bollen, Director Healthy Communities Organization Sarah Bush Lincoln Health Center
Address 102 W. Buchanan Ave. City Charleston State/Zip IL 61920
Telephone 217-345-6828 Fax _____
Donor's Estimated Value \$ 9,000.00

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

Description (3) Adec Dental Chairs (as is)

Location of Item SBL Dental Bus Transportation Cost _____

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

Unit Receiving Gift LLC Dental Hygiene Program 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: 2-19-2020

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: _____

Gift-in-Kind Certification

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

Donor's Name Laura Bollan, Director Healthy Communities Organization Sarah Bush Lincoln Health Center
 Address 102 W. Buchanan Ave City Charleston State/Zip FL 32920
 Telephone 217-345-6828 Fax _____
 Donor's Estimated Value \$ 325.00

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

Description 3 TV Monitors for pts. to watch movies while receiving treatment (attach to dental chair) (as is)
 Location of Item SBL Dental Bus Transportation Cost _____
 Vehicle Year: _____ Make: _____ Model: _____ VIN: _____

Unit Receiving Gift LLC Dental Hygiene 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: 2-19-2020

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: _____

Gift-in-Kind Certification

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

Donor's Name Laura Bollen, Director Healthy Lives Organization Sarah Bush Lincoln Health Center
Address 102 W. Buchanan Ave City Charleston State/Zip FL 61920
Telephone 217-345-6828 Fax _____
Donor's Estimated Value \$ 4,500.00

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

Description (2) Statim Sterilizers (as is)

Location of Item SBL Dental Bus Transportation Cost _____

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

Unit Receiving Gift LLC Dental Hygiene 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: 2-19-2020

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: _____

Gift-in-Kind Certification

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

Donor's Name Laura Bollen, Director Health Services Organization Sarah Bush Lincoln Health Center
Address 102 W. Buchanan Ave City Charleston State/Zip FL 61920
Telephone 217-345-6828 Fax _____
Donor's Estimated Value \$ 8,000.00

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

Description Panoramic X-Ray Machine (as is)

Location of Item SBL Dental Bus Transportation Cost _____

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

Unit Receiving Gift UC Dental Hygiene 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: 2-19-2020

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: _____

Gift-in-Kind Certification

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

Donor's Name Laura Bollen, Director Health Services Organization Sarah Bush Lincoln Health Center
 Address 102 W. Buchanan Ave City Charleston State/Zip FL 61920
 Telephone 217-345-6828 Fax _____
 Donor's Estimated Value \$ 4,000.00

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

Description (2) X-ray heads - wall mounted (as is)

Location of Item SBL Dental Bus Transportation Cost _____

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

Unit Receiving Gift LLC Dental Hygiene 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: 2-19-2020

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: _____

Gift-in-Kind Certification

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

Donor's Name Laura Bollen, Director Health Services Organization Sarah Bush Lincoln Health Center
Address 102 W. Buchanan Ave City Charleston State/Zip IL 61920
Telephone 217-345-6828 Fax _____
Donor's Estimated Value \$ 600.00

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

Description (3) Dental Assistant Stools (Adek) (as is)
Location of Item SBL Dental Bus Transportation Cost _____

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

Unit Receiving Gift UC Dental Hygiene 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: [Redacted] Date: 2-19-2020

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: _____

Gift-in-Kind Certification

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

Donor's Name Laura Bollen, Director HealthyTies Organization Sarah Bush Lincoln Health Center
Address 102 W. Buchanan Ave City Charleston State/Zip FL 61920
Telephone 217-345-6828 Fax _____
Donor's Estimated Value \$ _____

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

Description Dental Burs ; OHE teaching aids (as is)

Location of Item SBI Dental Bus Transportation Cost _____

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

Unit Receiving Gift LIC Dental Hygiene 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: 2-19-2020

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

CERTIFICATION BY RECEIVING OFFICIAL

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

Gift Receiver _____ Date _____

ACADEMIC/FOUNDATION REVIEW

Division Chair _____ Date: _____

Vice President _____ Date: _____

Foundation CEO _____ Date: _____

Foundation Treasurer _____ Date: _____

FOUNDATION REVIEW/APPROVAL

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

Foundation President _____ Date: _____

BOARD OF TRUSTEE APPROVAL

Lake Land College President _____ Date: _____

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

MEMO

TO: Jon Althaus, Vice President for Academic Services
FROM: Emily Ramage, Director of Grants and Academic Operations
DATE: August 25, 2020
RE: U.S. Department of Education TRiO Student Support Services Grant

Lake Land College has been selected by the U.S. Department of Education to receive its fourth five-year cycle of the TRiO Student Support Services grant beginning September 1, 2020. The College will receive \$275,105 for the first year of the project, which is expected to continue for five years – this equates to a total of \$1.38 million dollars for the entire project.

The SSS Project will serve 160 low-income, first-generation, and/or disabled students through a comprehensive plan targeting five required services of academic tutoring, advice and assistance in course selection, financial aid information and assistance, financial and economic literacy education, and transfer assistance to a four-year institution. Lake Land's SSS Project will provide additional services that include: individualized academic, career, and personal counseling, specialized activities and instruction to influence the development of non-cognitive skills; and cultural programming. These key services have been structured in accordance with project objectives and are intended to address the gaps in existing services, achievement and persistence between eligible and non-eligible students, and academic and other issues of eligible students. Program evaluation is an integral part of the project, with progress toward goals and outcomes monitored and evaluated on an on-going basis. Cohorts of participants and nonparticipants will be tracked for each of the project years to determine whether retention, good academic standing, and graduation and transfer objectives have been met, as well as to drive programmatic change that will ensure that participants receive the support necessary to be successful in postsecondary education.

My sincere appreciation and congratulations are extended to the planning team who assisted in developing this successful proposal: Amber Niebrugge, Director, TRiO SSS Program; TRiO SSS staff members, Amber Webb and Ashli Wicker.

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

MEMO

TO: Jon Althaus, Vice President for Academic Services
FROM: Emily Ramage, Director of Grants and Academic Operations
DATE: August 24, 2020
RE: Perkins Grant Equipment Purchase

As part of the FY21 Perkins Grant project, the College recently issued bids for a high-fidelity simulation mannequin for the Emergency Medical Services program. The requested high-fidelity mannequin satisfies a program accreditation requirement, and the current mannequin is outdated, failing, and without warranty. EMS and Medical Assisting programs share a lab and equipment, and this mannequin will greatly benefit both programs.

Upon extensive research of other vendors, the program coordinator concluded that the HAL® S3201 Advanced Multipurpose Patient Simulator (2020) fitting the specifications needed by the EMS program is sold by only one company as listed below:

Gaumard, Miami, FL	Bid Price \$78,394.00
--------------------	--------------------------

Therefore, I respectfully request that the College award the bid for the HAL® S3201 Advanced Multipurpose Patient Simulator purchase to Gaumard in the total amount of \$78,394.00. FY21 Carl D. Perkins grant funding will be used to support the purchase.



14700 SW 136th Street
Miami FL 33196
T: 305-971-3790 | F: 305-252-0755

Quote Number: 66525
Quote Date: 08/11/20
Page: 1 of 2

Quoted To:
Lake Land College
5001 Lake Land Blvd
Mattoon IL 61938-9366
USA

Ship To:
Lake Land College
5001 Lake Land Blvd
Mattoon IL 61938-9366
USA

Contact:
Jasmine Ballard
217-234- 5362
jballard9365@lakelandcollege.edu

Customer ID	Good Through	Payment Terms	Shipping Method	Sales Representative
C103588	09/11/20	Net 20	UPS Ground	Jerry Springfield

Qty.	Item	Description	Unit Price	Amount
1	S3201.PK.M	HAL(r) S3201 Advanced Multipurpose Patient Simulator (2020), Simulated Learning Experiences(tm) 10 scenario package, Simulated Learning Experiences(tm) Facilitator's Guide, Microsoft(r) Tablet PC preloaded with UNI(r) Control Software, UNI Software License, UNI Automatic Mode License, Gaumard Vitals(tm) - Bedside Patient Monitor, (1) Gaumard Vitals patient license, RF Communications Module, accessories kit, battery charger, soft roller case, User Manual, 1-Year Standard Warranty Options available at time of purchase: Care In Motion(tm) Go - integrated video-assisted debriefing system , snap-compatible ECG/EKG sites Accessories available for purchase: Care in Motion(tm) Mobile - Standalone video-assisted debriefing system, Gaumard Vitals - Mobile Patient Monitor, modified defibrillation cables, NewroSim(tm)	48,995.00	\$ 48,995.00
1	S3201.125	Defibrillation-Pacing Snap option for HAL® adult tetherless simulator. Ordered at the time of initial purchase only	415.00	\$ 415.00
1	S3201.129	ECG Snap option for HAL® adult tetherless simulator. Ordered at the time of initial purchase only	0.00	0.00
1	S3201.INST	Training service and Installation for HAL® adult tetherless simulator. Region specific	2,500.00	\$ 2,500.00

Prices and taxes are subject to change without notice.

To gather information about the products quote we invite you to visit our website: <http://www.gaumard.com>

If you should have any questions, please feel free to contact your sales representative Jerry Springfield at jerry.springfield@gaumard.com



14700 SW 136th Street
Miami FL 33196
T: 305-971-3790 | F: 305-252-0755

Quote Number: 66525
Quote Date: 08/11/20
Page: 2 of 2

Quoted To:
Lake Land College
5001 Lake Land Blvd
Mattoon IL 61938-9366
USA

Ship To:
Lake Land College
5001 Lake Land Blvd
Mattoon IL 61938-9366
USA

Contact:
Jasmine Ballard
217-234- 5362
jballard9365@lakelandcollege.edu

Qty.	Item	Description	Unit Price	Amount
1	GC.G5.A	Gaumard Cares Gold 5 Year service plan for adult simulator. Gaumard Cares service with Cost of Ownership Assurance includes the following at NO CHARGE for the duration of the plan: • Training at Gaumard Training Centers • Webinar Training • Telephone and email Support • Software Updates • Loaner Service (Including Shipping) • All Preventative Maintenance • All Repairs Gaumard Cares Gold 5 Year service plan for adult simulator	25,995.00	\$ 25,995.00
Customer must supply Sales Tax Exempt Certificate and W-9 with Purchase Order, if applicable.			Subtotal	\$ 77,905.00
Please note that the exact shipping charges and taxes will be determined at the time of shipment.			Other Discounts	0.00
			Est. Freight & Handling	489.00
			Est. Sales Tax	0.00
			Total US\$	\$ 78,394.00
				0.00

Estimated shipping date: Approximately 6 to 8 weeks after receipt of order.
Shipment Via: UPS Ground

Gaumard Scientific is the sole source for this tetherless simulator(s).

Prices and taxes are subject to change without notice.

To gather information about the products quote we invite you to visit our website: <http://www.gaumard.com>

If you should have any questions, please feel free to contact your sales representative Jerry Springfield at jerry.springfield@gaumard.com

MEMORANDUM OF UNDERSTANDING

This **MEMORANDUM OF UNDERSTANDING** (the “MOU”) is entered into this ___ day of September 2020, between the Board of Trustees of Lake Land College (the “College”) and the Lake Land College Paraprofessional Union IFT-AFT, Local 6028, AFL-CIO (the “Union”) (collectively, the “Parties”).

WHEREAS, the College and the Union have previously executed a collective bargaining agreement (the “CBA”), effective July 1, 2020, through June 30, 2023.

WHEREAS, Article VII of the CBA (entitled “Anti-Harassment”) states the College prohibits discriminatory practices and harassment and sets forth investigation procedures for discrimination and harassment complaints;

WHEREAS, on May 6, 2020, the U.S. Department of Education released final rules regarding student and employee investigation procedures under Title IX of the Education Amendments of 1972 (“Title IX”), effective August 14, 2020;

WHEREAS, in order to comply with the newly enacted Title IX final rules, the College revised Board Policy 11.04 (entitled “Discrimination and Harassment”) and Board Policy 11.04.01 (entitled “Prohibiting Sex-Based Misconduct”); and

WHEREAS, the Parties wish to resolve any potential conflicts between the current Title IX final rules, Board Policies 11.04 and 11.04.01, and Article VII of the CBA.

NOW, THEREFORE, the Parties agree as follows:

1. **Anti-Harassment**

Article VII of the CBA (“Anti-Harassment”) shall be amended to read as follows:

Lake Land College prohibits discriminatory practices such as harassment. Workplace harassment complaints and investigations will be processed in accordance with the procedures in Board Policy 11.04 and Board Policy 11.04.01.

2. **Effect of MOU**

Except as otherwise provided, no subsequent alteration, amendment, change, or addition to this MOU shall be binding upon the parties hereto unless reduced to writing and duly authorized and signed by each of them.

3. **Entire Understanding**

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

4. Effective Date

This MOU is effective immediately upon execution.

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

**LAKE LAND COLLEGE
PARAPROFESSIONAL UNION IFT-AFT,
LOCAL 6028, AFL-CIO**

LAKE LAND COLLEGE

By: _____
Union President

By: _____
College President

Date: _____

Date: _____

MEMORANDUM OF UNDERSTANDING

This **MEMORANDUM OF UNDERSTANDING** (the “MOU”) is entered into this ___ day of September 2020, between the Board of Trustees of Lake Land College (the “College”) and the Lake Land College Custodial Association (the “Union”) (collectively, the “Parties”).

WHEREAS, the College and the Union have previously executed a collective bargaining agreement (the “CBA”), effective July 1, 2018, through June 30, 2021.

WHEREAS, Article XXVI of the CBA (entitled “Anti-Harassment”) states the College prohibits discriminatory practices and harassment and sets forth investigation procedures for discrimination and harassment complaints;

WHEREAS, on May 6, 2020, the U.S. Department of Education released final rules regarding student and employee investigation procedures under Title IX of the Education Amendments of 1972 (“Title IX”), effective August 14, 2020;

WHEREAS, in order to comply with the newly enacted Title IX final rules, the College revised Board Policy 11.04 (entitled “Discrimination and Harassment”) and Board Policy 11.04.01 (entitled “Prohibiting Sex-Based Misconduct”); and

WHEREAS, the Parties wish to resolve any potential conflicts between the current Title IX final rules, Board Policies 11.04 and 11.04.01, and Article XXVI of the CBA.

NOW, THEREFORE, the Parties agree as follows:

1. **Anti-Harassment**

Article XXVI of the CBA (“Anti-Harassment”) shall be amended to read as follows:

Lake Land College prohibits discriminatory practices such as harassment. Workplace harassment complaints and investigations will be processed in accordance with the procedures in Board Policy 11.04 and Board Policy 11.04.01.

2. **Effect of MOU**

Except as otherwise provided, no subsequent alteration, amendment, change, or addition to this MOU shall be binding upon the parties hereto unless reduced to writing and duly authorized and signed by each of them.

3. **Entire Understanding**

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

4. Effective Date

This MOU is effective immediately upon execution.

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

**LAKE LAND COLLEGE
CUSTODIAL ASSOCIATION**

LAKE LAND COLLEGE

By: _____
Union President

By: _____
College President

Date: _____

Date: _____

Memorandum of Understanding

Between the Lake Land College Board of Trustees and the Lake Land College Custodial Association

Whereas the 2018-2021 Lake Land College Custodial Association (Association) Agreement was ratified by the Lake Land Custodial Association membership and approved by the Lake Land College Board of Trustees; and

Whereas the current Coronavirus pandemic necessitates a shift in normal college operations; and

Whereas both parties wish to minimize the negative effects of this shift on our academic community; and

Whereas both parties wish to maintain the integrity of our Collective Bargaining Agreement to the degree possible; and

Whereas the Lake Land College Custodial Association, Local 6027 and Lake Land College Board of Trustees agree that it is paramount to keep everyone in our community as healthy and safe as possible during this difficult time;

Therefore, be it also resolved that both parties agree to temporary changes in working conditions for September 14, 2020 through December 31, 2020 as described below:

1. Members who have exhausted their Families First leave and their own accrued sick leave shall be allowed to use up to 7 additional days of future accrued sick leave in the event that they are recovering from COVID-19 with a positive test result and under a physician's directive.

2. The College will comply with all relevant provisions of the Families First Coronavirus Response Act and other legislative requirements related to COVID-19.

- a. Members who access leave due to the quarantine or isolation of someone under their care or to care for their own children due to the unavailability of schools/daycare shall be permitted to make their salary whole by using $\frac{1}{3}$ of their personal accrued sick leave.
- b. Members who are experiencing COVID-like symptoms and are awaiting test results shall contact Human Resources providing documentation by a health care provider/health department advising employee to self-quarantine to qualify for leave per the FFCRA.

3. The College shall provide all Custodial Association members adequate PPE based on CDC guidelines. If the Coles County Health Department requires a closing of a room or facility bargaining members would not be required for cleaning until released by the Coles County Health Department.

4. The College shall provide appropriate types and amounts of cleaning products that are effective against the COVID-19 virus.

5. The College retains the right to work shift flexing as outlined in Article IV, Section 3. Should the College create new cleaning shifts, the new shifts shall be posted for bid and the job bidding process as detailed in Article V Section 2 shall be followed.

6. By mutual agreement, this MOU may be extended through the end of the Spring 2021 term if needed.

This agreement is not precedent setting.

Liz Pinner
Lake Land College Paraprofessional Association

Doris Reynolds
Chair of the Board, Lake Land College

Date

Date

MEMORANDUM OF UNDERSTANDING

This agreement is by and between Lake Land College ("College") and the American Federation of State, County, and Municipal Employees, Council 31 ("Union").

Whereas, the Union has won the right to be the sole and exclusive bargaining agent for the vocational instructions employees at the Illinois Department of Corrections facility at Lincoln Correctional Center,

Now, therefore, the College and the Union agree to amend the "AGREEMENT" section of the parties' collective bargaining agreement as follows:

"THIS AGREEMENT has been made and entered into by and between the Board of Trustees for Lake Land College (hereinafter referred to interchangeably as either the "Board," "College" or "Employer") and the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES COUNCIL 31, AFL-CIO, (hereinafter referred to as the "Union") for and on behalf of its affiliated locals and the employees in the collective bargaining unit described below and in Article I.

The Union has been duly certified by the State of Illinois, Illinois Educational Labor Relations Board, as the exclusive representative for the purpose of collective bargaining of a unit composed of full-time employees in the following classifications: Administrative Assistant, Auto Body Instructor, Automotive Technology Instructor, Business Management Instructor, Commercial Cooking Instructor, Commercial Cooking Teacher Aide, Commercial Warehouse Instructor, Commercial Custodian Instructor, Computer Technology Instructor, Construction Occupations Instructor, Cosmetology Instructor, Horticulture Instructor, Education to Careers Instructor, Job Preparation Instructor, Office Assistant, Print Technology Instructor, Remedial Bridge Instructor, Remedial Instructor/Life Skills Advisor, Service Dog Training Instructor, and Vocational Instructor at the following institutions: Big Muddy River Correctional Center, Dixon Correctional Center, Dwight Correctional Center, East Moline Correctional Center, Graham Correctional Center, Hill Correctional Center, Illinois River Correctional Center, Jacksonville Correctional Center, Lawrence Correctional Center, Pinckneyville Correctional Center, Robinson Correctional Center, Shawnee Correctional Center, Sheridan Correctional Center, Southwestern Correctional Center, Taylorville Correctional Center, Vienna Correctional Center, Western Correctional Center and Lincoln Correctional Center.

This unit excludes all other employees of Lake Land College and all supervisors, managerial employees, confidential employees and short term employees as defined in the Act and applicable IELRB opinions and orders."

In addition, the Parties agree that the following employees receive a one-time wage increase of 1% to their FY 20 salary, effective July 1, 2020 – Louis Schroeder, Zachary Cheek, James Lercher, and Donnie Osborne.

This memorandum shall be entirely non-binding and non-precedential on future matters of dispute between the parties and may only be used for the enforcement of its specific terms.

Signed as legal representative of:

President, Lake Land College

Date



Regional Director, AFSCME Council 31

8/31/2020
Date

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0920-002

DATE: September 14, 2020

*Approve Fourth Addendum to Employment Agreement with
Dr. Jonathan "Josh" Bullock, Lake Land College President, Extending the Term
through June 30, 2023.*

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

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

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

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

WHEREAS, on September 9, 2019, the Board of Trustees approved a Resolution and Addendum to Employment Agreement with the President which extended the President's employment for an additional three years through June 30, 2022; and

WHEREAS, the President's annual salary for the 2020-2021 contract year is \$240,973.43; and

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

WHEREAS, the Board of Trustees has established six goals for the President for FY 2021 to include:

1. Implement the Strategic Enrollment Management Plan.
2. Expand the FY 2019 - FY 2021 Strategic Plan into FY 2022 to enhance implementation of the two current focus areas of Data Analytics and Guided Pathways.
3. Hire and onboard a vice president for student services.
4. Facilitate completion of campus capital plan and enhancement projects including the Foundation and Alumni Center, Workforce Development Center and campus wayfinding initiative.
5. Innovate in the development of strategies to adapt operations to the ongoing impact of the COVID-19 pandemic.
6. Assist College Advancement with implementing its development plan and enhancing endowments.

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

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

Section 1. The Board approves the Fourth Addendum to the President's Employment Agreement (Attached to Resolution as Exhibit A) to extend the term of the President's Agreement for three additional years, through June 30, 2023.

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

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____

Secretary

SECRETARY’S CERTIFICATE

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

I do further certify that the foregoing Resolution for approval to renew/extend the employment contract with Dr. Jonathan “Josh” Bullock, Lake Land College President, is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the ____ day of ____, 20__.

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

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

Secretary, Board of Trustees

Exhibit A

FOURTH ADDENDUM TO PRESIDENT’S EMPLOYMENT AGREEMENT

This Fourth Addendum to President’s Employment Agreement is made on _____, 20____, by and between the Board of Trustees of Lake Land College District No. 517, Counties of Christian, Coles, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, hereinafter referred to as "Board" and Jonathan Bullock, hereinafter referred to as "President," and the Board and President sometimes collectively referred to as the "Parties", and amends the Employment Agreement executed on March 6, 2013, and as amended on April 13, 2015, March 12, 2018 and September 9, 2019.

WHEREAS, the Board and President entered into an Employment Agreement effective July 1, 2013 through June 30, 2016 (hereinafter referred to as the "Agreement") with such Agreement having been extended to June 30, 2022, by First, Second and Third Addendums to the Agreement.

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

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

- 1. The Board hereby extends the President’s employment for three (3) additional years, through June 30, 2023.
- 2. All other terms and conditions in the President’s Employment Agreement shall remain in full force and effect, except as set forth in the Addendum entered into on April 13, 2015, the Second Addendum entered into on March 12, 2018, and the Third Addendum entered into on September 9, 2019.

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

PRESIDENT

BOARD

Dr. Jonathan "Josh" Bullock

BY: _____
Board Chair

ATTEST: _____

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
September 14, 2020**

The following employees are recommended for FMLA leave.

Board policy 05.14.12

Andrea Daily	08/11/2020-11/02/2020
Don Hardwick	08/17/2020-10/16/2020

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

Brenda Venatta Catey	09/03/2020-10/01/2020
----------------------	-----------------------

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

Scholarship Coordinator-Level 12, Support Staff
Dean for Workforce Solutions and Community Education-Level 17, Administration
Coordinator of Employment and Compensation-Level 13, Support Staff

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Caldeira, Lara	Fitness Center Specialist Primary Position is Bookstore Rush Worker	09/02/2020
Caldeira, Lara	Covid-19 Checkpoint Screener Primary Position is Bookstore Rush Worker	08/24/2020
Campbell, Deandra	Covid-19 Checkpoint Screener Primary Position is Bookstore Rush Worker	08/24/2020
Croft, Hank	Test Proctor Primary Position is Tutor - Associate-Lrng Asst	09/02/2020
Kilzer, Barbara	Ofc Asst to Allied Health Prog Primary Position is Adj Faculty Allied Health	08/12/2020
Larry, Julian	Adj Faculty Social Science Primary Position is Perkins Specialist-Coach	08/24/2020
Mason, Harley	Covid-19 Checkpoint Screener Primary Position is Bookstore Rush Worker	08/24/2020
Meadows, Janet	Test Proctor Primary Position is Proctor/Training Aid	09/02/2020
Richardson, Hannah	Tutor – AAS Disability Services Primary Position is Tutor - Associate's TRIO	08/24/2020
Richardson, Hannah	Tutor - Associate Community Education	08/24/2020

Richardson, Hannah	Primary Position is Tutor - Associate's TRIO Tutor - Associate - Learning Asst	08/24/2020
Saunders, Mackenzie	Primary Position is Tutor - Associate's TRIO Covid-19 Checkpoint Screener	08/24/2020
Scheitler, Kaitlyn	Primary Position is Bookstore Rush Worker Covid-19 Checkpoint Screener	08/24/2020
	Primary Position is Bookstore Rush Worker	

Part-time - Grant Funded

Richardson, Hannah	Tutor - Associate Carl Perkins	08/24/2020
	Primary Position is Tutor - Associate's TRIO	
Satterfield, Ryan	Adult Education Adjunct Faculty	08/20/2020
	Primary Position is Adj Faculty Technology	
Small, Kevin	Adult Education Adjunct Faculty	08/18/2020
	Primary Position is Adjunct for CBI	
Staley, Jennifer	Adult Education Adjunct Faculty	08/20/2020
	Primary Position is Adult Ed Welding Instructor	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Full-time		
Hardiek, Karla	Division Chair/Allied Health	08/23/2020
Part-time		
Binnion, Hannah	College Work Study	03/08/2020
Bruns, Maureen	College Work Study	12/30/2019
Elmendorf, Gerald	TRIO Student Specialist	07/12/2020
Froese, Morgan	College Work Study	05/17/2020
Martinez Montes de Oca, Yesica	Tutor	05/12/2020
Martinez Montes de Oca, Yesica	Bookstore Rush worker	05/10/2020
Underwood, Race	Tutor	12/15/2019

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Byers, Jessica	Nursing Instructor	08/10/2020
Hadjaoui, Ahmed	Custodian	09/15/2020
Knearem, Katherine	Payroll Specialist	09/21/2020
Ruholl, Katelyn	Simulation Lab Coordinator	08/21/2020
Snyder, Jay	Custodian	09/15/2020
Uphoff Nees, Christina	Training & Development Coordinator	09/21/2020

Part-time

Beier, Sidney	Bookstore Rush Worker	08/17/2020
Caldeira, Lara	Bookstore Rush Worker	08/06/2021
Caldwell, Nancy	Adj Faculty Humanities	08/24/2020
Caldwell, Victoria	Bookstore Rush Worker	07/28/2020
Campbell, Deandra	Bookstore Rush Worker	08/03/2020
Clark, Macy	Bookstore Rush Worker	07/30/2020
Cole, Carson	Covid-19 Checkpoint Screener	08/26/2020
Cushing, Jaime	Clinical Dentist	08/01/2020
Diltz, Emma	Dual Credit Program Assistant	09/02/2020
Fouty, Mackinzie	Groundskeeper	08/03/2020
Hall, James	Digital Communications Specialist	09/08/2020
Hetland, Cherie	Financial Aid Outreach Coordinator	08/19/2020
Hilliard, Antwonette	IDOC CPR Instructor	07/21/2020
Hollingsworth, Travis	Administrative Assistant Marshall Ext	08/25/2020
Jones, Cameron	Bookstore Rush Worker	08/04/2020
Jones, Tyler	Assistant Baseball Coach	09/02/2020
Jordan, Danielle	Allied Health Den Clinical Instructor	08/01/2020
Mason, Harley	Bookstore Rush Worker	08/07/2020
Moreira de Souza, Caroline	Bookstore Rush Worker	08/01/2020
Parkison, Shawn	IEL Instructor	08/24/2020
Saunders, Mackenzie	Bookstore Rush Worker	08/03/2020
Scheitler, Kaitlyn	Bookstore Rush Worker	08/07/2020
Shriver, Jacob	Groundskeeper	08/03/2020
Smith, Logan	Allied Health Den Clinical Instructor	08/01/2020

Part-time - Grant Funded

Staley, Jennifer	Adult Education Welding Instructor	08/13/2020
Daniels, Ashley	College Work Study - Humanities	08/24/2020
Smith, Chandler	College Work Study - Humanities	08/24/2020

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

	Position	Effective Date
Full-time		
Hines, Debra	Human Resources Asst/Retiree	09/30/2020
Unpaid Volunteer		
Carter, Maxwell	Tech Team Intern	08/17/2020
Lee, Dylan	Tech Team Intern	08/17/2020
Lovell-Hayes, Nicole	Auxiliary Services Volunteer	02/01/2020
Schisler, Davina	Auxiliary Services Volunteer	08/17/2020
Taylor, Angela	Auxiliary Services Volunteer	08/17/2020

Part-time

Blazich, Jessica	Bookstore Rush Worker	08/25/2019
Caldwell, Nancy	Adj Faculty Humanities	08/05/2020
Clark, Tanner	Bookstore Rush Worker	01/26/2020
Cutts, Bryson	Tutor - Student Lrng Asst Ct	05/17/2020
Deters, Carla	Off Asst to Allied Health	08/09/2020
Filipiak, Gloria	Bookstore Rush Worker	01/26/2020
Fros, Janet	Sign Language Interpreter	02/14/2016
Gullidge, Breanne	Adm & Rec Data Entry Asst	08/09/2020
Hanson, Madeleine	Adm & Rec Data Entry Asst	04/05/2020
Hartke, Taylor	Adm & Rec Data Entry Asst	07/26/2020
Hoene, Katelyn	Print Shop Student Asst	05/17/2020
Kull, Karen	Retiree Incentive Program	08/05/2020
Lee, Yu Jin	Chemistry Lab Student Asst	12/29/2019
Luttrell, Andrew	Sign Language Interpreter	11/05/2017
Matherly, Linda	Bookstore Rush Worker	01/26/2020
Matusik, Morgan	IDOT QMTP Lab Assistant	05/17/2020
Omar, Ghada	Adj Faculty Math/Science	05/17/2020
Probst, Rachel	Bookstore Rush Worker	01/26/2020
Rowan, Penny	Adj Doc College Funded Instr	12/15/2019
Sampson, Karen	Adult Education Instructor	05/17/2020
Schultz, Shyann	Bookstore Rush Worker	08/25/2019
Stremming, Morgan	Counseling Srvcs Specialist	07/26/2020
Tappendorf, Hannah	Adm & Rec Data Entry Asst	05/17/2020
Unkraut, Claire	CBI Non-credit Instructor	6/30/2019
Wake, Jackie	Professional Development Sup	08/23/2020
White, Wayne	Bkst Comp Tech Spec	05/17/2020

College Work Study's

Ballinger, Reece	College Work Study - MPR	05/17/2020
Luebbe, Alecia	College Work Study Counseling	05/17/2020
Lynn, Lacey	College Work Study SSE	05/17/2020
McCombe, Joshua	College Work Study-Business	05/20/2018
McConkey, Ashlan	College Work Study Career Svcs	05/17/2020
Miller, Megan	College Work Study Early Child	10/02/2019
Persinger, Hailey	College Work Study Bookstore	05/03/2020

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Arena, Amanda	Manager of Bookstore and Textbook Rentals transferred from Coordinator of the Bookstore	10/1/2020
Davison, Angela	Business Instructor transferred from Information Technology Instructor	08/10/2020
Crnkovich, Hannah	Scholarship Coordinator transferred	09/15/2020

	from Financial Aid Verification and Scholarships	
Hardiek, Karla	Nursing Instructor Resigned from	08/10/2020
	Division Chair Allied Health	
Kessler, Tynia	Division Chair Business/Business Inst	08/10/2020
	transferred from Business Instructor	
Swingler, Erin	Division Chair Allied Health/Nursing Inst	08/10/2020
	transferred from Nursing Instructor	
Workman, Bethany	Nursing Instructor transferred from	08/10/2020
	Simulation Lab Coordinator	

Part-time

Martinez Montes de Oca, Yesica	Bookstore Rush Worker	09/01/2020
	transferred from Tutor	
Ritz, Alex	Part-time Police Officer transferred	08/24/2020
	From Full-time Police Officer	

Part-time - Grant Funded

Sharp, Kennedy	Student Success Coach Trio Dest.	08/30/2020
	Financial Aid Verification Specialist	
Underwood, Race	Perkins Student Worker - Business	08/25/2020
	Tutor	