

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book
September 13, 2021
Regular Meeting No. 657

Table of Contents

	Page
Agenda for September 13, 2021, Regular Meeting	3
Minutes for August 9, 2021, Regular Meeting	7
Supplemental Information for September 13, 2021, Regular Meeting	20

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

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



Regular Meeting No. 657
Monday, September 13, 2021, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon

In alignment with the College's Pandemic Response Safety Protocols, masks covering the nose and mouth will be required for all individuals attending the meeting.

Agenda

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Items.

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

1. Approval of Minutes of August 9, 2021, Regular Meeting.
2. Approval of Minutes of August 9, 2021, Closed Session.
3. Approval of Agenda of September 13, 2021, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.
This information will be presented by College administration for approval with full assurance by management it has been prepared in good faith to follow all applicable laws and board policy. For summary and details of bills refer to:
<https://www.lakelandcollege.edu/board-of-trustees/>
5. Destruction of Tape Recordings of March 5, 2020 Resource and Development Committee Closed Session and March 9, 2020, Closed Session.

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

A. ICCTA/Legislative	Ms. Denise Walk Mr. Gary Cadwell
B. Resource & Development	Mr. Gary Cadwell
C. Finance	Mr. Dave Storm
D. Buildings & Site	Mr. Kevin Curtis
E. Foundation	Mr. Tom Wright
F. Student Report	Ms. Katherine Greuel
G. President's Report	Dr. Josh Bullock

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Faculty Focus on Advancing Student Success – Court Reporting Program Inaugural Class.	
2. <i>Trend Analysis Report</i> – Local Demographics and State, National and Global Trends Affecting Higher Education.	
3. Fall 2021 Tenth Day Enrollment Report.	
4. Annual Report of Special Event Tuition Waiver Requests.	20
5. Monthly Data Point Discussion – Utilization of Tuition Waivers.	21-23
6. Correction of Board Policy 09.05 – <i>Scheduling of Facilities</i> .	24
7. Proposed Revisions to Board Policy 10.22 – <i>Purchasing, Bidding and Prevailing Wages for Fixed Works</i> .	25-33
8. Update on Disposal of Board-Approved Surplus Items.	34
9. Calendar of Events.	35-36

B. Action Items.

	Board Book Page Number(s)
1. Adoption of Board Policy 01.03.01 – <i>Commitment to Diversity, Equity and Inclusion.</i>	37-38
2. Adoption of Board Policy 11.30 – <i>Recruitment of Military Service Member Enrollment.</i>	39-40
3. Approval of Special Event Tuition Waiver Requests.	41-46
4. Approval of Community Outreach Tuition Waivers.	47
5. Approval of TORT Document.	48-56
6. Acceptance of July 2021 Financial Statements.	57-62
7. Declaration of Surplus Equipment – Label Printer.	63
8. Declaration of Surplus Technology Items from the ISS Department.	64-70
9. Acceptance of IPRF Safety and Education Grant.	71
10. Acceptance of TRIO Educational Talent Search (Destination College) Grant Award.	72
11. Acceptance of FY 2022 ISBE Growing Agricultural Science Teachers (GAST) Grant.	73
12. Approval of Resolution No. 0921-002 to Approve Fifth Addendum to Employment Agreement with Dr. Jonathan “Josh” Bullock, Lake Land College President, Extending the Term through June 30, 2024. <i>A complete copy of the proposed resolution and fifth addendum are available at: https://www.lakelandcollege.edu/board-of-trustees/agendas-board-books-minutes/ or by contacting the College’s Office of the President at 217-234-5222. Copies of the President’s original employment contract and the first through fourth 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.</i>	74-79
13. Approval for Purchase of a Bus for Agriculture Department.	80
14. Approval for Purchase of 2 Mini-Vans for Admissions and Records Department.	81
15. Approval of Contract with H & A Security Solutions for Cyber Security Monitoring.	82-83
16. Approval of Bid for Managed End User Help Desk Solution for Student Laptops.	84-85
17. Approval of Purchase of Class B Truck.	86
18. Approval of Contract with Cleared4 Inc. for a Health Verification Platform.	87-90
19. Approval of Addendum to CTS/Veregy Performance Contract.	
20. Approval of CTS Performance Agreement for Kluthe Building Energy Efficiency Project.	91-92
21. Closed Session. Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), closed session is called to discuss the appointment,	

Lake Land College Board of Trustees
Agenda – September 13, 2021
Page 4

employment, compensation, performance, discipline or dismissal of specific employees.

[Return to Open Session - Roll Call]

22. Approval of Human Resources Report as Discussed in Closed Session. 93-95

V. Other Business. (Non-action)

VI. Adjournment.

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



Regular Board Meeting No. 656
Kluthe Center, Room 120
Effingham, IL
August 9, 2021

Minutes

Call to Order.

Chair Sullivan called the August 9, 2021, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 120 of the Kluthe Center, Effingham, IL.

Roll Call.

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

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

Others Present: Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Jean Anne Grunloh, Chief of Staff; Ms. Valerie Lynch, Interim Vice President for Student Services; Mr. Greg Nuxoll, Vice President for Business Services; and members of the staff and media.

Approval of Consent Items.

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

1. Approval of Minutes of July 12, 2021, Regular Meeting.
2. Approval of Minutes of July 12, 2021, Closed Session.
3. Approval of Agenda of August 9, 2021, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	304,574.98
Building Fund	\$	12,603.36
Site & Construction Fund	\$	-
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	63,342.93
Restricted Purposes Fund	\$	245,825.63
Working Cash Fund	\$	-
Audit Fund	\$	9,380.00
Liability Insurance Fund	\$	89,829.94
Student Accts Receivables	\$	196,931.70
Total	\$	922,488.54

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

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Public Hearing on Proposed Fiscal Year (FY) 2022 Operating Budget.

Chair Sullivan called the hearing to order at 6:01 p.m. He said that the FY 2022 Operating Budget had been on display for a minimum of thirty days since it was presented at the June 30, 2021, Special Board meeting and asked if there were any comments from the audience. There were no public comments. Chair Sullivan then declared the hearing closed at 6:02 p.m.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk highlighted House Bill 2878 which Governor Pritzker recently signed into law that creates the Early Childhood Access Consortium for Equity to help strengthen childcare

Lake Land College Board of Trustees
Minutes – August 9, 2021
Page 3 of 13

workers' career trajectory. She said the bill authorizes the Illinois Board of Higher Education and the Illinois Community College Board to create the Consortium to help child care workers earn advanced degrees and strengthen the pipeline of early childhood educators. Trustee Walk also said the President's Cabinet is closely monitoring approximately 20 bills passed by the Illinois General Assembly this past spring that could impact higher education. She said the administration is monitoring for if/when the Governor signs any of these bills into law to then ensure we adjust related policies or procedures for compliance.

Resource & Development.

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

Finance.

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

Buildings & Site.

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

Foundation.

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

- The Foundation Board Meeting and Annual Retreat was held July 26, 2021, with great success! The board set goals for the upcoming year and for many it was the first time being in the new building. A special thanks to Jean Anne Grunloh, Chief of Staff, for attending to present the College's goals and strategies. The Foundation's priorities set for the upcoming year include:
 - Finding the best donor software solution in order to keep making progress on data clean up.
 - How to achieve the 2022 fundraising goal \$1.5 million and setting major gift goals.
 - A focus on incorporating "alumni" into discussions to figure out how best to engage with alumni now and into the future. We look forward to building a better relationship between the Foundation/Alumni boards to work together on accomplishing our goals.
- Reminder that the Foundation Golf Classic is set for Friday, September 17th at the Mattoon Golf & Country Club. We hope you can make it!

Student Report.

Lake Land College Board of Trustees
 Minutes – August 9, 2021
 Page 4 of 13

Student Trustee Katie Greuel said various student leaders are starting to meet to prepare for the August 25th Welcome Back Day and to encourage incoming freshmen to join student clubs.

President's Report.

Dr. Bullock said:

- In July, the College received \$827,120 from the Illinois Department of Corrections (IDOC) toward the FY 2021 outstanding balance. A total of \$851,012 remains outstanding from IDOC.
- Lake Land received a payment of \$41,416 from the Illinois Department of Juvenile Justice (IDJJ) in July toward the FY 2021 outstanding balance. A total of \$95,076 remains outstanding from IDJJ.
- In July, the College received payments from the State of Illinois for FY 2022 credit hour reimbursement of \$947,152.20. No FY 2022 equalization payments were received.
- The College received property tax payments totaling just under \$3.2 million in July.

Dr. Bullock presented Chair Sullivan with a framed picture of the Veterans Memorial Wall on the College's main campus. He thanked Chair Sullivan for his vast efforts to enhance the Podesta Park area and honor veterans with the development of the Veterans Memorial Wall and proposed installation of a Veterans Memorial Granite Flag.

Business Items.

Non-action Items.

Effingham Education Center (Kluthe) Update.

Ms. Kellie Niemerg, Director of Effingham Education Centers, provided highlights of the FY 2021 Effingham Education (Kluthe) Center Annual Report.

Proposed Adoption of Board Policy 01.03.01 – *Commitment to Diversity, Equity and Inclusion.*

Dr. Bullock presented a recommendation to adopt Board Policy 01.03.01 – *Commitment to Diversity, Equity and Inclusion*. Trustees reviewed details of the proposed policy language which was submitted as first reading. Dr. Bullock said this recommendation will be brought to the Board of Trustees for approval during the September 2021 regular Board meeting. Trustees discussed the option of modifying language in item #4 of the policies, practices and procedures section but then agreed the language should remain as recommended by the ACCT Diversity, Equity and Inclusion Committee.

Lake Land College Board of Trustees
 Minutes – August 9, 2021
 Page 5 of 13

Proposed Adoption of Board Policy 11.30 – Recruitment of Military Service Member Enrollment.

Ms. Valerie Lynch, Interim Vice President for Student Services, presented a recommendation to adopt Board Policy 11.30 – *Recruitment of Military Service Member Enrollment*. Trustees reviewed details of the proposed policy language which was submitted as first reading. Dr. Bullock said this recommendation will be brought to the Board of Trustees for approval during the September 2021 regular Board meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock noted Opening Day to be held August 20, 2021, and the Foundation Golf Classic scheduled for September 17, 2021.

Action Items.

Approval of Resolution No. 0821-001 to Adopt Fiscal Year 2022 Operating Budget.

Chair Sullivan said the Board of Trustees has fully reviewed and discussed the proposed FY 2022 operating budget during a special meeting held on June 30, 2021. Trustee Storm, Finance Committee Chair, said the Committee met on June 28, 2021, for a thorough review of the proposed FY 2022 Budget and the Committee's consensus was to recommend to the Board approval of the Budget as presented.

Trustee Storm moved and Trustee Cadwell seconded to approve as presented Resolution No. 0821-001 to Adopt Fiscal Year 2022 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, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Proposed Deletion of Board Policy 02.13 – Executive Secretary.

Trustees reviewed Board Policy – *Executive Secretary*. Dr. Bullock said this Policy was adopted in 1998 and no longer aligns with the current organizational structure for staff within the Office of the President department who provide various administrative support for the Board of Trustees, Board Chair and Board Secretary.

Trustee Cadwell moved and Trustee Curtis seconded to approve as presented the deletion of Board Policy 02.13 – *Executive Secretary*.

Lake Land College Board of Trustees
 Minutes – August 9, 2021
 Page 6 of 13

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Acceptance of Reporting of June 2021 Financial Statements.

Trustees reviewed the June 2021 Financial Statements and a memorandum from Mr. Nuxoll regarding a narrative update for the June 2021 Financial Statements. Mr. Nuxoll highlighted an overall summary of the revenues, expenditures and significant variances.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the June 2021 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Organizational Charts.

Dr. Bullock requested the Board approve the proposed organizational charts for each unit of the College effective July 1, 2021. Trustees reviewed details of the organizational charts.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the organizational charts effective July 1, 2021.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of CWSP Grant.

Trustees heard a recommendation from Ms. Valerie Lynch that the Board accept the FY 2022 Illinois Cooperative Work Study (ICWS) grant in the amount of \$44,352 from the Illinois Board of Higher Education (IBHE). She said a participation level of approximately 36 students is

Lake Land College Board of Trustees
 Minutes – August 9, 2021
 Page 7 of 13

anticipated, as funds allow, and financially needy students will fill at least 90 percent of the available positions. She also said seven area employers have committed their participation with this grant program. Ms. Lynch thanked Ms. Tina Moore, Director of Career Services, for her successful efforts on this grant request.

Trustee Reynolds moved and Trustee Cadwell seconded to accept as presented the FY 2022 Illinois Cooperative Work Study (ICWS) grant in the amount of \$44,352 from the Illinois Board of Higher Education (IBHE).

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Declaration of Surplus Equipment – Bookstore Cash Register and Related Items.

Trustees reviewed a request from Mr. Nuxoll for the Board to declare as surplus a Toshiba touch screen cash register and related items that had been utilized by the Bookstore. He said these items have become obsolete, have little value to the College and will be disposed of in a manner most beneficial to the College following Board approval.

Trustee Cadwell requested the administration provide an update as to how various board-approved surplus items had been disposed of in recent months. Dr. Bullock said the administration will provide the Board with a summary update sometime in the near future.

Trustee Reynolds moved and Trustee Curtis seconded to declare items as presented as surplus including a Toshiba touch screen cash register and related items 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, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Bid for Veterans Memorial Granite Flag.

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve the bid from Adams Memorial of Mattoon, in the amount of \$104,500, for the Veterans Memorial Granite Flag project. Trustees reviewed the Bid Tabulation detailing Adams Memorial as the sole bidder. Trustees also reviewed an image of the proposed display and learned Adams Memorial

Lake Land College Board of Trustees
 Minutes – August 9, 2021
 Page 8 of 13

was the sole bidder. Dr. Bullock highlighted some of the administration's history and planning to enhance the campus with art and architecture. He said there have been three phases to enhance Podesta Park with art and architecture and simultaneously honor veterans. He said the first phase was the addition of the Veterans Memorial Wall in 2019. He also said installation of the Veterans Memorial Granite Flag is phase two and a third phase is planned to add additional art (an eagle) on top of the Veterans Memorial Wall.

Chair Sullivan and Trustee Cadwell both spoke of the need to honor our veterans and support them in numerous ways. Trustee Curtis suggested the administration share pictures of the enhanced Podesta Park area, Veterans Memorial Wall and Granite Flag, and submit informational flyers/brochures to area tourism and chamber offices in the region.

Trustee Cadwell moved and Trustee Walk seconded to approve as presented the bid from Adams Memorial of Mattoon, in the amount of \$104,500, for the Veterans Memorial Granite Flag project.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of a Five-Year Contract for the Purchase of EAB Navigate, a Student Success Management System.

Trustees heard a recommendation from Ms. Lynch that the Board approve a five-year contract with EAB Global, Inc. for the purchase of a Student Success Management System, EAB Navigate, for the period August 31, 2021, through August 30, 2026. Ms. Lynch said the Guided Pathways Leadership Team (GPLT), in conjunction with the Director of Data Analytics, reviewed four different software platforms. She said after an extensive review, the administration is recommending we proceed with the EAB Navigate tool. Trustees reviewed the proposed contract with EAB Global that outlines the annual fees and one-time implementation fee for EAB Navigate. Trustees learned the total cost for the five-year contract and implementation fee is \$890,418. Trustees also learned EAB Global provides a service model with an in-depth partnership between EAB's service team and the College to prepare our institution for effective platform adoption and ongoing utilization.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented a five-year contract with EAB Global, Inc. for the purchase of a Student Success Management System, EAB Navigate, for the period August 31, 2021, through August 30, 2026, at a total aggregate cost of \$890,418 that includes annual fees and a one-time program implementation fee.

There was no further discussion.

Roll Call Vote:

Lake Land College Board of Trustees
 Minutes – August 9, 2021
 Page 9 of 13

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Use of Remaining Tech Refresh Bond Funds to Purchase a New Firewall Solution.

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve the use of some of the remaining Tech Refresh Bond funds to purchase a new firewall solution to improve and enhance the College's cyber security. The quote received from CDW-G of Chicago was provided to the Trustees and detailed the total cost of \$137,851.13 for four firewalls with five years support and a virtual appliance. Mr. Nuxoll said CDW-G is an approved vendor under the Illinois Public Higher Education Cooperative, which alleviates the need to seek bids on this equipment.

Trustee Cadwell moved and Trustee Storm seconded to approve as presented the use of some of the remaining Tech Refresh Bond funds to purchase a new firewall solution from CDW-G of Chicago at a total cost of \$137,851.13.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Contract for Human Resource Onboarding Solution with Governmentjobs.com, Inc. (dba as – NEOGOV).

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve a three-year contract with Governmentjobs.com (doing business as NEOGOV) for a Human Resources onboarding solution. Trustees reviewed the proposed contract which details pricing will be \$28,356.19 for year 1, \$36,997.78 for year 2, and \$42,956.07 for year 3, for a total cost of \$108,310.04. Mr. Nuxoll reported the College's current onboarding process is mostly manual and very time consuming, with some issues arising because of the manual processes. He said our Information Systems and Security and Human Resources departments collaborated to research several solutions that could best fit the needs of the College. After an extensive review, the administration recommends the solution by NEOGOV which best fits the College's onboarding needs.

Trustee Walk moved and Trustee Curtis seconded to approve as presented a three-year contract with Governmentjobs.com (doing business as NEOGOV) for a Human Resources

Lake Land College Board of Trustees
 Minutes – August 9, 2021
 Page **10** of **13**

onboarding solution, at a total cost of \$108,310.04, including \$28,356.19 for year 1, \$36,997.78 for year 2, and \$42,956.07 for year 3.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of New Copiers for College's Print Shop.

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve a partnership agreement with Konica Minolta of Chesterfield, Missouri, for the purchase of two new copiers for the College's Print Shop and related maintenance service costs. The proposed Konica Minolta five-year partnership and maintenance agreements were provided to the Trustees. These documents detailed the costs to purchase a color printer, a black and white printer, and for maintenance service. Mr. Nuxoll said the Print Shop operations are included in the Auxiliary Enterprises Fund (Fund 05) and that there are sufficient Auxiliary funds in fund balance for this proposed purchase.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented a five-year partnership agreement with Konica Minolta of Chesterfield, Missouri, for the purchase of two new copiers for the College's Print Shop in the amount of \$134,075 and related maintenance service costs.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Closed Session

7:09 p.m. – Trustee Cadwell moved and Trustee Curtis seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), to discuss the appointment, employment, compensation, performance, discipline or dismissal of specific employees.

Return to Open Session - Roll Call

7:16 p.m.

Lake Land College Board of Trustees
Minutes – August 9, 2021
Page 11 of 13

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

Trustees Absent: None.

Approval of Human Resources Report as Discussed in Closed Session.

Trustees reviewed the Human Resources Report. Dr. Bullock requested the Board approve the Report as presented and he highlighted some of the recommended positions which he said were included in the FY 2022 Budget.

Trustee Walk motioned and Trustee Curtis seconded to approve as presented the standard Human Resources Report. Chair Sullivan said this followed discussion on this topic held in closed session that related only to the appointment of a full-time faculty position.

The following employees are recommended for FMLA leave. Board policy 05.14.12.

Harris, Mark	7/1/21-Intermittent
Corda Hadjaoui, Jamie	7/29/21-9/23/21

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

Financial Aid Scholarship Specialist – level 13
Digital Communications Coordinator – level 13
Course Material Specialist - level 12
Information Security Specialist – level 12
Engineering & Facilities Planning Technician – level 12
Internship & Employment Coordinator – level 12
Police Sergeant & Coordinator for Emergency Management Response & Training – Level 14

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Due, Rachel	Print Shop Technician Assistant	7/21/21
	Primary Position- Bookstore Rush Worker	
Szabo, Kyle	Infrastructure Team Lead	7/1/21
	Primary Position- Infrastructure Administrator	
Westendorf, Nathan	Applications Team Lead	7/1/21
	Primary Position- Programmer Analyst	

New Hire-Employees

The following employees are recommended for hire

Position	Effective Date
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Lake Land College Board of Trustees
Minutes – August 9, 2021
Page 12 of 13

Full-time

Lash, Lara	Simulation Lab Coordinator	8/16/21
McGee, Patrick	Correctional Commercial Cooking Instructor	7/13/21
Thomas, Ashly	Associate Dean of Correctional Programs	7/19/21

Part-time

Hawf, Rachel	Library Assistant	7/20/21
Meadows, Janet	Student Success Coach Trio	8/23/21
Ramage, Jacob	Library Assistant	7/28/21
Sapp, Jordan	Fitness Center Specialist	7/20/21
Sims, Tiffany	Administrative Assistant Pana Ext Center	7/20/21

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Ferguson, Daniel	Microcomputer Support Specialist	7/23/21
Loughrin, Terrence	Correctional Manufacturing Skills Instructor	6/30/21
Mayer, Pamela	Lead Custodian	7/20/21
Morris, Brian	Athletic Trainer	6/30/21
Mortensen, Alan	Associate Dean of Correctional Programs	7/30/21
Musselman, Shelby	Custodian	7/20/21
Parks, Steffani	Student Services Specialist III - Admissions	6/18/21
Royse, Jeffrey	Correctional Welding Instructor	6/30/21
Welch, Tabitha	Associate Dean of Correctional Programs	6/11/21

Part-time

Burgett, Madison	Volleyball Assistant Coach	5/30/21
Duduit, Lucas	Tutor - Student Learning Assistance Center	4/14/21
Guyer, Ashtin	Peer to Peer Assistant - Agriculture	5/5/21
Jones, Tyler	Assistant Baseball Coach	6/30/21
Mourad, Mehdi	Covid-19 Checkpoint Screener	5/16/21
Satterfield, Ryan	Adjunct Faculty Technology Division	5/16/21

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Crnkovich, Hannah	Foundation Awards & Corp Relations Coord	8/1/21
	Transferred from Scholarship Coordinator	
Jackson, Kaitlin	Outreach Advisor/Mentor Trio	8/16/21
	Transferring from Admn Asst to TRIO	
Marshall, Brianna	Associate Dean-Graham	7/12/21
	Transferred from Associate Dean-Decatur	
Niebrugge, Amber	Counselor for Student Accommodations & Mental Health Initiatives	8/20/21

Lake Land College Board of Trustees
 Minutes – August 9, 2021
 Page 13 of 13

Suckow, Jeffery	Transferred from Dir TRIO Student Support Services Police Officer	12/6/21
White, Diana	Transferred from PT/Police Officer Lead Custodian Transferred from Custodian	8/02/21

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Curtis moved and Student Trustee Greuel seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:18 p.m.

There was no further discussion.

Motion carried by unanimous voice vote.

Approved by:

Board Chair

Board Secretary

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

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



MEMO

TO: Board of Trustees
FROM: Josh Bullock, President
DATE: August 18, 2021
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 2021. 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 2020 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 2021 included:

1. Up to 14 tuition waivers of \$1,000 each for the top-performing students who participated in the Academic Challenge held in April 2021.
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 held in April 2021.
4. Up to five three-credit hour tuition waivers for attendees of the Principals, Deans, and Counselors (PDC) meeting held during FY 2021.
5. A tuition waiver for Miss Illinois 2021 if she chose to attend Lake Land College.

Tuition Waivers - Usage

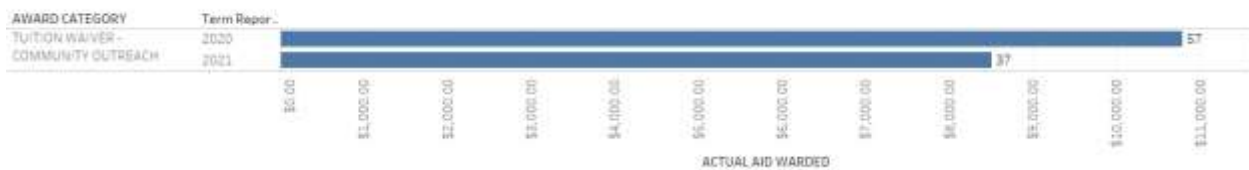
Each year the Board of Trustees approves requests for special tuition waivers in addition to the standard tuitions waivers that are presented. This report will show the number and amount for each type of tuition waiver.

Special Tuition Waivers

Community Outreach – The Community Outreach Coordinator contacts area businesses within the district. Through discussions with a representative at the business the coordinator discusses how our programs and classes may help their current employees develop additional skills which in return will help the employer. The coordinator creates custom flyers for each business, so that the employer can share information with the employees. Additional appointments are made with the employer to visit with potential students. Examples of businesses who shared and utilized the waivers include: Dietrich Bank, Patterson, Sarah Bush Lincoln, Evapco, SSI, Heritage Health, First Mid, The Glenwood, HSHS, Planet Fitness, CCAR, EJ Water, Carle, and Palm Terrace. One of our most successful partnerships was with Heritage Health in Pana to enroll their employees and others in the community in our BNA class in Pana. Ten people successfully completed the BNA program

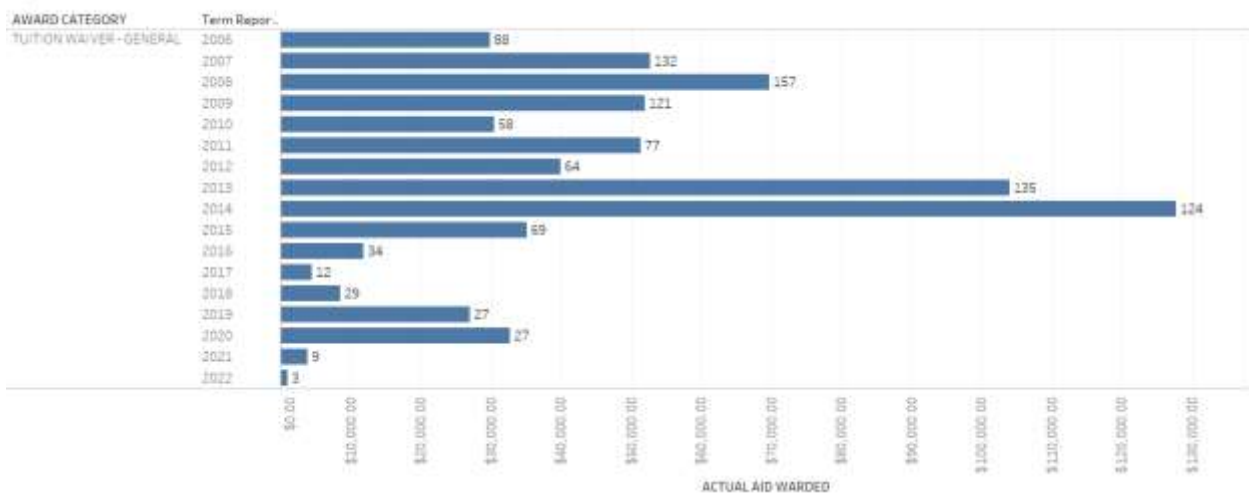
One 3 credit hour waiver is provided for each student. Of the 94 students that you see in the chart below for Community Outreach, 26 of them enrolled in more than the 3 credit hours. 15 of the 94 attended a subsequent term and 11 of those are still enrolled this Fall.

TUITION WAIVER - COMMUNITY OUTREACH



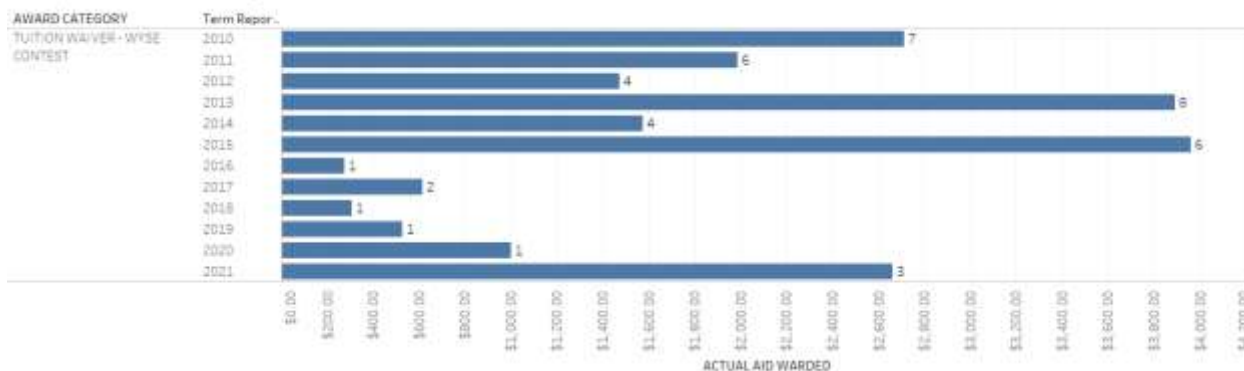
Special Events – Tuition waivers granted by the board and approved annually, such as the National Manufacturing Day Event, Business Contest, PDC Meeting attendees and Miss Illinois waivers. These waivers are grouped under the Tuition Waiver – General category in our system as you can see on the chart below.

Special Events



In addition the WYSE/Academic Challenge Tuition Waivers in the Special Events category is recorded in our system under its own code and you can see the students who have taken advantage of this waiver in the chart below.

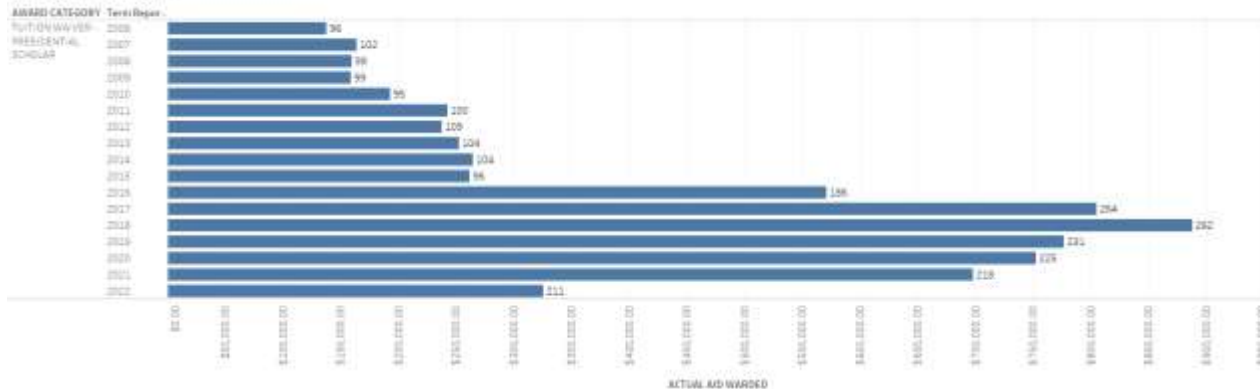
WYSE/Academic Challenge



Standard Tuition Waivers

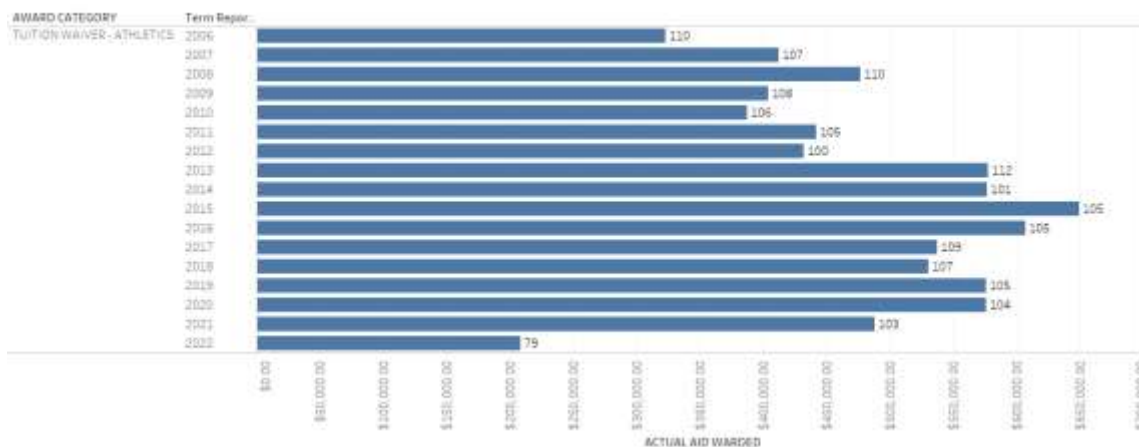
Presidential Scholars - Presidential Scholarship to all eligible in-district high school graduates who have demonstrated outstanding academic performance. The scholarship covers the full cost of tuition for up to two years. Eligibility includes top 15% of the class or an ACT score of 26 or higher or a SAT score of 1230 or higher. In 2015 and prior, the criteria was to be only 2 students from each school.

Presidential Scholars

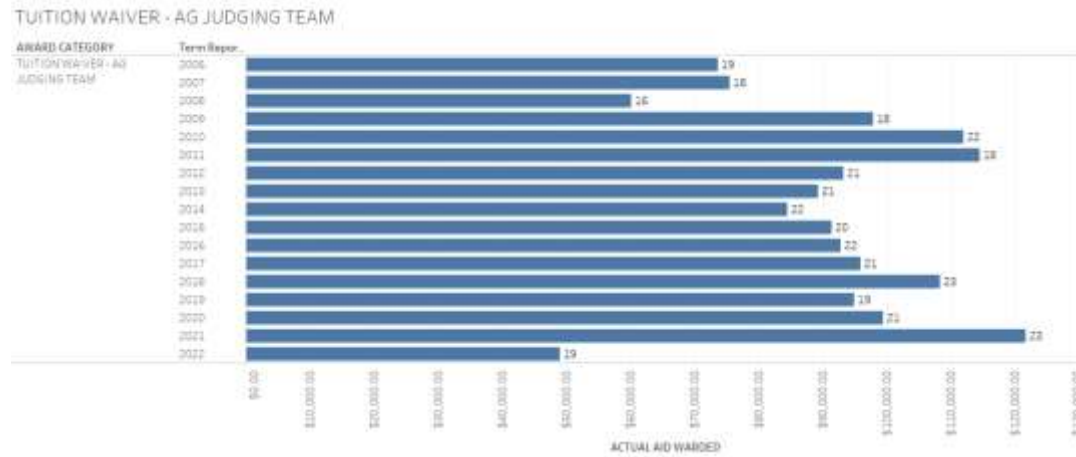


Athletics – Used for recruitment for each sport

TUITION WAIVER - ATHLETICS



Livestock Judging Team – Team members



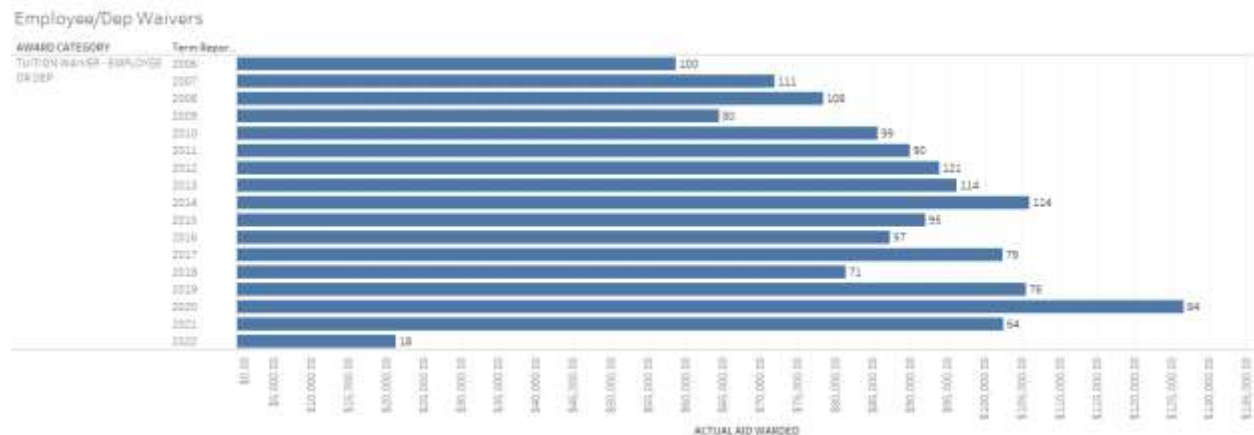
Employee Tuition Waivers

Full-Time Employee - Tuition waivers for all credit courses to current employees, employee’s spouse or civil union partner, and their unmarried dependents under age 23.

Part-Time Employee – One Credit hour per full semester worked with a maximum of 3 credit hours per year.

Adjunct Faculty – Receive 3 semester hours each term taught as long as the number of credit hours taught equals or exceeds 3 credit hours.

Employee tuition waivers are for tuition only, all additional fees must be paid by the employee.



Dual Credit

The initiative to encourage more students to enroll in Dual Credit by waiving the Dual Credit Fee for those who are on the free and reduced lunch program resulted in 320 students from 23 in-district participating high schools. 204 of these students were in the 2021 graduating class. 72 of these students have continued their education with us.



MEMO

TO: Dr. Josh Bullock, President, and the Lake Land College Board of Trustees

FROM: Jean Anne Grunloh, Chief of Staff

DATE: August 10, 2021

RE: Correction of Board Policy 09.05 – *Scheduling of Facilities*.

Please note that Board Policy 09.05 – *Scheduling of Facilities* has been corrected so that items 2 and 3 of the policy reflect the current title of the Dean for Workforce Solutions and Community Education.



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice-President for Business Services

CC:

DATE: September 8, 2021

RE: Proposed Board Policy 10.22.02 Revisions

Board Policy 10.22 (Purchasing, Bidding and Prevailing Wages for Fixed Works) does not include any specific language to bidding requirements when the College is spending federal funds for purchases. I propose we add the language under 10.22 (item #2) under the heading "Bidding requirements when using Federal Funds- Uniform Guidance Requirements" to clarify the steps the College must take when using federal funds and based on the amount of federal funds being expended.

Proposed revisions are being submitted as first reading for your consideration. I am happy to address any questions or concerns.

10.22**Purchasing, Bidding, and Prevailing Wages for Fixed Works**

The Board of Trustees, with a view toward maintaining integrity in purchases, meeting the needs of the College, providing safeguards to the tax dollars, and abiding by all requirements of the Illinois Prevailing Wage Act, does hereby establish the following policies:

1. Purchasing

Requests for purchases, with the exception of equipment purchases, shall be initiated and approved by cost center supervisors via College credit card or Purchase Order. Requests for purchases of equipment must be initiated and approved by cost center supervisors via an approved Purchase Order. College credit cards may be used for equipment purchases if approved by the President or respective Vice President in advance.

All Purchase Orders go to the Accounting office for final approval and distribution to the supplier/vendor. Purchases shall be made with the intent to procure all equipment, supplies and services using competitive practices that ensure that the College is receiving maximum value for the money expended. All departments are encouraged to standardize supplies and equipment and, where practicable, to consolidate receiving items for single purchase. Joint purchasing with the State of Illinois is encouraged.

The College will only assume obligations issued on duly authorized Purchase Orders or College credit cards. The Purchase Order and College credit card are the College's formal methods to buy goods and services and, upon acceptance by the vendor, become a legal and binding contract obligating the College and the vendor. Purchases made by Lake Land College personnel without an approved Purchase Order or College credit card are not valid claims against the District until validated by a confirming Purchase Order or College credit card and properly approved invoice. Any individual making such a purchase without a Purchase Order or College credit card will be held personally liable prior to such validation.

Due to both time and geographic constraints, College personnel can be reimbursed for limited purchases of commodities after proper

submission of adequate documentation for such expenditures and after proper approval by their supervisor. Requests for authority to make these limited purchases must be made on an annual basis to the Comptroller, approved by the Vice President for Business Services, and reported to the Board of Trustees.

Whenever a purchase exceeds departmental budgetary allocations, a Budget Transfer Request approved by the appropriate cost center supervisor must be submitted to the Comptroller's office. The Comptroller will review the transfer before final approval and forward the transfer to the Vice President for Business Services in the event of any problems.

Unless approved in advance by the Board of Trustees, the College will not solicit or accept bids or quotes or otherwise purchase from its full-time employees or members of the Board of Trustees. Employees of Lake Land College shall not accept gratuities from prospective suppliers.

2. Bid Requirements

Formal bids will be required for all items costing in excess of \$25,000 for goods, services and for construction. When a bid is required, the office of the Vice President for Business Services will assist cost center supervisors with documents required for completing the formal bid process, including a sample advertisement of the public notice required to be published in a district newspaper at least ten (10) days before the bid due date. In addition to the public notice, every effort will be made to invite bids from vendors known to provide such goods and services, or from names maintained in the Business office files of vendors requesting personal notification of such requests for bids. If an emergency exists, the bid process may be bypassed, as outlined in this Board Policy.

Each bidder must receive at least three days' notice of the time and place of such bid opening. All competitive bids must be sealed by the bidder and must be opened by a member or employee of the

Board at a public bid opening, at which the contents of the bids must be announced. Upon approval by the Board of Trustees, the contract for such goods or services will be awarded to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability. The low bid need not be the sole criterion for purchasing; reliability of the supplier and quality and availability of service will also be taken into consideration as well as the College's compliance plan and implementation procedures to adhere to the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/1).

In the event of a tie between an in-district vendor and an out-of-district vendor, all other factors remaining equal, the in-district vendor shall be favored with the award. Tie bids between two in-district vendors shall be decided by the Board of Trustees. The Board reserves the right to reject any and all bids. At all times, the Board of Trustees will seek to purchase goods and services in a manner that will be in the best interest of the students attending the College and in the best interest of the taxpayers of the District.

Occasionally, circumstances will exist which necessitate the consideration of a single bid. There may be items that are not compatible with presently owned equipment, or it may be of such technical nature that only one vendor can respond. The Board of Trustees does not favor awarding a bid where there has been only one response, but a cost center should not be denied equipment that is needed to further the functioning of that cost center. Single bid situations will be considered only in those instances when such an award is in the best interest of the College. In such cases, it is the responsibility of the cost center making the request to furnish the Board of Trustees with sufficient justification for consideration of such an award.

Bid bonds will not be required unless specified in the bid specifications. Specifications will contain a statement relative to payment, which, as a general rule, will be net 90 days. Invoices will be approved at the first Board meeting following the time they are received; thus, payment should be made in 30 to 45 days or less.

Where cash discounts are issued, bills are paid immediately in order to take advantage of the discount.

Complaints on College purchases and contract awards shall be made in writing and shall be considered during meetings of the Board of Trustees.

Bidding requirements when using Federal Funds – Uniform Guidance Requirements

Purchases using sponsored funds must be made in accordance with OMB’s Uniform Guidance, 2 CFR 200, which requires:

basis for vendor selection,

justification for selected or non-competitive purchases, and

basis for the price of the purchase.

Written documentation is not required for transactions under \$9,999 as long as the transaction is deemed reasonable. Verification of the reasonableness of a price may be accomplished by comparing it to previous purchases, having personal knowledge of the item being purchased, or comparing the price for the item to the price of similar items purchased. To the extent practicable, purchases must be distributed equitably among qualified suppliers with reasonable prices.

For purchases between \$10,000 and \$24,999, departments shall follow the procedures outlined in the Purchases Using Non-sponsored Funds section above. Procedures may include the comparison of submitted price quotations, market prices or similar items, and other considerations that justify the accepted bid. Department bids are subject to review by the Business Services Department.

For purchases in excess of \$25,000, the Department shall follow the procedures outlined in the Purchases Using Non-sponsored Funds

section above. Procedures may include the comparison of price quotations submitted, market prices, or similar items, and other considerations that justify the accepted bid.

For purchases in excess of \$250,000, the current Simplified Acquisition Threshold level defined by the OMB Uniform Guidance, 2 CFR 200, the Business Services Department must complete a price analysis and conduct a sealed, public, competitive bidding process with at least two bids obtained and analyzed.

-For purchases over \$25,000, any supplier debarred or suspended by the federal government is not permitted to do business with the federal government, under government contracts or subcontracts, and the University may not contract with such suppliers unless an exception is granted in writing by a government contracting officer.

The Business Services Department is responsible for verifying that potential suppliers are not on the government's list of debarred or suspended contractors (<http://sam.gov/>).

3. Fixed Works

In accordance with the Prevailing Wage Act (PWA), the College will determine whether each of its procurements is subject to the PWA. If PWA applies, the College will notify vendors, contractors and subcontractors of their obligation to comply with all requirements of the Act. Notification will include the vendors, contractors or subcontractors obligation to pay laborers, workers and mechanics performing services on public works projects no less than the current prevailing rate of wages (hourly cash wages plus amount for fringe benefits) in the county where the work is performed and in accordance with the prevailing wage rates published on the Illinois Department of Labor's (IDOL) website. Notification will also include the obligation of the vendors, contractors or subcontractors for record-keeping duties. This includes filing certified payroll documentation, via the Illinois Department of Labor's electronic

database, demonstrating compliance with the PWA no later than the 15th day of each calendar month during the construction phase of the project.

Public works means all fixed works constructed or demolished by any public body, or paid for wholly or in part out of public funds. This includes any maintenance, repair, assembly, or disassembly work performed on equipment whether owned, leased or rented. This reference to equipment means fixtures and systems attached to and integrated into a building, such as elevators, HVAC units, mechanical systems, etc.

4. Bid Process Exemptions

Goods and services exempt from the formal bid process include:

- A. Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.
- B. Contracts for the printing of Finance Committee reports and departmental reports.
- C. Contracts for the printing or engraving of bonds, tax warrants, and other evidences of indebtedness.
- D. Contracts for materials and work which have been awarded to the lowest responsible bidder after due advertisement but, due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised, causing expenditures not in excess of ten percent (10%) of the contract price.
- E. Contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can

best be performed by the manufacturer or authorized service agent.

- F. Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services.
- G. Contracts for duplicating machines and supplies.
- H. Contracts for the purchase of natural gas when the cost is less than that offered by a public utility.
- I. Purchases of equipment previously owned by some entity other than the District itself.
- J. Contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$25,000 and not involving a change or increase in the size, type, or extent of an existing facility.
- K. Contracts for goods or services procured from another governmental agency.
- L. Contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, or telecommunications.
- M. Where funds are expended in an emergency and such emergency expenditure is approved by three-fourths (3/4) of the members of the Board.

Board Policy 10.22

Adopted November 9, 1998
Revised July 12, 1999
Revised May 10, 2004
Revised November 14, 2005
Revised July 14, 2014
Revised May 9, 2016
January 8, 2018
Revised June 8, 2020
[Revised](#)



MEMO

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

FROM: Madge Shoot, Comptroller

CC:

DATE: August 18, 2021

RE: Dispensation of Surplus Items

The College currently brings surplus items to the board as needed prior to disposing of them. Recently several items have been on this list. Many of these are disposed of through sale or recycling.

In May 2021 we held an online auction in conjunction with Bauer Auction Services. We sold several lots of obsolete furniture that had been removed from buildings throughout campus during the recent remodels. Along with the furniture, a flatbed trailer from our CDL program, the Ambulance, which had been used for our EMS program, and assorted other equipment were sold. The auction netted \$23,798.70, which was deposited into the general fund surplus revenue line.

Several items from our IT area were also disposed of after the Technology Refresh upgrade was completed. Dell purchased several of these items that they could refurbish and resell for a total of \$40,192.26. The funds were used to purchase other needed computer items. Other electronic items that no longer had value were e-cycled.

Any items that had zero value as a product but could be recycled for the metal were taken to Mervis industries in Mattoon, IL. The total of items recycled through Mervis was \$946.70 for FY 2021.

Recently the board approved the disposal of several vehicles that had been used in our automotive department. These vehicles have not been disposed of currently due to the fact we do not have titles for them. The College will apply for the lost titles and after we receive them we will take the vehicles to the junk yard to be crushed and the metal recycled. Any proceeds from this will also be deposited in to the general fund surplus revenue line.

Another item we recently gained approval to dispose of was the 2012 Ford Police Interceptor. The vehicle was transferred over to Academics to be used in our Criminal Justice program.

I would be available for any questions you may have.

Calendar of Events

Monday, September 13, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Friday, September 17, 2021	12 Noon - Foundation Golf Classic Mattoon Golf & Country Club
Thursday, October 7, 2021	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011 4-7 p.m. Foundation & Alumni Center Open House Foundation & Alumni Center
Monday, October 11, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Monday, October 25, 2021	6 p.m. - Foundation Donor Reception Foundation & Alumni Center
Thursday, November 4, 2021	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, November 8, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Wednesday, November 17, 2021	11 a.m.-1 p.m. Foundation Scholarship Reception Foundation & Alumni Center
Thursday, December 9, 2021	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, December 13, 2021	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, January 6, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Friday, January 7, 2022	Spring 2022 Opening Day
Monday, January 10, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, February 10, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, February 14, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, March 10, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, March 14, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, April 7, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, April 11, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, May 5, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, May 9, 2022	6 p.m. – Board Meeting – Board and Administration Center, 011



MEMO

TO: Board of Trustees
FROM: Dr. Josh Bullock, President
DATE: August 24, 2021

RE: Adoption of Board Policy 01.03.01 – *Commitment to Diversity, Equity and Inclusion.*

I respectfully request the Lake Land College Board of Trustees adopt Board Policy **01.03.01 – *Commitment to Diversity, Equity and Inclusion.*** As you recall from our discussions and feedback provided during the Board Retreat held May 19, 2021, we committed to developing a Diversity, Equity and Inclusion (DEI) board policy and statement to provide an additional lens for thoughtfully serving students in the future and fostering a work environment that is enhanced and enriched by an inclusive campus community.

Please note the DEI statement, which is included in the proposed policy, is largely based upon the inclusion and diversity statement that has already been adopted by the College's Inclusion and Diversity Education Committee.

The proposed board policy also references supporting policies, practices and procedures that promote equitable access, experiences, opportunities and outcomes as recommended by the Association of Community College Trustees (ACCT) Diversity, Equity and Inclusion Committee.

I submitted this request as first reading during the August 2021 regular meeting.

01.03.01

Commitment to Diversity, Equity and Inclusion

Diversity, equity and inclusion statement:

Lake Land College is committed to developing and maintaining an environment for students, employees and college community that embraces and actively supports diversity, equity and inclusion. We aspire to be an institution where the quality of education and work environment are enhanced and enriched by an inclusive campus community that encourages multiple perspectives and the free exchange of ideas.

Policies, practices and procedures:

In order to support policies, practices and procedures that promote equitable access, experiences, opportunities and outcomes, we adopt and commit to incorporate the following guidance from the Association of Community College Trustees.¹

Educational equity is multifaceted and impacts all facets and all programs in community colleges. Equity in higher education refers to creating opportunities for equal access and success among historically underrepresented student populations, to ensure:

1. Proportional participation at all levels of an institution (equitable access);
2. Adequate resources directed at closing equity gaps (resource/financial equity);
3. Institutional leadership addressing diversity, equity and inclusion issues (adaptive leadership);
4. A welcoming environment in which all diverse students can succeed (racial, gender, gender identify, sexual orientation, military status, incarceration status, ability equity);
5. Social mobility and economic success for all learners (social economic equity).

Adopted:

¹ *Equity Action Agenda for Community College Governance*, ACCT Diversity, Equity and Inclusion Committee, 2018.



MEMO

TO: Dr. Josh Bullock, President

FROM: Valerie Lynch, Interim Vice President for Student Services

DATE: September 3, 2021

RE: Adoption of Board Policy 11.30 – Recruitment of Military Service Member Enrollment

In January 2021, the President's Office received notification from the Office of the Assistant to the Secretary of Defense that Lake Land College joins 249 other educational institutions in a review process that focuses on compliance with the tenets of the Department of Defense (DoD) Memorandum of Understanding (MOU). The MOU that the College entered into with the DoD represents the commitment the College has made to abide by a set of provisions, processes, and policies which are focused on improving services delivered to military-connected students.

As the College's designated Point of Contact (POC) for the DoD MOU, Danielle Downs (Financial Aid and Veteran Services Advisor), also received notification of Lake Land College entering into the annual review. Ms. Downs along with Dr. Tina Stovall and myself have provided the DoD with the requested documentation for the review. Upon review of our supporting documentation, the DoD identified two areas that need remediation. The College is requested to adopt a policy that ensures:

- (1) The institution refrains from providing commission, bonus, or other incentive payment based directly or indirectly on securing enrollments of federal financial aid to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.
- (2) The institution refrains from high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more) including contacts by phone, email, or in person, or engage in same-day recruitment and registration for the purpose of securing service member enrollments.

Once we have a policy in place that addresses these issues, we anticipate the DoD will find Lake Land College in compliance with the MOU. I would like to present the proposed Board Policy 11.30 for final approval and adoption at the September 13, 2021 Board of Trustees meeting.

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

11.30**Recruitment of Military Service Member Enrollment**

Lake Land College is proud to serve military service members. In accordance with requirements of the United States Department of Education and in compliance with the Federal Student Aid Handbook, Lake Land College prohibits the paying of a commission, bonus, or other incentives based directly or indirectly on securing applicants of federal financial aid (including Tuition Assistance Funds) to any persons or entities engaged in student recruiting, admission activities, or decision making regarding the awarding of student financial assistance to military service members.

Lake Land College further prohibits the use of high-pressure recruitment tactics such as making multiple unsolicited contacts (three or more) including contacts by phone, email, or in person, or engage in same-day recruitment and registration for the purpose of securing military service member enrollments.

Adopted

Page 1 of 1

Adopted

Page 1 of 1



MEMO

TO: Board of Trustees, Lake Land College
FROM: Dr. Josh Bullock, President
DATE: September 3, 2021
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 2022. 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 2022:

1. Award 11 three-credit-hour tuition waivers for the first-place winners of the annual Business and Computer Contest to be held in April 2022.
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 in early spring, 2022.
3. Award five three-credit hour tuition waivers for attendees of the Principals, Deans, and Counselors (PDC) meeting to be held during FY 2022, most likely in a virtual format.
4. Grant a tuition waiver for Miss Illinois 2022 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 5, 2021
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 22, 2022.

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: August 26, 2021

RE: Academic Challenge Tuition Waivers

Lake Land College hopes to again host the 2022 regional competition of the Academic Challenge in early spring 2022. 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, we are pursuing what is needed to move ahead with the event and expect 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: Valerie Lynch, Interim Vice President for Student Services
DATE: September 3, 2021
RE: Annual Request for Tuition Waivers

I would like to request the following special tuition waivers for FY 2022. 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

FROM: Lisa Shumard-Shelton, Director of Dual Credit & Honors Experience, Kellie Niemerg,
Director of Kulthe Center for Higher Education and Technology

CC: Jon Althaus, Vice President for Academic Services

DATE: August 26, 2021

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 bring approximately 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 explore Lake Land College's educational pathways on the event days.

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



MEMO

TO: Dr. Josh Bullock, Lake Land College President

FROM: Brittany Aitken, Community Outreach Coordinator

CC: Jon Van Dyke, Dean of Admission Services, Valerie Lynch, Interim VP for Student Services

DATE: August 24, 2021

RE: Tuition Waiver Request

The use of tuition waivers was extended to Summer 2020, Fall 2020, and Spring 2021. Madison Delks, former Community Outreach Coordinator, created custom flyers for 60+ businesses, sharing classes and programs that aligned with their businesses. Forty-four students enrolled in classes. They enrolled in a total of 194.5 credits. The College's ROI equaled 70.5 credit hours. Many students enrolled again in upcoming semesters. Examples of businesses who shared and utilized the waivers include Dietrich Bank, Patterson, Sarah Bush Lincoln, Evapco, SSI, Heritage Health, First Mid, The Glenwood, HSHS, Planet Fitness, CCAR, EJ Water, Carle, and Palm Terrace.

We also collaborated with Heritage Health in Pana to enroll their employees and others in the community in our BNA class in Pana. Ten people successfully completed the BNA program.

With the proven success of these waivers in the community, we are requesting 100, three-credit hour tuition waivers to attract and enroll new adult students to Lake Land College. In the past, Admissions has requested tuition waivers for "Adult Week" on campus. This year with these tuition waivers, we hope to reach more adult students through outreach to our local businesses and with community engagement.

Since starting here at Lake Land here in April, I have met with over 40 businesses to see how Lake Land can help meet the educational needs of their employees.

Since beginning here in April, we have also been involved in several new marketing opportunities within the community including local parades, attending local fairs, and engaging in more one on one activities to recruit to an untapped adult demographic. These tuition waivers will provide incentive for these individuals to get their foot back in the door here at Lake Land.

Many businesses have asked if we have any discounts or incentives for their employees to take classes at Lake Land. These waivers will allow us to have something to offer our local businesses. Up to three credit hours will be awarded to students who have not attended Lake Land anytime in the past year (stop out status). This tuition waiver will not cover fees. Once a student enrolls and takes their first course with us, we believe they are more likely to continue.

These tuition waivers align with the College's second strategic plan goal of "Fulfill evolving and emerging education and training needs." We are collaborating with our local businesses to help educate our workforce and help employees start/finish certificates and degrees necessary for the growth and success of our community.



MEMO

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

FROM: Dustha Wahls, Director of Human Resources

DATE: August 20, 2021

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 FY2022 which resulted in a couple of title changes from FY2021. The Senior Executive to the President's new title is Chief of Staff. The additional title change is updating the Counselor/Coordinator Disability Services to the Counselor for Student Accommodations and Mental Health Initiatives.

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%	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.
Director of Physical Plant Operations	20%	The director of the physical plant spends an estimated 20% of his/her time supervising and following-up on tort related issues. These risk management responsibilities are assigned in addition to non-tort related issues in the area of general construction in which he/she works with the director of facilities planning, record storage management, equipment tagging, general process improvements, and working with various entities on campus to coordinate general maintenance needs. Direct and review completion of lighting for the safety of our patrons, repairing college vehicles to ensure they are safely maintained, inspection of sprinkler systems, trimming trees to meet ADA height requirements, removing of snow and ice from pedestrian pathways and maintaining lab equipment to ensure health and safety guidelines are met.
Assistant Director of Physical Plant Operations (vacant)	20%	The assistant director of the physical plant spends an estimated 20% of his/her time supervising and following-up on tort related issues. These risk management responsibilities are assigned in addition to non-tort related issues in the area of record storage management, equipment tagging, general process improvements, and working with various entities on campus to coordinate general maintenance needs. Direct, supervise and review completion of lighting for the safety of our patrons, repairing college vehicles to ensure they are safely maintained, inspection of sprinkler systems, trimming trees to meet ADA height requirements, removing of snow and ice from pedestrian pathways and maintaining lab equipment to ensure health and safety guidelines are met.

Facilities Coordinator to Physical Plant Operations	10%	The Facilities Coordinator to 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 for Student Accommodations & Mental Health Initiatives	50%	The counselor for student accommodations and mental health initiatives 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 and interpreters, ordering books on tape, sending instructor notifications, communicating with parents, instructors and students about accommodations, responding to requests for information, Chairs/member of the Behavioral Intervention Team, 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 Training & Development Coordinator 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.
Chief of Staff	10%	The Chief of Staff spends an estimated 10% of his/her time working on tort related issues. Assisting 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
 Revised 08/2021



MEMO

TO: Dr. Josh Bullock, President

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

DATE: August 30, 2020

RE: July 2021 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of July for Fiscal Year 2022.

Areas of Concern:

- We do not feel we have any significant budgetary areas of concern through July 2021, the first month of FY2022.

Overall Variances:

- *Revenue* – Total July 2021 revenue was \$8,074,705 resulting in an unfavorable variance of \$3,093,319 compared to the budgeted level for both MTD and YTD. The monthly variance is unfavorable due to negative variances in all line items.
- *Expenditures* – Total July 2021 expenditures were \$2,381,730 resulting in an overall favorable variance of \$3,295,555 for both MTD and YTD.

Revenue Variances:

- *Local Sources* – A monthly unfavorable variance exists of \$940,431 for both MTD and YTD. The variance is a timing issue dependent on the local counties property tax cycle and the timing as to when funds are sent to the College. As the year transpires, we expect the variance to normalize.
- *ICCB Credit Hour Grant* – We receive a payment in July 2021 resulting in an unfavorable monthly variance and a yearly variance of \$48,009. 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 2021 resulting in an unfavorable monthly and yearly variance of \$937,911. The unfavorable

variance is timing related based on a slow payment process from the State of Illinois but we remain hopeful it will normalize during the course of the year.

- *Tuition & Fees* – July 2021 had an unfavorable variance for tuition of \$478,329 while fees were unfavorable by \$364,803. In the FY 2022 budget, the College budgeted enrollment to be at the same level as the FY 2021. Through July 2021, the enrollment headcount and credit hours are below anticipated levels resulting in an unfavorable variance.
- *Other State Sources* – The Month and Year to Date variances in this area are unfavorable by \$302,688 as \$23,632 of the expected \$326,320 budgeted payments were received in July 2021. We expect the variance to normalize over the course of the year.
- *Other Revenue* – Year to date other revenue is unfavorable by \$21,238.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall, the salary and wage lines had a favorable variance in July 2021 and YTD of \$1,015,359. A portion of the variance is related to timing issues and how the College records prepaid salaries for audit purposes. As the year transpires, we expect the variance to normalize.
- *Employee Benefits (overall)* – Overall, there was an unfavorable variance in employee benefits in July 2021 and YTD of \$5,983.
- *Instructional* – The Instructional expenditures had favorable variance in July 2021 and YTD of \$942,779. The YTD variance is mainly attributable to favorable variances in salary and wages and general material and supplies.
- *Academic Support* – The Academic Support expenditures had a favorable variance in July 2021 and YTD of \$77,302.
- *Student Services* – The Student Services expenditures had a favorable variance in July 2021 and YTD of \$165,373.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable July 2021 and YTD of \$140,915.
- *Operations & Maintenance* – The Operations and Maintenance expenditures had a favorable overall variance in July 2021 and YTD of \$225,968.
- *Institutional Support* – The Institutional Support expenditures had a favorable July 2021 and YTD variance of \$1,899,965 with the most favorable variances in nearly all line items. As the year transpires, we expect the variance to normalize.

- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for July 2021 and YTD of \$156,747. The College was able to process more scholarships than anticipated in July 2021 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 Budget	Current Month Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance
1,145,961.95	2,251,320.94	1,105,358.99	Salary and Wages	1,145,961.95	2,251,320.94	1,105,358.99
185,503.27	179,520.37	(5,982.90)	Employee Benefits	185,503.27	179,520.37	(5,982.90)
36,553.95	543,441.07	506,887.12	Contractual Services	36,553.95	543,441.07	506,887.12
338,325.30	1,015,505.51	677,180.21	General Materials and Supplies	338,325.30	1,015,505.51	677,180.21
11,470.09	130,686.15	119,216.06	Travel and Meeting Expenses	11,470.09	130,686.15	119,216.06
12,110.61	217,892.50	205,781.89	Fixed Charges	12,110.61	217,892.50	205,781.89
92,105.35	127,779.17	35,673.82	Utilities	92,105.35	127,779.17	35,673.82
12.99	391,394.17	391,381.18	Capital Outlay	12.99	391,394.17	391,381.18
10,140.14	254,424.00	244,283.86	Contingency Funds	10,140.14	254,424.00	244,283.86
-	22,215.64	22,215.64	Other Expenditures	-	22,215.64	22,215.64
1,832,183.65	5,134,179.52	3,301,995.87	Total	1,832,183.65	5,134,179.52	3,301,995.87

Lake Land College

FY2021 Salary, Wage & Benefits Detail

	Year to Date			FY2020 Budgeted	FY20 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary & Wages							
Salary and Wages - Instructional	\$996,252	\$1,631,165	\$634,913	\$12,547,027		\$12,547,027	\$12,547,027
Salary and Wages - Acad. Support	\$29,468	\$61,030	\$31,562	\$388,891		\$388,891	\$388,891
Salary and Wages - Stud. Svcs	\$160,250	\$174,087	\$13,838	\$1,717,949		\$1,717,949	\$1,717,949
Salary and Wages - Public Svc.	\$19,437	\$31,260	\$11,823	\$433,304		\$433,304	\$433,304
Salary and Wages - Maintenance	\$66,183	\$80,182	\$13,999	\$1,089,976		\$1,089,976	\$1,089,976
Salary and Wages - Inst. Support	(\$125,628)	\$273,596	\$399,225	\$3,631,055		\$3,631,055	\$3,631,055
Total Salary and Wages	\$1,145,962	\$2,251,321	\$1,105,359	\$19,808,202	\$0	\$19,808,202	\$19,808,202

	Year to Date			FY2020 Budgeted	FY20 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits							
Employee Benefits - Instructional	\$94,126	\$93,478	(\$648)	\$2,277,438		\$2,277,438	\$2,277,438
Employee Benefits - Acad. Support	\$5,031	\$4,980	(\$52)	\$68,707		\$68,707	\$68,707
Employee Benefits - Stud. Svcs	\$19,012	\$19,577	\$565	\$471,802		\$471,802	\$471,802
Employee Benefits - Public Svc.	\$2,052	\$2,011	(\$42)	\$67,001		\$67,001	\$67,001
Employee Benefits - Maintenance	\$14,057	\$19,103	\$5,046	\$421,363		\$421,363	\$421,363
Employee Benefits - Inst. Support	\$51,224	\$40,371	(\$10,852)	\$1,287,608		\$1,287,608	\$1,287,608
Total Employee Benefits	\$185,503	\$179,520	(\$5,983)	\$4,593,919	\$0	\$4,593,919	\$4,593,919

LAKE LAND COLLEGE

MEMO

TO: Greg Nuxoll, Vice President for Business Services
FROM: Amanda Arena, Manager of Bookstore and Textbook Rentals
CC: Madge Shoot, Comptroller
DATE: August 4, 2021
RE: Surplus Equipment

Below is an item that has become surplus. It is obsolete and has little value to the college since the upgrade to a new label printer.

1 – Avery Dennison Monarch label printer

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

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

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Greg Nuxoll, Vice President for Business Services
CC:
DATE: August 31, 2021
RE: Technology Surplus Equipment

Please find a listing of technology items that have become surplus with items ranging from core switches, dated wireless hotspots, servers, backup/tape devices and storage devices. The items are obsolete and have little value to the college:

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

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

Attachment

Asset Name	Serial Number	Asset Name	Serial Number
VSP Extreme Switches		Enterasys S4 Chassis	
Extreme VSP 7432CQ	1918Q-30003	Enterasys S4 Module 1	
Extreme VSP 7432CQ	1917Q-30022	Enterasys S4 Module 2	
Extreme VSP 7432CQ	1933Q-30190	Enterasys S4 Chassis	420010055020635A
Extreme VSP 7432CQ	1933Q-30161	Enterasys S8	
Extreme VSP 7432CQ	1933Q-30195	Enterasys N7 Chassis	402709020025795B
Extreme VSP 7432CQ	1933Q-30059	Gb Enet 7GR4280-19 Switch	415109135335635G
Extreme VSP 7432CQ	1933Q-30196	Gb Enet 7GR4280-19 Switch	415109135335635G
Extreme VSP 7432CQ	1933Q-30082	Gb Enet 7GR4280-30 Switch	415109135335635G
Extreme VSP 7432CQ	1933Q-30116	Gb Enet 7GR4280-30 Switch	415009145452635E
Extreme VSP 7400-48Y	1934Q-30135	Gb Enet 7GR4280-30 Switch	415009255872635E
Extreme VSP 7400-48Y	1933Q-30063	Gb Enet 7GR4280-30 Switch	415010085524635E
		Gb Enet 7GR4280-30 Switch	380005225427630G
Dell Compellents		Enterasys N1 Chassis Module 7C11	395106095525630A
Dell Compellent SC4020	4FQVH82	Enterasys N1 Chassis Module 7C11	395106085149630A
Dell Compellent SC200	B3SR382	Enterasys S8 Chasis Fan Tray 1	10330233125A
Dell Compellent SC200	156S382	Enterasys S8 Chasis Fan Tray 2	10330234125A
Dell Compellent SC200	B3SQ382	TRIPP-LITE UPS SMART3000RML2U	2539HYOSM821000099
Dell Compellent SC200	156Q382	TRIPP-LITE UPS SMART3000RML2U	2537HYOSM821000047
Dell Compellent SC200	156R382	Enterasys PSU	01081016400D
Dell Compellent SC220	B3SS382	Enterasys PSU	00513951400D
Dell Compellent SC220	79DQR52	Enterasys PSU	02491277410C
Dell Compellent SC220	79DRR52	Enterasys PSU	02491278410C
Dell Compellent SC4020	27HL252	Enterasys PSU	00221839400B
		Enterasys PSU	00210635400B
90 Extreme 3935 Access Points		Enterasys PSU	00210563400B
Extreme AP3935i	1552Y-12012	Enterasys PSU	00210702400B
Extreme AP3935i	1552Y-11177	Enterasys PSU	00261562400D
Extreme AP3935i	1552Y-11562	Enterasys PSU	00210594400B
Extreme AP3935i	1552Y-11181	Enterasys PSU	00210780400B
Extreme AP3935i	1552Y-10759	Enterasys PSU	00222052400D
Extreme AP3935i	1552Y-10769	Enterasys PSU	00251237400C
Extreme AP3935i	1552Y-10760	Enterasys PSU	00221748400B
Extreme AP3935i	1552Y-10771	Enterasys PSU	00212654400B
Extreme AP3935i	1552Y-10658	Enterasys PSU	004161813400D
Extreme AP3935i	1552Y-10669	Enterasys PSU	00281655400D
Extreme AP3935i	1552Y-10724	Enterasys PSU	00210916400B
Extreme AP3935i	1552Y-10729	Enterasys PSU	00210632400B
Extreme AP3935i	1552Y-10688	Enterasys PSU	09116768415A
Extreme AP3935i	1552Y-10689	Enterasys PSU	09116767415A
Extreme AP3935i	1552Y-10939	Enterasys PSU	09116770415A
Extreme AP3935i	1552Y-10945	Enterasys Matrix E7 Chassis	31491054514790F
Extreme AP3935i	1552Y-10361	Enterasys Matrix E7 Chassis	3149001904777951
Extreme AP3935i	1552Y-11817	Enterasys Matrix E7 Chassis	314900812275790C
Extreme AP3935i	1552Y-11824	Enterasys Matrix E7 Chassis	314901054516790F
Extreme AP3935i	1552Y-11833	Extreme VSP 7432CQ	1918Q-30003

Asset Name	Serial Number	Asset Name	Serial Number
Extreme AP3935i	1552Y-11795	Extreme VSP 7432CQ	1917Q-30022
Extreme AP3935i	1552Y-11831	Extreme VSP 7432CQ	1933Q-30190
Extreme AP3935i	1552Y-11841	Extreme VSP 7432CQ	1933Q-30161
Extreme AP3935i	1552Y-11860	Extreme VSP 7432CQ	1933Q-30195
Extreme AP3935i	1552Y-10936	Extreme VSP 7432CQ	1933Q-30059
Extreme AP3935i	1552Y-10940	Extreme VSP 7432CQ	1933Q-30196
Extreme AP3935i	1552Y-11344	Extreme VSP 7432CQ	1933Q-30082
Extreme AP3935i	1552Y-11346	Extreme VSP 7432CQ	1933Q-30116
Extreme AP3935i	1552Y-10663	Extreme VSP 7400-48Y	1934Q-30135
Extreme AP3935i	1552Y-10739	Extreme VSP 7400-48Y	1933Q-30063
Extreme AP3935i	1552Y-10667	Gb Enet 7GR4202-60	380005225428632G
Extreme AP3935i	1552Y-10742	Gb Enet 7G4282-49 Switch	413109055462635H
Extreme AP3935i	1552Y-11164	Gb Enet 7G4282-49 Switch	413109055605635H
Extreme AP3935i	1552Y-11165	Gb Enet 7G4282-49 Switch	413108505878635H
Extreme AP3935i	1552Y-11168	Gb Enet 7G4282-49 Switch	413109055701635H
Extreme AP3935i	1552Y-11171	Enterasys Matrix S4 Chassis	420010055020635A
Extreme AP3935i	1552Y-11774	Enterasys Matrix S4 Chassis	420015095017636B
Extreme AP3935i	1552Y-11814	Enterasys S4 Chassis Power Supply S-AC-PS	13194625515J
Extreme AP3935i	1552Y-11832	Enterasys S4 Chassis Power Supply S-AC-PS	12482858515J
Extreme AP3935i	1552Y-11843	Enterasys S4 Chassis Power Supply S-AC-PS	10061702095C
Extreme AP3935i	1552Y-11336	Enterasys S4 Chassis Power Supply S-AC-PS	0951123795C
Extreme AP3935i	1552Y-11342	Enterasys SL8013-1206-F8A Switch	462615030066685B
Extreme AP3935i	1552Y-11341	Enterasys SL8013-1206-F8A Switch	462615070259685B
Extreme AP3935i	1552Y-11343	Enterasys S4 Chassis Power Supply S-AC-PS	15078941515N
Extreme AP3935i	1552Y-10951	Enterasys S4 Chassis Power Supply S-AC-PS	15078923515N
Extreme AP3935i	1552Y-10953	CISCO VPN 3000 Concentrator	CAM10203742
Extreme AP3935i	1552Y-10955	CISCO ASA 5520	JMX1515L1FZ
Extreme AP3935i	1552Y-10960	SonicWall Pro 5060	0006B1130D28
Extreme AP3935i	1552Y-10942	Enterasys S3 Chassis	451113025209635C
Extreme AP3935i	1552Y-11347	Enterasys PSU	09116766415A
Extreme AP3935i	1552Y-11350	Enterasys Matrix N7 Chassis	0270902006795B
Extreme AP3935i	1552Y-11351	Gb Enet 7GR4202-30 Switch	415009255879635E
Extreme AP3935i	1552Y-10045	Gb Enet 7GR4202-30 Switch	415007215426635E
Extreme AP3935i	1552Y-10989	Gb Enet 7GR4202-30 Switch	415008455262635E
Extreme AP3935i	1552Y-11097	Gb Enet 7GR4280-19 Switch	415109135315635G
Extreme AP3935i	1552Y-11134	Gb Enet 7GR4280-19 Switch	415109135340635G
Extreme AP3935i	1552Y-12002	Dell Power Edge R710	8VYRLM1 OR 19347104809
Extreme AP3935i	1552Y-12006	Dell MD3420 Server	50BM382
Extreme AP3935i	1552Y-12011	Dell Power Edge 1850	JQCZL81
Extreme AP3935i	1552Y-12017	Dell Power Edge 2950	G1B4KF1
Extreme AP3935i	1552Y-10006	Emerson Libert GXT3 PDU	1229403142AF383
Extreme AP3935i	1552Y-10011	Enterasys Matix E7 Chassis	
Extreme AP3935i	1552Y-10023	Gb Enet 7GR4202-30 Switch	415010475443635E
Extreme AP3935i	1552Y-10030	Gb Enet 7GR4202-30 Switch	415010256032635E
Extreme AP3935i	1552Y-10039	Gb Enet 7GR4202-30 Switch	415010256071635E
Extreme AP3935i	1552Y-10610	Gb Enet 7GR4202-30 Switch	415008475724635E

Asset Name	Serial Number	Asset Name	Serial Number
Extreme AP3935i	1552Y-10649	Gb Enet 7GR4202-30 Switch	415007465928635E
Extreme AP3935i	1552Y-10753	Gb Enet 7GR4202-30 Switch	415009255819635E
Extreme AP3935i	1552Y-10605	Gb Enet 7GR4202-30 Switch	415008485098635E
Extreme AP3935i	1552Y-10607	Gb Enet 7G4282-41 Switch	380104445345631C
Extreme AP3935i	1552Y-10612	Gb Enet 7G4282-41 Switch	380105215829630H
Extreme AP3935i	1552Y-10613	Gb Enet 7G4282-41 Switch	380105485633630M
Extreme AP3935i	1552Y-11753	Gb Enet 7G4282-41 Switch	380105485596630M
Extreme AP3935i	1552Y-11813	Gb Enet 7G4282-41 Switch	380105225273630H
Extreme AP3935i	1552Y-11842	Gb Enet 7G4282-41 Switch	380105485553630M
Extreme AP3935i	1552Y-11844	Enterasys Matrix E7 Chassis	314901054510790F
Extreme AP3935i	1552Y-10623	Gb Enet 7G4202-30 Switch	357803370455320D
Extreme AP3935i	1552Y-10625	Gb Enet 7G4202-30 Switch	403906475819635A
Extreme AP3935i	1552Y-10626	Gb Enet 7G4270-12 Switch	377405225737630L
Extreme AP3935i	1552Y-10629	Gb Enet 7GR4202-30 Switch	415008475730635E
Extreme AP3935i	1552Y-11836	Gb Enet 7G4270-12 Switch	377405226025630L
Extreme AP3935i	1552Y-11856	Gb Enet 7G4282-49 Switch	413108515455635H
Extreme AP3935i	1552Y-11857	Enterasys Matrix E7 Chassis	314901054514790F
Extreme AP3935i	1552Y-11863	Gb Enet 7G4202-60 Switch	380005106567630G
Extreme AP3935i	1552Y-10666	Gb Enet 7G4202-60 Switch	380005106584630G
Extreme AP3935i	1552Y-10673	Gb Enet 7G4202-60 Switch	413106305398635
Extreme AP3935i	1552Y-10675	Gb Enet 7G4202-60 Switch	380005445329630J
Extreme AP3935i	1552Y-10682	Gb Enet 7G4202-60 Switch	380005225425630G
Extreme AP3935i	1815Y-14138	Gb Enet 7G4202-60 Switch	380005445176630J
Extreme AP3935i	1815Y-13783	Enterasys Matrix E7 Chassis	3149001905587951
Extreme AP3935i	1815Y-14138	Gb Enet 7G4202-72 Switch	413008505697635J
Extreme AP3935i	1815Y-13783	Gb Enet 7G4202-72 Switch	413008505632635J
C5G124-48	11210791225G	Matrix E7 Platinum	13025224635C
K10	12485223635H	S3-A	08505604635J
K10	12475200635H	Matrix N1 Platinum	09045632635J
K10	12475201635H	Matrix N1 Platinum	08075843635G
	00E06314D4C2		

Asset Name	Serial Number	Asset Name	Serial Number	Asset Name	Serial Number
Gb Enet 7G4202-72 Switch	413009035060635J	Extreme AP3935i	1552Y-10075	Extreme AP3935i	1552Y-11342
Gb Enet 7G4202-72 Switch	413008475473635J	Extreme AP3935i	1552Y-11694	Extreme AP3935i	1552Y-11341
Gb Enet 7G4202-72 Switch	413008505494635J	Extreme AP3935i	1552Y-11828	Extreme AP3935i	1552Y-11343
Gb Enet 7G4202-72 Switch	413008505625635J	Extreme AP3935i	1552Y-12053	Extreme AP3935i	1552Y-10951
Gb Enet 7G4202-72 Switch	413008155014635G	Extreme AP3935i	1552Y-12067	Extreme AP3935i	1552Y-10953
Enterasys Matrix E7 Chassis	3149001905607951	Extreme AP3935i	1552Y-10853	Extreme AP3935i	1552Y-10955
Gb Enet 7G4282-49 Switch	413109055551635H	Extreme AP3935i	1552Y-12046	Extreme AP3935i	1552Y-10960
Gb Enet 7G4282-49 Switch	413109055436635H	Extreme AP3935i	1552Y-10743	Extreme AP3935i	1552Y-10942
Gb Enet 7G4282-49 Switch	413109075385635H	Extreme AP3935i	1552Y-10654	Extreme AP3935i	1552Y-11347
Gb Enet 7G4282-49 Switch	413108505405635H	Extreme AP3935i	1552Y-10615	Extreme AP3935i	1552Y-11350
Gb Enet 7G4282-49 Switch	413111085596635H	Extreme AP3935i	1552Y-10582	Extreme AP3935i	1552Y-11351
Gb Enet 7G4282-49 Switch	413109075392635H	Extreme AP3935i	1552Y-12061	Extreme AP3935i	1552Y-10045
Gb Enet 7G4282-49 Switch	413109055310635H	Extreme AP3935i	1552Y-11848	Extreme AP3935i	1552Y-10989
Enterasys Matrix E7 Chassis	314900312275790C	Extreme AP3935i	1552Y-11822	Extreme AP3935i	1552Y-11097
KT2006-0224 Switch	435212220046685F	Extreme AP3935i	1552Y-11850	Extreme AP3935i	1552Y-11134
KT2006-0224 Switch	435212220053685F	Extreme AP3935i	1552Y-10750	Extreme AP3935i	1552Y-12002
KT2006-0224 Switch	435212220067685F	Extreme AP3935i	1552Y-12063	Extreme AP3935i	1552Y-12006
KT2006-0224 Switch	435212470185685H	Extreme AP3935i	1552Y-11216	Extreme AP3935i	1552Y-12011
KT2006-0224 Switch	435212470090685H	Extreme AP3935i	1552Y-11227	Extreme AP3935i	1552Y-12017
KT2006-0224 Switch	435212220043685F	Extreme AP3935i	1552Y-10152	Extreme AP3935i	1552Y-10006
KT2006-0224 Switch	435212410275685H	Extreme AP3935i	1552Y-10410	Extreme AP3935i	1552Y-10011
KT2006-0224 Switch	435212220042685F	Extreme AP3935i	1552Y-11149	Extreme AP3935i	1552Y-10023
Gb Enet 7G4202-60 Switch	380004475470631A	Extreme AP3935i	1552Y-12007	Extreme AP3935i	1552Y-10030
Gb Enet 7G4202-60 Switch	380006085686630M	Extreme AP3935i	1552Y-10033	Extreme AP3935i	1552Y-10039
Gb Enet 7G4202-60 Switch	380005106456630G	Extreme AP3935i	1552Y-11834	Extreme AP3935i	1552Y-10610
Gb Enet 7G4202-60 Switch	380005115367630G	Extreme AP3935i	1552Y-11871	Extreme AP3935i	1552Y-10649
Gb Enet 7G4202-60 Switch	380005106577630G	Extreme AP3935i	1552Y-11866	Extreme AP3935i	1552Y-10753
Gb Enet 7G4202-60 Switch	380005445414630J	Extreme AP3935i	1552Y-11160	Extreme AP3935i	1552Y-10605
Enterasys Matrix E7 Chassis	314901125469790F	Extreme AP3935i	1552Y-11959	Extreme AP3935i	1552Y-10607
Enterasys C5G124-48P2 Switch	13162433915W	Extreme AP3935i	1552Y-11532	Extreme AP3935i	1552Y-10612
Enterasys 7C111 N1 Chassis	395106085025630A	Extreme AP3935i	1552Y-12008	Extreme AP3935i	1552Y-10613
Gb Enet 7G4202-60 Switch	402907226352635B	Extreme AP3935i	1552Y-11872	Extreme AP3935i	1552Y-11753
Enterasys 2G4072-52	404207425539635C	Extreme AP3935i	1552Y-10049	Extreme AP3935i	1552Y-11813
Enterasys 7C111 N1 Chassis	406508136039635D	Extreme AP3935i	1552Y-11958	Extreme AP3935i	1552Y-11842
Gb Enet 2S4082-25-NAC	4173081259886345	Extreme AP3935i	1552Y-10034	Extreme AP3935i	1552Y-11844
Emerson GXT3-3000RT120 PDU	1229903077AF383	Extreme AP3935i	1552Y-12025	Extreme AP3935i	1552Y-10623
Emerson GXT3-3000RT 120 PDU	1217903246AF3D3	Extreme AP3935i	1552Y-10004	Extreme AP3935i	1552Y-10625
PowerVault TL4000	45E1330Y1N1B80H8833	Extreme AP3935i	1552Y-11839	Extreme AP3935i	1552Y-10626
Dell PowerEdge 710	7072481341	Extreme AP3935i	1552Y-11865	Extreme AP3935i	1552Y-10629
Exagrid EX5000	BA12085QLSEVQ-LA10102	Extreme AP3935i	1552Y-10851	Extreme AP3935i	1552Y-11836
PowerVault TL4000	45E1330Y1N1B90K1420	Extreme AP3935i	1552Y-11459	Extreme AP3935i	1552Y-11856
PowerVault TL4000	45E1330Y1N1B90K1518	Extreme AP3935i	1552Y-10490	Extreme AP3935i	1552Y-11857
NVIDIA Grid K1 Graphics Card	321114051113	Extreme AP3935i	1552Y-12009	Extreme AP3935i	1552Y-11863
NVIDA VGX K2 Graphics Card	320513008250	Extreme AP3935i	1552Y-10488	Extreme AP3935i	1552Y-10666
NVIDA VGX K2 Graphics Card	3205513008190	Extreme AP3935i	1552Y-10038	Extreme AP3935i	1552Y-10673
NVIDA VGX K2 Graphics Card	320513008249	Extreme AP3935i	1552Y-11534	Extreme AP3935i	1552Y-10675

Asset Name	Serial Number	Asset Name	Serial Number	Asset Name	Serial Number
NVIDIA VGX K2 Graphics Card	320513008603	Extreme AP3935i	1552Y-11502	Extreme AP3935i	1552Y-10682
NVIDIA Grid K1 Graphics Card	323215023860	Extreme AP3935i	1552Y-11840	Extreme AP3935i	1815Y-14138
NVIDIA Grid K1 Graphics Card	323913002417	Extreme AP3935i	1552Y-12059	Extreme AP3935i	1815Y-13783
NVIDIA Grid K1 Graphics Card	323215024011	Extreme AP3935i	1552Y-11693	Enterasys C2G124-48	05110608900N
NVIDIA Grid K1 Graphics Card	321215101587	Extreme AP3935i	1552Y-12033	Enterasys C2G124-48	06310048905K
NVIDA VGX K2 Graphics Card	320513008404	Extreme AP3935i	1552Y-10653	Enterasys S4 Chassis Power Supply S-AC-PS	12473112095D
NVIDA VGX K2 Graphics Card	320513008326	Extreme AP3935i	1552Y-11505	Enterasys S4 Chassis Power Supply S-AC-PS	12473036095D
NVIDIA Grid K1 Graphics Card	323215024260	Extreme AP3935i	1552Y-12034	Enterasys S4 Chassis Power Supply S-AC-PS	11301318065C
NVIDA VGX K2 Graphics Card	320513008591	Extreme AP3935i	1552Y-11217	Enterasys S4 Chassis Power Supply S-AC-PS	14298501095F
NVIDA VGX K2 Graphics Card	320513008634	Extreme AP3935i	1552Y-12035	Enterasys S4 Chassis Power Supply S-AC-PS	12473086095D
NVIDIA Grid K1 Graphics Card	323215024301	Extreme AP3935i	1552Y-12032	Extreme AP3935i	1552Y-11818
NVIDIA Grid K1 Graphics Card	322715061579	Extreme AP3935i	1552Y-11166	Extreme AP3935i	1552Y-11838
NVIDA VGX K2 Graphics Card	320513008656	Extreme AP3935i	1552Y-11684	Extreme AP3935i	1552Y-11527
NVIDIA Grid K1 Graphics Card	324715072430	Extreme AP3935i	1552Y-12058	Extreme AP3935i	1552Y-11809
NVIDA VGX K2 Graphics Card	320513008297	Extreme AP3935i	1552Y-11082	Extreme AP3935i	1552Y-10834
NVIDIA Grid K1 Graphics Card	323415056854	Extreme AP3935i	1552Y-11550	Extreme AP3935i	1552Y-12052
NVIDIA Grid K1 Graphics Card	323415057039	Extreme AP3935i	1552Y-10074	Extreme AP3935i	1552Y-10459
NVIDIA Grid K1 Graphics Card	325215011619	Extreme AP3935i	1552Y-10485	Enterasys K6 Chasis Fan Tray	435511215467634I
NVIDA VGX K2 Graphics Card	320513008320	Extreme AP3935i	1552Y-12064	Extreme C4110 Wireless Controller	JPT3TJ1
NVIDIA Grid K1 Graphics Card	323215024072	Extreme AP3935i	1552Y-11845	KT2006-0224 Switch	43521801064685M
NVIDIA Grid K1 Graphics Card	323215024716	Extreme AP3935i	1552Y-12022	KT2006-0224 Switch	435212410115685H
NVIDIA Grid K1 Graphics Card	323215024718	Extreme AP3935i	1552Y-12020	KT2006-0224 Switch	435215451034685L
NVIDA VGX K2 Graphics Card	320513008490	Extreme AP3935i	1552Y-12021	KT2006-0224 Switch	435213290117685J
NVIDIA Grid K1 Graphics Card	320615021900	Extreme AP3935i	1552Y-12031	KT2006-0224 Switch	435215450939685L
NVIDIA Grid K1 Graphics Card	323415056825	Extreme AP3935i	1552Y-12026	KT2006-0224 Switch	435212220049685F
NVIDA VGX K2 Graphics Card	320513008466	Extreme AP3935i	1552Y-12016	KT2006-0224 Switch	435212410018685H
AMD FIREPRO S7150 x2	181643019430	Extreme AP3935i	1552Y-12027	Enterasys K-AC-PS Power Supply	12473061095D
NVIDIA Grid K1 Graphics Card	323415057084	Extreme AP3935i	1552Y-12028	Enterasys K-AC-PS Power Supply	15090824095H
NVIDIA Grid K1 Graphics Card	322214000037	Extreme AP3935i	1552Y-12057	Enterasys K-AC-PS Power Supply	12473065095D
NVIDIA Grid K2 Graphics Card	321813005000	Extreme AP3935i	1552Y-12054	Enterasys K10 Stacking Module	437314500630685U
NVIDIA Grid K1 Graphics Card	322614032973	Extreme AP3935i	1552Y-12013	Enterasys K10 Chassis	435012485172635H
NVIDA VGX K2 Graphics Card	320513008172	Extreme AP3935i	1552Y-12012	Enterasys PSU	01271160410E
NVIDA VGX K2 Graphics Card	320613008245	Extreme AP3935i	1552Y-11177	Enterasys PSU	01271251410E
NVIDA VGX K2 Graphics Card	320513008658	Extreme AP3935i	1552Y-11562	Enterasys Matrix E7 Chassis	314900210609795I
NVIDA VGX K2 Graphics Card	320513008494	Extreme AP3935i	1552Y-11181	Gb ENET 7G4270-12	402508175621635J
NVIDA VGX K2 Graphics Card	320513008414	Extreme AP3935i	1552Y-10759	Gb ENET 7G4282-41	380105215830630H
NVIDA VGX K2 Graphics Card	320513008273	Extreme AP3935i	1552Y-10769	Gb ENET 7G4202-60	380005475376630L
NVIDIA Grid K1 Graphics Card	324914035382	Extreme AP3935i	1552Y-10760	Fast ENET 7H4203-72	319403430541320C
NVIDIA Grid K1 Graphics Card	324914036051	Extreme AP3935i	1552Y-10771	Enterasys C2G124-48 Switch	6310075905K
Enterasys S-AC-PS Power Supply	10473915095G	Extreme AP3935i	1552Y-10658	Enterasys Smart Swtich 2200	256004426600631C
Enterasys S-AC-PS Power Supply	10473930095G	Extreme AP3935i	1552Y-10669	Dell Compellent SC4020	4FQVH82
Enterasys S-AC-PS Power Supply	10473898095G	Extreme AP3935i	1552Y-10724	Dell Compellent SC200	B35R382
ExaGrid EX4000	BA11085QLSEVQ-KX81141	Extreme AP3935i	1552Y-10729	Dell Compellent SC200	156S382
ExaGrid EX4000	BA06105QLLWDDT-MH4963001	Extreme AP3935i	1552Y-10688	Dell Compellent SC200	B35Q382
ExaGrid EX5000	C83600029K90151	Extreme AP3935i	1552Y-10689	Dell Compellent SC200	156Q382
Dell PowerEdge R610	7P8FTJ1	Extreme AP3935i	1552Y-10939	Dell Compellent SC200	156R382

Asset Name	Serial Number	Asset Name	Serial Number	Asset Name	Serial Number
Dell PowerEdge R730	6F3C382	Extreme AP3935i	1552Y-10945	Dell Compellent SC220	B3SS382
Dell PowerEdge 2950	J0B4KF1	Extreme AP3935i	1552Y-10361	Dell Compellent SC220	79DQR52
Dell EqualLogic PS6500	SHU0937027GD8A3	Extreme AP3935i	1552Y-11817	Dell Compellent SC220	79DRR52
Dell PowerVault TL4000	45E1330Y1N1B10N5191	Extreme AP3935i	1552Y-11824	Dell Compellent SC4020	27HL252
CISCO ASA 5505	JMX112221PC	Extreme AP3935i	1552Y-11833	71K91L4-48	13230058685G
Enterasys C2G124-48	06460391335K	Extreme AP3935i	1552Y-11795	7100 Virtual Switch Bonded	13100013685E
SonicWall E550	0017C5E0F468	Extreme AP3935i	1552Y-11831	7100 Virtual Switch Bonded	13100011685E
Extreme AP3935i	1552Y-11811	Extreme AP3935i	1552Y-11841	Enterasys K6	12386027635H
Extreme AP3935i	1552Y-10783	Extreme AP3935i	1552Y-11860	K6	12386312635H
Extreme AP3935i	1552Y-11835	Extreme AP3935i	1552Y-10936	C5G124-48P2	12490384915U
Extreme AP3935i	1552Y-10048	Extreme AP3935i	1552Y-10940	K6	12155250635H
Extreme AP3935i	1552Y-12024	Extreme AP3935i	1552Y-11344	K6	15345040635H
Extreme AP3935i	1552Y-12015	Extreme AP3935i	1552Y-11346	K6	18025042635L
Extreme AP3935i	1552Y-11158	Extreme AP3935i	1552Y-10663	K6	12386207635H
Extreme AP3935i	1552Y-10738	Extreme AP3935i	1552Y-10739	K10	12485288635H
Extreme AP3935i	1552Y-11573	Extreme AP3935i	1552Y-10667	K6	11255677635C
Extreme AP3935i	1552Y-11815	Extreme AP3935i	1552Y-10742	K10	15305215635H
Extreme AP3935i	1552Y-11827	Extreme AP3935i	1552Y-11164	K6	12155252635H
Extreme AP3935i	1552Y-10744	Extreme AP3935i	1552Y-11165	K10	12495209635H
Extreme AP3935i	1552Y-12060	Extreme AP3935i	1552Y-11168	K10	12485126635H
Extreme AP3935i	1552Y-12055	Extreme AP3935i	1552Y-11171	K10	12485261635H
Extreme AP3935i	1552Y-11501	Extreme AP3935i	1552Y-11774	K6	12386345635H
Extreme AP3935i	1552Y-11853	Extreme AP3935i	1552Y-11814	Matrix N1 Platinum	08505854635J
Extreme AP3935i	1552Y-11127	Extreme AP3935i	1552Y-11832	K10	12485237635H
Extreme AP3935i	1552Y-10081	Extreme AP3935i	1552Y-11843	K6	15345043635H
Extreme AP3935i	1552Y-11846	Extreme AP3935i	1552Y-11336	C5G124-48	12080415225L
Matrix N1 Platinum	09055097635J	Matrix N1 Platinum	12485193635H	K10	12096025635F
Matrix N1 Platinum	09035236635J	K10	12485203635H	K6	12485207635H
Matrix N1 Platinum	12096076635F	K10	12485028635H	K10	12490337915U
K6	05106563630G	K10	12465342635H	C5G124-48P2	12485172635H
				C5G124-48P2	13121282915W



MEMO

TO: Dr. Bullock, President
FROM: Dustha Wahls, Director of Human Resources
CC: Greg Nuxoll, Vice President for Business Services
DATE: August 12, 2021
RE: IPRF Safety Grant

I would like to request that the Board of Trustees accept the IPRF Safety & Education Grant Award. This grant is provided by the Illinois Public Risk Fund, who administers our workers compensation program. This grant is for \$10,770 and is designed to ease the burden of safety-related expenses. This grant will cover products that are identified by IPRF Loss Control agents that will assist in reducing injuries or illness.



MEMO

TO: Jon Althaus, Vice President for Academic Services
FROM: Emily Ramage, Director of Grants and Academic Operations
DATE: August 23, 2021
RE: Acceptance of TRIO Educational Talent Search Grant Award

The United States Department of Education has announced that Lake Land College has been awarded a fourth TRIO Educational Talent Search grant beginning September 1, 2021. The total award is approximately \$1,642,000, with an annual award of \$328,413 over the next five years.

The goal of Talent Search is to increase the number of youth from disadvantaged backgrounds who complete high school and enroll in postsecondary education. Lake Land's Talent Search project will serve approximately 592 low-income, first-generation, and/or other disadvantaged participants (grades 6-12) in 12 middle and high schools within nine of the College's school districts. Talent Search also serves high school dropouts by encouraging them to re-enter the educational system and complete their education. This renewal project has a special focus on: (1) fostering knowledge and promoting the development of skills that prepare students to be informed, thoughtful, and productive individuals and citizens; and (2) promoting STEM education, with a particular focus on computer science to low-income and/or first-generation middle and high school students in order to increase college access and completion.

Grant funds will be used to fund the project director, two full-time outreach advisors, a part-time administrative assistant, a part-time student success coach, and a peer mentor to implement the project. Outreach advisors travel to the target schools to provide an array of direct services to participating students, including academic, financial, career, and personal counseling; career exploration and aptitude assessment; assistance in completing college admissions and financial aid applications; focused workshops for participants and their families; organized college and cultural experiences; and coordination of tutor and mentor activities. Target school districts were selected based upon indicators of need specified by the Department of Education such as high drop-out rate, high number of low-income students, a low rate of postsecondary enrollment, and a high percentage of individuals residing in the area who have less than a baccalaureate degree.

I would like to commend Lori Ohnesorge, Director of TRIO Destination College, Destination College project staff, and the many other College employees who provided information and support for the grant proposal submitted earlier this year.

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: September 2, 2021

RE: Acceptance of FY22 ISBE Growing Agricultural Science Teachers (GAST) Grant

It is my pleasure to inform you that the Illinois State Board of Education has once again selected Lake Land College to receive a \$25,000 Growing Agricultural Science Teachers (GAST) Grant to promote the profession of Agriculture Education through recruitment and retention activities. This is the thirteenth year that ISBE has offered this grant program and the thirteenth consecutive award to Lake Land College.

With this funding, Lake Land will provide paid internships for up to 10 Lake Land College and district high school agriculture students to gain relevant work experience in the Ag Ed field. The Lake Land College GAST Grant program has been developed with two main goals in recruiting Agriculture Educators to the profession—the first goal is to recruit students from an early age so that students see Agriculture Education as a viable career, and thus, will work toward teacher preparation earlier. By allowing students who are at least 16 years of age to apply for the Mentoring Program, mentees are exposed to Agriculture Education as an option when they are in the process of developing career plans.

Additionally, the Lake Land College GAST Grant Program is designed to help retain the interest of enrolled Lake Land College students in Agriculture Education as a career. As students within the Lake Land College Agriculture Transfer program take several Agriculture Courses to earn their degree, there is only one Agriculture Education course in this model, Introduction to Agriculture Education (AGR-201, 3 credits). This limited exposure to teaching as a career, may lead to students "drifting" away from education as a major, however, the Mentoring and Internship Programs are designed to keep the participants engaged in Agriculture Education while a student at Lake Land College, thus retaining them as a candidate for the profession.

Congratulations to Agriculture Business Instructor and Project Director, Ryan Wildman, for her excellent work in preparing the proposal and coordinating this successful grant project.

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

Lake Land College
Board of Trustees



RESOLUTION NUMBER: 0921-002

DATE: September 13, 2021

*Approve Fifth Addendum to Employment Agreement with
**Dr. Jonathan "Josh" Bullock, Lake Land College President, Extending the Term
through June 30, 2024.***

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, on September 14, 2020, 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, 2023; and

WHEREAS, the President's annual salary for the 2021-2022 contract year is \$246,042.89; 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 2022 to include:

1. Work with the Student Services and Academic Services Units to Advance Student Success through ongoing implementation of Guided Pathways and the associated Strategic Enrollment Management plan.
2. Plan for the ongoing expenditure of Higher Education Emergency Relief Funds (HEERF) in supporting students' financial needs and advancing virtual learning initiatives through allowable expenditures.
3. Work with the Strategic Planning Committee in development of the College's next Strategic Plan to begin in FY 2023.

4. Continue an emphasis on beautification of campus grounds, including finalization of a campus landscaping plan.
5. Onboard the incoming vice president for academic services.
6. Advocate for Lake Land College, Illinois Community Colleges and equitable access for all students through leadership of the Illinois Council of Community College Presidents (ICCCP).

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 Fifth 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, 2024.

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

FIFTH ADDENDUM TO **PRESIDENT'S** EMPLOYMENT AGREEMENT

This Fifth 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, September 9, 2019, September 14, 2020 and September 13, 2021.

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, 2023 by First, Second, Third and Fourth 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, 2024.
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, the Third Addendum entered into on September 9, 2019, and the Fourth Addendum entered into on September 14, 2020.

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

PRESIDENT

BOARD

Dr. Jonathan "Josh" Bullock

BY: _____
Board Chair

ATTEST: _____



MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: August 25, 2021

RE: Approval for Purchase of a Bus for Agriculture Department

As part of the College Board approved FY 2021 budget, the College plans to purchase a bus for the Agriculture Division. Although the vehicle purchase was part of the FY 2021 Board approved budget, The College thought it follows best practice to seek board approval since the individual item exceeds \$25,000.

The agriculture department is seeking a used 15 passenger bus with mileage less than 50,000 miles. Once a bus is purchased, the College will seek to brand the bus with Lake Land College wordmark on the doors of the bus. The 15 passenger bus would be used to support the Livestock Judging Team along with other agriculture related events.

Ryan Orrick, the agriculture department chair, has reached out to several bus vendors seeking a used bus as currently the available selection is very low. As of today, the College has identified a bus that meets our needs from Southern Bus and Mobility of Breese, IL. The bus identified is a 2019 Ford E350 Turtle Top Terra 15 passenger van with approximately 40,000 miles for \$48,000.

The College budgeted \$86,000 for two vans in the College approved budget. The Agriculture Department believes one 15 passenger bus achieves the same purpose of two vans and the total costs would be well below the budgeted amount.

Consider the selection of buses is very limited and the above mentioned bus may not be available for much longer, I am seeking board approval to purchase a bus for the College's agricultural department at a price not to exceed \$55,000.

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



MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: August 25, 2021

RE: Approval for Purchase of 2 Mini-Vans for Admissions and Records Department

As part of the College Board approved FY 2021 budget, the College plans to purchase 2 mini-vans for the Admissions and Records Department. Although the vans were part of the FY 2021 Board approved budget, The College thought it follows best practice to seek board approval since the individual item exceeds \$25,000.

The Admissions and Records Office is seeking 2 new mini-vans to replace the current 2 "Laker" cars, 2015 Toyota Scions. Replacing the cars with mini vans will offer more flexibility of the number of people and the amount of recruitment materials that may be transported. The Toyota Scions are too small to use at our larger events such as the Farm Progress Show, the State FFA and National FFA Convention.

The Admissions and Records Office maintains its vehicles out of their travel budget. The Office will not need any additional money for future upkeep and maintenance of the vehicles.

We estimate the price of the two new Chrysler Voyager LXI Minivans to be approximately \$78,000 with title and new municipal plates. The pricing is based on state fleet pricing through Bob Ridings Fleet Sales in Taylorville, IL. The estimated current value of the 2 Toyota Scions is \$17,000 based on the NADA trade in value. Thus, the total net cost to the College would be approximately \$61,000.

Because Bob Ridings Fleet Sales is an improved state vendor and can obtain state fleet pricing, a formal bid is not necessary.

Consider the selection of vehicles is very limited and the above mentioned vans may not be available for much longer, I am seeking board approval to purchase 2 new mini vans for the College's Admissions and Records Department at a total price net of trade in value not to exceed \$65,000.

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



MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: August 25, 2021

RE: Approval of Contract with H&A Security Solutions for Cyber Security Monitoring

The College has made it a high priority objective to ensure the College is protected versus any Cybersecurity event.

Cybersecurity is an umbrella term that covers all of the technologies and processes used to keep computer systems and electronic data protected. From our college, to the world's largest corporations, even to us as individuals, cybersecurity plays a critical role. Cybersecurity is the mechanism that protects us from malicious intrusion from hackers, malware, spyware, and other dangerous methods of hacking. Today, Cybercriminals using ransomware increasingly focus on colleges and universities. Consequently, it is imperative for Lake Land College to make every reasonable attempt to effectively address our Information Security responsibilities.

The College is seeking to partner with H&A Security Solutions as a managed security service provider (MSSP) to provide extra coverage of our cybersecurity functions. Managed security services (MSS) is a service model or capability provided by cybersecurity service providers to monitor and manage security devices, systems, and applications against cyber-attacks. An (MSSP) offers around-the-clock (often 24x7 or 8x5 support) information security monitoring and management. H&A would use an enterprise cloud Security Incident and Event Management (SIEM) solution to provide a proactive protection delivery model that helps detect and triage malicious security events in the College's environment.

Other major benefits of having an MSSP are: lower training, staffing and equipment costs, more time for the College's staff to focus on our business, access to unique expertise and tools, automatic detection and fixing of vulnerabilities, increased action-oriented insight and reduced alert fatigue, scalability in that resources can grow with our needs, and faster response times to cybersecurity events. The annual cost of the contract with H&A Solutions would be \$91,518.19.

This engagement will assist the College to effectively cover its ongoing cybersecurity responsibilities while also managing recent gaps within the security team. In the next few months, the College is losing an experienced information security specialist and is training another entry

level information security specialist. The College, like the rest of the world, is finding it very difficult to find and hire experienced Information Security candidates as many are demanding 100% remote work or extremely high salaries.

I am seeking approval to enter into an annual contract with H&A Security Solutions as a managed security service provider (MSSP).



Memo

To: Dr. Josh Bullock, President

From: Greg Nuxoll, Vice President for Business Services

Date: September 1, 2021

Re: Approval of Bid for Managed End User Help Desk Solution for Student Laptops

The College recently purchased 300 new laptops for student use to enhance remote learning. In addition to the laptops, we would also like to provide a 24x7x365 help desk to support the anticipated technical needs from students. Additionally this outsourced help desk will provide technical support for the faculty and staff at Lake Land College, as well as provide much needed resource relief to our ISS staff.

The College recently solicited bids for a managed end user help desk solution for student laptops for a three-year period.

For the bidding process, we advertised in major daily in-district newspapers and on the College's Facilities website, and mailed the specifications to area contractors. A total of two bids were received for three-year agreements. Below is a listing of the bids that were received:

<u>Name</u>	<u>Total Bid</u>
Dell Marketing L.P. Round Rock, Texas	\$836,200
BlackBeltHelp, LLC Miami, Florida	\$295,620

The help desk solution will be funded by Cares Act/HEERF Funds since it is necessary due to the College's significant investment in new technology primarily already funded by the Cares Act/HEERF Funds received as a result of the pandemic.

Based on the bids received, it is my recommendation that we award this bid to BlackBeltHelp, LLC of Miami, Florida, for the Managed End User Help Desk Solution for Student Laptops.

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

LAKE LAND COLLEGE BID TABULATION

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College Managed End User Help Desk Solution
for Student Laptops
Project No. 2021-011
BID DATE: September 1, 2021 - 1:30 PM

CONTRACTOR	Total Bid					
BlackBeltHelp, LLC Miami, Florida	\$ 295,620					
Dell Marketing, L.P. Round Rock, Texas	\$ 836,200					



MEMO

TO: Dr. Josh Bullock, President

FROM: Chris Strohl, Dean for Workforce Solution and Community Education

DATE: September 1, 2021

RE: Approval of the Purchase of Class B Truck for the College's CDL Program

As part of the Lake Land College's Center for Business and Industry, the college owns one class B truck for the training of students. Considering the age and mileage of the 1992 Ford F700F bucket truck, I would recommend the college replace the current training truck with a newer model.

Upon searching local semi-truck dealerships, the price of a class B truck should not exceed \$40,000. If the approval to purchase is granted, we would work with a local dealer to secure the very best option for the college resources.

I respectfully ask the Board to approve the purchase of one used class B truck for use in the college's CDL program, using FY 2022 budgeted funds for the purchase. Please note we had previously asked for Board approval of this purchase in June of 2021 using FY 2021 budgeted funds. However, due to time constraints, we were not able to make the purchase within the FY 2021 budget time frame.

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: September 2, 2021

RE: Approval of Health Verification Platform to Comply with Governor' Executive Order

On Thursday August 26, 2021, Governor Pritzker issued an Executive Order mandating COVID-19 vaccinations or testing for healthcare workers, Pre-K-12 teachers and staff, higher education personnel and students in an attempt to slow the spread of the Delta variant.

The Lake Land College Emergency Operations Center (EOC) Team met to discuss strategy and sought out guidance from the Illinois Community College Board and the Illinois Board of Higher Education regarding expectations for implementation.

Lake Land recently announced vaccination incentive programs for our students and employees to encourage Covid-19 vaccinations.

EOC sought out vendors with software solutions for tracking vaccination and testing status. ISS assessed solutions used by other Illinois community colleges within the ICCCA-TC CIO group. Ultimately, the solutions we evaluated included Vaccine Cloud by Salesforce, Cleared4work by Cleared4.org, CoVerified, Qualtrics, and Health Pass by CLEAR. Based on initial research and feedback from the ICCCA-TC members, Cleared4work was our top solution. Although we are not a consortium, the Cleared4 company agreed to treat ICCCA-TC member colleges as a consortium given our combined user environments. The negotiated price for the Cleared4Work solution is .50 cents per user. Platform setup, training, and monthly platform fees were waived. Additional optional costs may be incurred for items like check-in integration, support calls, customizations & API integrations, etc. Based on an estimated 3,500 users for Lake Land College, the estimated annual cost for Cleared4Work is \$37,000.00.

Item	Description	Extended Cost
Platform Set-Up Fee & Training:	WAIVED \$5,000 for the initial college instance	\$ -
Additional Instances:	WAIVED \$1,000 per additional organization instance (if needed)	\$ -
Monthly Platform Fee:	WAIVED \$5,000 (includes initial 1,000 Active Users)	\$ -
Monthly User Fee:	\$0.50 per Active User (net) (est. 3500 Users)	\$ 1,750.00
Optional SMS Messaging Fee:	\$0.01 per text (140 characters/text) (if needed)	\$ 500.00
Optional Components (not included):	Optional Components (not included): Check-In Integration: \$50 each URL used for check-ins C4 Admin Team Review of Vaccine Cards uploaded – 50c per vaccine card End User Support Calls: \$5 per User support call (End Users not admins) Connection to Health Data: \$5,000 set-up fee, plus \$1 per End User per month for daily health sync Customizations & API integrations on request and quoted separately as per SOW and Specification	\$ 10,000.00
Total Monthly Subscription Fees:		\$ 2,250.00
Estimated Optional Components:		\$ 10,000.00
Expected Annual Amount:		\$ 37,000.00

Cleared4Work is one of the most trusted cloud-based health verification platforms in the industry and will make the Covid-related vaccine or testing mandated requirements manageable.

Cleared4Work falls under the HEERF Act funding as it is directly related to COVID compliance.

I respectfully ask the board to approve the contract for Cleared4Work which helps Lake Land College work toward implementing plans to comply with the Governor’s Executive Order.

Cleared4 Inc., a Delaware corporation ("**Cleared4**"), and Customer (as defined below) hereby agree that their contractual relationship relating to Cleared4's Software-as-a-Service and shall be governed by the terms and conditions of (a) this Schedule 1; (b) Cleared4's Service Level Agreement; and (c) the Cloud Services Subscription Agreement, attached. This Schedule 1, the current Service Level Agreement, and the Cloud Services Subscription Agreement are collectively referred to as the "**Agreement.**"

KEY TERMS

A. CUSTOMER DETAILS

Customer ("Customer"):		Effective Date of this Agreement:	
Customer Jurisdiction of Formation:		Term (beginning on the Effective Date) (the "Term"):	1 year
Customer Tax/Business ID No.:		Territory:	
Customer Representative:		Cleared4 Representative:	
Customer Address (Notice and Billing):		Cleared4 Address:	17250 Dallas Parkway Dallas, TX 75248 Contact: CLO & CEO Email: legal@cleared4.org

**The Territory excludes the direct or indirect export, transmission, or delivery to any region or country prohibited by applicable law, including the export laws of the European Union and/or the United States of America.*

B. SUBSCRIPTION FEES

Platform Set-Up Fee & Training:		WAIVED \$5,000 for the initial college instance
Additional Instances:		WAIVED \$1,000 per additional organization instance (if needed)
Monthly Platform Fee:		WAIVED \$5,000 (includes initial 1,000 Active Users)
Pre-paid User Fee:		\$0.50 per Active User – pre-paid at start of contract
Optional SMS Messaging Fee:		\$0.01 per text (140 characters/text) (if needed)

Support Tier:		Priority Support Access via phone and email, 3 hour turnaround, M-F, 9am to 6pm local time.
Optional Components (not included):		Check-In Integration: \$50 each URL used for check-ins C4 Admin Team Review of Vaccine Cards uploaded – 50c per vaccine card End User Support Calls: \$5 per User support call (End Users not admins)



**CLOUD SERVICES
SUBSCRIPTION AGREEMENT
EDUCATION ENTERPRISE PLAN SCHEDULE 1**

	<p>Connection to Health Data: \$5,000 set-up fee, plus \$1 per End User per month for daily health sync</p> <p>Customizations & API integrations on request and quoted separately as per SOW and Specification</p>
--	--

THE UNDERSIGNED HAVE READ AND AGREED TO THE TERMS OF THIS AGREEMENT AND, AS DULY AUTHORIZED REPRESENTATIVES, EXECUTE THIS BINDING AGREEMENT AS OF THE EFFECTIVE DATE:

CLEARED4 INC.

CUSTOMER:

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Name: _____

Title: _____

Date: _____



MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: September 3, 2021

RE: Approval of the Kluthe Building Energy Efficiency Project

The air conditioning units on the roof of the Kluthe Building in Effingham, IL are the original units installed in 1995. For the past many years, the College Physical Plant team along with outside contractors have routinely had to address issues with the air conditioners. The units are reaching the point that it is not cost effective to continue to repair the units. The first two weeks of classes for Fall Semester 2021 brought very hot and humid weather and it was very difficult to control the temperatures inside the building so classes were conducted in a very uncomfortable setting. I believe the College must take action in replacing the air conditioning units as we need to provide an acceptable classroom environment regardless of temperature.

In researching the cost and possibility of replacing the air conditioning units, the College is using CTS Group, a Veregy Company, per an addendum to our pre-existing Performance Contract Master Agreement to lead the project in areas of cost estimating, bid administration, engineering and design which are all professional services.

After receiving bids from various contractors, the total estimated costs of replacing the air conditioning units is \$614,423. The newer units will be much smaller than the original units and the College will recognize some significant savings in utility costs with much more efficient units.

It should be noted that this work does not address updating and replacing the Variable Air Volume (VAV) boxes as that project will be addressed in a future Kluthe renovation project.

The College was awarded \$5,505,433 of funds via the American Rescue Plan Act, commonly known as HEERF III that are to be used for institutional purposes. In the guidance provided by the Department of Education, it indicates the HEERF III Funds cannot be used for most capital projects; however, it specifically states that HVAC upgrades are an acceptable use. Thus, the College is of the opinion that the upgrade of the HVAC system at the Kluthe Building meets the required stipulations and is an acceptable use of the HEERF III funds.

I respectfully ask the Board to approve moving forward with the Kluthe Building Energy Efficiency Project utilizing the College's HEERF III funds to fund the project.

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



Proposal for Kluthe Design Build Performance Contract Proposal

9/1/2021

We propose to replace the (2) electric RTU's with a new gas fired rooftop HVAC system. This scope of work includes necessary roofing, ceiling, electrical, and structural scopes of work. Switching to gas-fired RTU systems will save considerable amounts of utility costs.

1. Furnish and install 2 gas fired high efficiency 40-ton RTUs.
 - a. See attached cut sheet.
2. Furnish and install new supply duct systems as required to connect to the existing duct system in the building.
 - a. This includes required ceiling removal and replacement.
3. Remove the existing roof curbs and install new roof curbs
4. Install flashing for future roof replacement.
5. Furnish and supply new gas service from the new Ameren service to feed the new units.
6. Include structural support as necessary for new rooftop units
7. Provide factory start up service.
8. Provide Owner training with O&M manuals.
9. Provide 1 year warranty.
10. CTS to provide Project management including contracts, coordination with DCI on controls and coordinating the new gas service from Ameren

CTS Total: \$558,423

Controls work by DCI and Ameren fees will be billed directly to the College. These costs below are not included in CTS Total above.

- DCI Controls = \$31,000 (Direct to College, Excluded from CTS Total)
- Ameren Gas = \$25,000 +/- (Direct to College, Excluded from CTS Total)

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
September 13, 2021**

The following employees are recommended for FMLA leave. Board policy 05.14.12.

Shawver, Gavin	07/1/2021-08/6/2021
Scott, Garry	08/9/2021-08/18/2021
Sims, Kyle	08/25/21-09/3/2021
Laumbauttus, Doug	08/17/2021-11/9/2021
Tomasello, Ben	09/7/2021-11/30/2021
McKenzie, Michelle	09/22/21-09/30/2021
Byrum, Larissa	01/7/2022-03/25/2022
Scott, Garry	08/30/2021-10/4/2021
Byard, April	07/26/2021-Intermittent

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

Purchasing Coordinator	Level 12
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End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Beliz, Jenny	Tutor With Bachelor Degree, Tutor-Disability Services - Bachelor, Tutor Comm. Edu	7/27/21
	Primary Position-Adj Faculty Humanities	
Caldeira, Lara	Bookstore Rush Wrkr, Covid-19 Screener	5/27/21
	Primary Position-Test Proctor	
Denning, Haili	Allied Health BNA Clinical Instructor	5/14/21
	Primary Position-Head Cheer Coach	
Thomas, Amelia	Tutor - Bachelor's Community Education	7/7/21
	Primary Position-Adj Faculty Math/Science	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		

Bennett, Lisa	Alternative Ed Caseworker	10/4/21
Fraser, Brian	Technical Support Specialist	9/14/21
Kroeger, Devon	Student Services Specialist III	9/14/21
Ogilvie, Nichole	Athletic Trainer	10/1/21
Reinhart, Carrie	Custodian	9/16/21
Robertson, Zachary	Custodian	9/15/21
Tabbert, Will	Custodian	9/14/21

Part-time

Eddy, Addison	Newspaper Editor - Student Newspaper	8/5/21
Gullquist, Audra	Newspaper Editor - Student Newspaper	8/5/21
Turner, Trinity	Newspaper Editor - Student Newspaper	8/5/21

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Brandenburg, Eric	Alternative Education Instructor	8/4/21
Donaldson, Faith	Student Services Specialist III - Admissions	7/30/21
McHenry, Walter	Mathematics Instructor	8/5/21
Mortensen, Alan	Associate Dean of Correctional Programs	7/30/21
Zeller, Nicole	Nursing Instructor	8/5/21

Part-time

Brown, Mackensie	Covid-19 Checkpoint Screener	6/30/21
Donberger, Damian	Adjunct Faculty Technology Division	8/9/20
Gould, Anna	Newspaper Editor - Student Newspaper	12/27/20
Jones, Cameron	Bookstore Rush Worker	9/6/20
Maxey, Sara	Tutor - Student Learning Assistance Center	11/1/20
Murphy, John	Print Shop Assistant	6/30/21
Oakley, Jess	Newspaper Editor - Student Newspaper	5/2/21
Painter, Allie	Tutor - Student Learning Assistance Center	8/5/21
Powell, Clyde	Tutor-Associates-Disability Services	12/27/20
Rardin, Kristen	Newspaper Editor - Student Newspaper	12/27/20
Richars, Kate	College Advancement Intern	7/28/21
Romack, Venita	Adjunct Faculty Humanities Division	8/9/20
Saunders, Mackenzie	Bookstore Rush Worker	5/16/21
Sherman, Donna	Admissions and Records Data Entry Assistant	5/16/21
Shriver, Jacob	Part-Time Groundskeeper	7/29/21
Speer, Clara	Newspaper Editor - Student Newspaper	11/1/20
Strange, James	Dual Credit Instructor	5/26/21
Walk, Emmalyn	IDOT QC/QA Student Assistant	7/11/21

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
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Full-time

Browning, Braddi	Financial Aid Scholarship Specialist Transferring from Academic Scheduling Coor	9/27/21
Donovan, Richard	Information Security Specialist Transferring from Custodian	9/14/21
Lynch, Valerie	Vice President for Student Services Transferring from Interim Vice President for Student Services	10/18/21
Schoonover, Crystal	ISS Technical Support Technician Transferring from ISS Clerical Data Entry	9/14/21
Short, Todd	Police Sergeant & Coor for Emergency Mgt Response & Training Transferring from Police Officer	9/14/21
Welch, Christina	Course Materials Specialist Transferring from Auxiliary Services Ofc Coordinator	9/14/21