

# Lake Land College

District No. 517

## Board of Trustees

Agenda and Board Book

September 11, 2023

Regular Meeting No. 681



### MISSION • VISION • VALUES

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

**LAKE LAND**  
COLLEGE

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

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



Regular Meeting No. 681  
Monday, September 11, 2023, 6:00 p.m.  
Board and Administration Center, Room 011, Mattoon

***Agenda***

**I. Routine.**

**A. Call to Order.**

**B. Roll Call.**

**C. Consent Item.**

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

1. Approval of Minutes of August 14, 2023, Regular Meeting.
2. Approval of Minutes of August 14, 2023, Closed Session.
3. Approval of Minutes of August 10, 2023 Decennial Committee on Local Government Efficiencies Meeting.
4. Approval of Agenda of September 11, 2023, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses.

For summary and details of bills refer to:

<https://www.lakelandcollege.edu/board-of-trustees/>

**II. Hearing of Citizens, Faculty and Staff.**

### III. Committee Reports.

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

### IV. Business Items.

#### A. Non-Action Items.

	Board Book Page Number(s)
1. Updates from City of Mattoon.	
2. Fall 2023 Tenth Day Enrollment Report.	
3. FY 2023 Annual Enrollment Report.	27
4. Annual Report of Special Event Tuition Waiver Requests.	28
5. Monthly Data Point Discussion - Utilization of Board-Approved Special Event or Program Tuition Waivers.	29-33
6. Summary Results of the Spring 2023 Noel Levitz Student Satisfaction Survey.	
7. Calendar of Events.	34

#### B. Action Items.

	Board Book Page Number(s)
1. Approval of Special Event Tuition Waiver Requests.	35-41
2. Approval of Community Outreach Tuition Waivers.	42
3. Acceptance of July 2023 Financial Statements.	43-47
4. Approval of TORT Document.	48-57
5. Acceptance of FY 2024 PATH Grant from ICCB.	58-76

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6. Approval of Proposed Revisions to Board Policies: 77-89
- 05.01 – *Definition of Full-Time and Part-Time Employment.*
  - 05.02.09 – *Performance Evaluation and Tenure of Full-Time Faculty Members.*
  - 05.04.07 – *Sick Days.*
  - 05.04.08 – *Bereavement Leave.*
  - 05.04.14 – *General Leave of Absence without Pay.*
  - 05.04.21 – *Vacations.*
7. Approval of Bid from Liberty Creative Solutions of Tinley Park, IL, for the Printing, Mail Preparation and Shipping for the 2023 Fall and 2024 Spring Lake Land College Magazine.
8. Closed Session.  
 Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), closed session is called to discuss the appointment, employment, compensation, performance, or dismissal of specific employees of the College.
- [Return to Open Session - Roll Call]
9. Approval of Resolution No. 0923-006 to Approve Seventh Addendum to Employment Agreement with Dr. Jonathan “Josh” Bullock, Lake Land College President, Extending the Term through June 30, 2026, as Discussed in Closed Session. 90-95  
*A complete copy of the proposed resolution and seventh 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 sixth addendums are available at: <https://www.lakelandcollege.edu/board-of-trustees/board-of-trustees-employment-contracts/> or by contacting the College’s Office of the President at 217-234-5222.*
10. Approval of Human Resources Report. 96-98

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

**VI. Adjournment.**

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



Regular Board Meeting No. 680  
Effingham Technology Center (Patterson Technology Center)  
Effingham, IL  
August 14, 2023

**Minutes**

**Call to Order.**

Vice Chair Wright called the August 14, 2023, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. at the Effingham Technology Center, Effingham, IL.

**Roll Call.**

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

**Trustees Absent:** Trustee Cadwell, Board Chair.

**Others Participating via Telephonic or Electronic Means:** None.

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

**Approval of Consent Items.**

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

1. Approval of Minutes of July 10, 2023, Regular Meeting.
2. Approval of Minutes of July 10, 2023, Closed Session.
3. Approval of Agenda of August 14, 2023, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

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Education Fund	\$	225,058.09
Building Fund	\$	29,934.95
Site & Construction Fund	\$	148,076.60
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	158,298.30
Restricted Purposes Fund	\$	215,148.87
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	108,888.22
Student Accts Receivables	\$	104,801.73
Total	\$	990,206.76

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

5. Destruction of Tape Recording of the February 14, 2022, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Cadwell.

**Motion carried.**

**Public Hearing on Fiscal Year 2024 Operating Budget.**

Vice Chair Wright called the hearing to order at 6:01 p.m. He said that the FY 2024 Operating Budget had been on display for a minimum of thirty days since it was presented at the July 10, 2023, Board meeting and asked if there were any comments from the audience. There were no public comments. Vice Chair Wright 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 said there are a lot of new bills signed by the governor for the administration to review to see if any affect Lake Land College. She said the Illinois State Fair will be going on until August 20<sup>th</sup> and is helping promote community colleges in Illinois by having a booth in the

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Governor's tent and introducing the statewide branding campaign of "The Community Colleges of Illinois" and the hashtag #4everystudent4everycommunity.

### **Resource & Development.**

Trustee Reynolds, Committee Chair, said the Committee met recently regarding items which will be discussed later in the agenda.

### **Finance.**

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

### **Buildings & Site.**

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

### **Foundation.**

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

- The Foundation Board retreat was held July 24<sup>th</sup> at the Foundation & Alumni Special Events room. Many thanks to the President and Cabinet members who joined us for the afternoon.
- The Foundation scholarship application reopened for the month of August so please help us in spreading the word!
- The 2023 One Laker Nation Alumni Magazine is printed and should be landing in mailboxes any day if not already. A huge thank you to our very talented MPR team and Amanda Allen, Director of Annual Giving & Alumni Relations, for their great efforts to make this happen.

### **Student Report**

Ms. Jacqueline Schertz, Student Trustee, said that this past month the Student Government Association (SGA) wasn't as busy, as we were enjoying the summer. SGA met virtually for the third and final leadership training with Tim Duffy on July 26<sup>th</sup>. The students who were unable to attend due to prior commitments were able to watch the recording to stay up to date with the training! The SGA is interested to learn more about the new Effingham Technology Center and the newly proposed Skeet and Trap Shooting Team. They are accepting applications for freshmen elections on Student Government and they are looking forward to this next generation of awesome students. Ms. Schertz said looking to the future SGA is planning on



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meeting on Wednesday to start preparing for the first few weeks of class and events. They are all excited for another year here at the best college!

### **President's Report.**

- Lake Land received payments of \$60,239 from the Illinois Department of Juvenile Justice (IDJJ) in July toward the FY 2023 outstanding balance. A total of \$58,007 remains outstanding for IDJJ for FY 2023.
- Lake Land received payments of \$143,453 from the Illinois Department of Corrections (IDOC) in July toward the FY 2023 outstanding balance. A total of \$2.43 million remains outstanding for IDOC for FY 2023.
- In July, the College received payments from the State of Illinois for FY 2024 credit hour reimbursement of \$784,462 and an equalization payment of \$573,052. A total of \$5.2 million remains outstanding for credit hour reimbursement and \$6.3 million for equalization.
- The College received \$3.7 million in property tax payments in July.
- The year-end financial statements were unintentionally omitted from the Board Book, but a full accounting of year end will be presented with the audit at the October Board meeting.

### **Business Items.**

### **Non-action Items.**

### **Effingham Education Centers Update.**

Mr. Jerry Tkachuk, Director of Effingham Education & Regional Extension Center, provided an annual update on the Kluthe Center, other extension centers and the Effingham Regional Career Academy.

### **Monthly Data Point /Discussion – Program Improvement and Enhancement (PIE) and Data Used for the Process.**

Dr. Lynn Breer, Director of Institutional Research and Reporting, highlighted the Program Improvement and Enhancement (PIE) process and how data is analyzed within this process.

### **Proposed Revisions to Board Policies:**

Dr. Bullock presented to the Board for their consideration of proposed revisions to the following six policies:

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

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

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

Proposed revisions were submitted as first reading and will be brought back to the Board for approval during the September 2023 regular Board meeting.

### **Calendar of Events.**

Trustees reviewed a calendar of upcoming events. Dr. Bullock also highlighted the College's online calendar to utilize for updates on any activities happening at the College. Additionally, the Board expressed support for moving the January 2024 Board meeting to Thursday, January 11, 2024.

### **Action Items.**

#### **Approval of Resolution No. 0823-001 – Appointment of Treasurer and Approval of Treasurer's Surety Bonds.**

Dr. Bullock said that Resolution No. 0823-001 is needed to appoint Ms. Jean Anne Highland, Chief of Staff, as the College's Treasurer effective immediately and during the interim period to search for someone to fill the vacant position of Vice President for Business Services. He said each Trustee received a copy of a Surety Bond that is also part of the Resolution. The Surety Bond will be posted on the Board of Trustees web page.

Trustee Sullivan moved and Trustee Curtis seconded to approve as presented Resolution No. 0823-001 to appoint Ms. Jean Anne Highland, Chief of Staff, as College Treasurer and approve the Treasurer's Surety Bonds. [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 Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Cadwell.

**Motion carried.**

#### **Approval of Resolution No. 0823-002 – College Treasurer to Act as Fiscal Agent.**

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Dr. Bullock said that the reasons for this recommended motion are the same as detailed in the first action item above.

Trustee Reynolds moved and Trustee Walk seconded to approve Resolution No. 0823-002 as presented to authorize Ms. Jean Anne Highland, Chief of Staff and appointed Treasurer, to act as the College's Fiscal Agent for a period not to extend beyond the next organizational meeting of the Board of Trustees. [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 Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Cadwell.

**Motion carried.**

**Approval of Resolution No. 0823-003 to Adopt Fiscal Year 2024 Operating Budget.**

Dr. Bullock said the Board of Trustees has fully reviewed and discussed the proposed FY 2024 operating budget during the July 10, 2023 regular meeting. Trustee Storm said the Finance Committee met in July for a thorough review of the proposed FY 2024 Budget and the Committee's consensus was to recommend to the Board approval of the Budget as presented.

Trustee Curtis moved and Trustee Walk seconded to approve as presented Resolution No. 0823-003 to Adopt the Fiscal Year 2024 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 Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Cadwell.

**Motion carried.**

**Approval of Resolution No. 0823-004 - Non-Corporate Agreement and Associated Person Information Forms for Delivery to Depository Wells Fargo Advisors, LLC.**

Dr. Bullock presented Resolution No. 0823-004 which is necessitated by the change in College Treasurer as described in the first action item above, adding Ms. Highland to the non-corporate agreement with Wells Fargo for the College's investments.

Trustee Walk moved and Trustee Curtis seconded to approve as presented Resolution No. 0823-004 to update the non-corporate agreement and associated person information forms

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with depository Wells Fargo Advisors, LLC, due to the change in the College Treasurer. [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 Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Cadwell.

**Motion carried.**

**Approval of Resolution No. 0823-005 - Signatory Card and “Corporate Authorization Resolutions” For Delivery to Depository First Mid Bank and Trust.**

Vice-Chair Wright said the above-referenced Resolution became necessary by the change in College Treasurer as described in the first action item above, adding Ms. Highland to the signatory cards for the College’s financial accounts with First Mid Bank and Trust of Mattoon.

Trustee Sullivan moved and Trustee Curtis seconded to approve as presented Resolution No. 0823-005 to approve the signatory card and “Corporate Authorization Resolutions” for delivery to depository First Mid Bank and Trust of Mattoon due to the change in the College Treasurer. [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 Curtis, Reynolds, Storm, Sullivan, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Cadwell.

**Motion carried.**

**Approval of Proposed Revisions to the following Board Policies:**

- **06.38 – Course Materials Rental.**
- **10.29 – Collection of Tuition and Fees on Delinquent Accounts.**
- **10.35 – Collection of Non-Sufficient Funds.**
- **11.13 – Traffic Regulations and Parking.**

Ms. Highland recommended the Board approve proposed revisions to the above-referenced Policies. She said these revisions are necessitated by Public Act 103-0054 that was recently signed into law by Governor Pritzker. Ms. Highland said this new law places further restrictions on when institutions of higher education may withhold a student’s transcript, even if the student owes debt to the College. In addition, she said the law also requires us to have policy language in place by the 2023-2024 academic year and have in place notification processes to students for how they may obtain their transcripts despite a debt owed to the College. She said this new law adds reporting requirements by the College to ICCB for registration holds, in addition to transcript withholding.

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Because this law has already taken effect, Ms. Highland requested that the Board waive first reading and approve revisions during the August regular Board meeting. Trustee Walk moved and Trustee Curtis seconded to approve as presented proposed revisions to the following Board Policies:

- 06.38 – *Course Materials Rental.*
- 10.29 – *Collection of Tuition and Fees on Delinquent Accounts.*
- 10.35 – *Collection of Non-Sufficient Funds.*
- 11.13 – *Traffic Regulations and Parking.*

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Cadwell.

**Motion carried.**

#### **Approval of Bid for Website Redesign Consultant.**

Ms. Highland presented to the Board a joint proposal request from Ms. Kelly Allee, Director of Marketing and Public Relations, and Mr. Tony Sharp, Director of Enterprise Applications, for the Board to approve the bid received from Surface 51 of Champaign for the College's Website Design and Development Consulting Services, at an hourly rate of \$125, not to exceed \$50,000 in total. Trustees reviewed the bid tabulation sheet that detailed Surface 51 submitting the lowest bid submitted by five different vendors.

Ms. Highland noted that this project will be funded through the strategic planning process and funds set aside for strategic planning initiatives.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the bid from Surface 51 of Champaign for the College's Website Design and Development Consulting Services, at an hourly rate of \$125, not to exceed \$50,000 in total.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Cadwell.

**Motion carried.**

#### **Approval of Bid for Softball Press Box.**

Dr. Bullock presented a request to the Board from Mr. Jeremy Moore, Facilities Planning Manager, for the Board to approve the bid from Schomburg & Schomburg Construction Inc. of

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Danville, in the amount of \$179,984.00 for the construction of a new press box for the softball field. Dr. Bullock said Schomburg & Schomburg submitted the lowest of three bids received.

Trustee Curtis moved and Trustee Sullivan seconded to approve as presented the bid from Schomburg & Schomburg Construction Inc. of Danville, in the amount of \$179,984.00 for the construction of a new press box for the softball field.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Cadwell.

**Motion carried.**

### **Approval of Updated Named Spaces Planner.**

Dr. Bullock recommended to the Board updates to the current Named Spaces Planner which is maintained by the Lake Land College Foundation in consideration of naming rights related to specific donation amounts and under the provisions of Board Policy 11.10 – *Naming of Buildings and Grounds*. Trustees reviewed a memo and detailed listing from Ms. Christi Donsbach, Executive Director for College of recommended changes and/or additions to the current Named Spaced Planner. Dr. Bullock agreed Board approval should be for all recommended changes/additions by Ms. Donsbach with the exception of removing the newly acquired Lake Land College – Effingham Technology Center from the proposed list for donor considerations and naming rights.

Trustee Sullivan moved and Trustee Walk seconded to approve as presented updates to the current Named Spaces Planner which is maintained by the Lake Land College Foundation in consideration of naming rights related to specific donation amounts and under the provisions of Board Policy 11.10 – *Naming of Buildings and Grounds*, with the exception of removing from the list the recently acquired Lake Land College – Effingham Technology Center.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Cadwell.

**Motion carried.**

### **Approval of RAMP Document.**

Trustees heard a recommendation from Dr. Bullock that the Board approve the FY 2025 RAMP application for submission to ICCB. He said funding is being requested within one project title - Renovation of Existing Campus Buildings. He also said this includes the

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rehabilitation of the Northeast Classroom Building, the Northwest Classroom Building, the West Building, and the Lake Land College Library (Judge Learning Resource Center). Trustees learned that if the Renovation of Existing Buildings Project would be approved and appropriated, the total local match would be \$3,750,000 for the Northeast Classroom Building remodel, \$3,670,000 for the Northwest Classroom Building remodel, \$5,000,000 for the West Building remodel and \$4,000,000 for the Library remodel.

Trustee Walk moved and Trustee Curtis seconded to approve the College's FY 2025 RAMP application packet as presented for submission to the Illinois Community College Board.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz.

Absent: Trustee Cadwell.

**Motion carried.**

### **Approval of Organizational Charts.**

Trustees reviewed proposed FY 2024 organizational charts for each unit of the College. Trustees heard a brief overview from Dr. Bullock regarding key changes to the organizational charts.

Trustee Curtis motioned and Trustee Walk seconded to approve as presented the Organizational Charts effective FY 2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Cadwell.

**Motion carried.**

### **Approval of Three-Year Business Services Agreement with Consolidated Communications for Internet Service.**

Ms. Highland recommended that the Board approve a three-year agreement with Consolidated Communications of Mattoon for internet provider services at two sites, the College's main campus and the Effingham Technology Center, at a monthly rate of \$1,900 or \$68,400 over the 36-month period. She said with the College's recent purchase of the Patterson Technology Center in Effingham (now called the Lake Land College – Effingham Technology Center), the College has started transition planning to take over various building systems, including establishing a building automation system, security camera access and electronic door access to allow us to monitor the building status either from the LLC-ETC building or from the main

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campus in Mattoon. Ms. Highland said that Mr. David Stewart, Chief Information Officer, reported that the establishment of an internet connection is the first step in allowing the transition so the main campus can communicate with the LLC-ETC building and its systems. Ms. Highland said that by entering a 36-month contract instead of a 12-month contract, the College will save approximately \$835 per site per month.

Trustees learned that a bid is not required per the exception in Board Policy 10.22 (4.F).

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented a three-year agreement with Consolidated Communications of Mattoon for internet provider services at two sites, the College's main campus and the Effingham Technology Center, at a monthly rate of \$1,900 or \$68,400 over the 36-month period.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Cadwell.

**Motion carried.**

#### **Approval of Revised Part-Time Rates and Stipends.**

Trustees reviewed a recommendation from Dr. Ike Nwosu, Vice President of Academic Services, for the Board to approve the updated charts which incorporate changes needed for the stipends paid to Division Chairs as a result of the recently bargained agreement with the Faculty Association and how faculty pay is calculated for summer semesters starting with summer 2024.

Trustee Walk moved and Trustee Reynolds seconded to approve as presented the updated charts for Part-Time Rates and Stipends for FY 2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Cadwell.

**Motion carried.**

#### **Approval of New Athletic Team - the Lake Land College Skeet and Trap Shooting Team, Approval of Related Talented Student Scholarships and Appointment of Coach.**

Dr. Valerie Lynch, Vice President for Student Services, presented a recommendation for the Board to approve a new athletic team, the Lake Land College Skeet and Trap Shooting Team, approve six tuition and fees talented student scholarships per academic year for this team, and



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appoint Mr. Josh Fulk, Civil Engineering Technology Instructor/Coordinator as the team's Coach.

Dr. Lynch said that funding for this new team was included in the FY 2024 Budget and that the team will be open to students of all majors as well as students of all genders. She also noted how competitions will occur off campus and how some ammunition will be security stored on campus under the supervision of the Campus Police Department.

Trustee Sullivan moved and Trustee Walk seconded to approve a new athletic team - the Lake Land College Skeet and Trap Shooting Team, approve six tuition and fees talented student scholarships per academic year for this team, and appoint Mr. Josh Fulk, Civil Engineering Technology Instructor/Coordinator as the team's Coach.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Cadwell.

**Motion carried.**

### **Closed Session**

7:02 p.m. – Trustee Walk moved and Trustee Curtis seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: Trustee Cadwell.

**Motion carried.**

### **Return to Open Session - Roll Call**

7:08 p.m.

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

**Trustees Absent:** Trustee Cadwell, Board Chair.

### **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 personnel changes. Dr. Lynch also highlighted some of the newly recommended positions and personnel changes. Dr. Bullock thanked Ms. Cheryl Beam, Ms. Kay Foreman, Mr. Neal Haarman and Mr. Randy Strohl for their dedication to the College and wished them well in their upcoming retirement.

Trustee Walk motioned and Trustee Curtis seconded to approve as presented the following standard Human Resources Report. Vice-chair Wright said this followed discussion on the topic held in closed session related only to the appointment of a full-time, tenure track faculty position.

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

Dragovan, Nate	6/26/23-9/15/23
Harris, Mark	4/13/23-8/16/23 intermittent
Mummel, Scott	7/3/23-9/22/23

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

Assistant Comptroller and Purchasing Coordinator	Level 14
Chemical Hygiene Officer/Laboratory Supervisor	Level 13
Child Care Lab Assistant	Level 10
Child Care Lab Lead	Level 11
Coordinator of Curriculum Development	Level 14
Counseling Services Coordinator	Level 12
Dual Credit Specialist	Level 12
ISS Program Manager	Level 15

### **Additional Appointments**

#### **The following employees are recommended for additional appointments**

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Ohnesorge, Lori	Adj Reading Instructor	8/21/23
	Primary Position Director of TRIO Programs	
Rosario, Moises	Bookstore Rush Worker	8/7/23
	Primary Position International Studies Prg Asst	
Stewart, David	Adjunct Faculty Business Division	8/21/23
	Primary Position Chief Information Office	

### **End Additional Appointments**

#### **The following employees are ending their additional appointment**

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		

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Kingery, Rachael	Adult Education Instructor Primary Position Alternative Education Instr	7/19/23
Lynch, Annette	Tutor - Bachelor's Disability Primary Position Perkins Student Worker	6/21/23
Metzger, Teresa	BNA Clinical Instructor Adult Education Primary Position Adult Education Instr	7/19/23

### New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
<b>Full-time</b>		
Bigard, Ashley	Assistant Director of TRIO Destination College	8/28/23
Bird, Jean	Associate Dean of Correctional Programs	7/10/23
Boomhower, Erik	Transportation Training Specialist	8/21/23
Bowen, Mercury	Coordinator of Diversity, Equity, Inclusion, & Belonging	8/15/23
Legus, Aryon	Correctional Auto Body Instructor	7/17/23

### Full-time Tenure Track

Hoene, Kurt	Bldg Construction Technology Instructor/ Coordinator	8/18/23
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### Part-time

Bickford, John	Adult Education Instructor	8/15/23
Bruns, Kata	Administrative Assistant Pana Ext Center	8/2/23
Clark, Deanna	Newspaper Editor - Student Newspaper	8/7/23
Cook, Kieran	Bookstore Rush Worker	8/7/23
Freeman, Gabriel	Print Shop Technician Assistant	7/31/23
Godden, Holly	Adult Education Instructor	8/15/23
Honselman, Haley	Dual Credit Coordinator	2/24/23
Kaurin, Emily	Newspaper Editor - Student Newspaper	8/7/23
Marx, Marco	International Studies Program Assistant	7/20/23
Miller, Chris	Financial Aid Representative	7/26/23
Mitchell, Mabry	Newspaper Editor - Student Newspaper	8/7/23
Potter, Jay	Volleyball Assistant Coach	7/24/23

### Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
<b>Full-time</b>		
Beam, Cheryl	Nursing Instructor (Retirement)	8/3/23
Brouard, Steve	Correctional Career Technology Instructor	6/30/23
Carlson, Nathaniel	Apprenticeship Navigator-WIOA	8/10/23
Foreman, Kay	Physical Therapist Assistant Instructor (Retirement)	8/3/23

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Haarman, Neal	Bldg Construction Technology Instructor/Coord (Retirement)	8/3/23
Huesing, Michael	Correctional Construction Occupations Instr	7/14/23
Hurt, Betheny	Associate Dean of Correctional Programs	7/7/23
Kleinschmidt, Elizabeth	Correctional Commercial Cooking Instructor	7/7/23
Maxey, Bailey	Correctional Career Technology Instructor	6/2/23
Patterson, Susannah	Correctional Office Assistant	7/14/23
Strohl, Randall	Technical Training Specialist CBI (Retirement)	8/10/23
Taylor, Debra	Correctional Ofc Assistant	2/13/23
Tillman, Joseph	Renewable Energy Instructor/Program Coord	8/3/23
Warner, Matthew	Associate Dean of Correctional Programs	7/14/23

**Part-time**

Achenbach, Chais	Student Path Recipient	6/2/23
Babb, Austin	Student Path Recipient	6/2/23
Beech, Makayla	Student Path Recipient	6/2/23
Blazich, Landon	Bookstore Rush Worker	5/11/23
Boggs, Sherrill	Student Path Recipient	6/2/23
Bowman, Christie	Student Path Recipient	6/2/23
Calvert, Abigail	Student Path Recipient	6/2/23
Clarke-Miller, Rushida	Student Path Recipient	6/2/23
Duduit, Amanda	Student Path Recipient	6/2/23
Duduit, Zoe	Student Path Recipient	6/2/23
Evrley, Christen	Student Path Recipient	6/2/23
Gregory, Danielle	Student Path Recipient	6/2/23
Hammer, Donovan	Student Path Recipient	6/2/23
Jackson, Kaitlin	Adult Education Instructor	5/23/23
Jeffers, Zachary	Student Path Recipient	6/2/23
Kircher, Michael	Allied Health Ems Unpaid Adjunct	7/19/23
Lazenby, Debra	Allied Health BNA Adjunct Faculty	12/9/22
Lewis, Curtis	Student Path Recipient	6/2/23
Mambo, Esther	Bookstore Rush Worker	5/12/23
Mambo, Ruth	Bookstore Rush Worker	5/12/23
Manisa, Benjamin	Bookstore Rush Worker	1/13/23
Mathis, Lauran	Student Path Recipient	6/2/23
Miller, Chris	Financial Aid Representative	6/30/23
Mullenix, Caleb	Student Path Recipient	6/2/23
Nichols, Ivy	Student Path Recipient	6/2/23
Niemerg, Mark	Retiree Incentive Program	7/18/23
Parkerson, Noelle	Student Path Recipient	6/2/23
Peer, Kyler	Newspaper Editor - Student Newspaper	4/5/23
Plummer, Jane	Retiree Incentive Program	6/29/23
Rauschek, Kelly	Technical Support Assistant	7/31/23
Robertson, Shannon	Student Path Recipient	6/2/23
Rose, Haley	Student Path Recipient	6/2/23
Shinholster, Joyce	Student Path Recipient	6/2/23

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Sims, Tiffany	Administrative Assistant Pana Ext Center	8/3/23
Smith, Wyatt	Part-Time Groundskeeper	7/27/23
Starwalt, Breanne	Student Path Recipient	6/2/23
Stock, Sarah	Student Path Recipient	6/2/23
Stoldt, Madison	Student Path Recipient	6/2/23
Swingler, Lucas	Student Path Recipient	6/2/23
Thomas, Joseph	Admissions and Records Commencement Asst	5/15/23
Thomas, Nicole	Student Path Recipient	6/2/23
Wallace, Hallie	Student Path Recipient	6/2/23
Watkins, Heather	Student Path Recipient	6/2/23

### Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
<b>Full-time</b>		
Besch, Sierra	Child Care Lab Lead	8/15/23
	Transferring from Early Childhood Lab Teacher	
Garrett, Torie	Child Care Lab Assistant FT	8/15/23
	Transferring from Childcare Lab Assistant PT	
Bretscher, Emily	Associate Dean of Correctional Programs	8/7/23
	Transferring from Corr Career Tech Instructor	
Cruit, Laney	Alternative Education/Pathways	8/1/23
	Transferring from Alternative Education Transition Coordinator	
Ohnesorge, Lori	Director of TRIO Programs	8/15/23
	Transferring from Dir TRIO Student Supt Services	
<b>Part-time</b>		
Breer, Morgan	Adjunct Faculty Allied Health Division	7/27/23
	Transferring from Simulation Lab Coordinator	
Iheasi, Elfrieda	Newspaper Editor - Student Newspaper	7/19/23
	Transferring from Bookstore Rush Worker	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz. Voted yes

Absent: Trustee Cadwell.

**Motion carried.**

### Other Business. (Non-action)

There was no other discussion.

### Adjournment.

Trustee Walk moved and Trustee Curtis seconded to adjourn the meeting at 7:11 p.m.

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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/](https://www.lakelandcollege.edu/col/board_minutes/)

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



Decennial Committee on Local Government Efficiencies Meeting  
Board and Administration Center, Room 011  
Mattoon, IL  
August 10, 2023

**Minutes**

**Call to Order.**

Trustee Storm, Board Secretary, in the absence of the Chair and Vice Chair, called the meeting of the Lake Land College Decennial Committee on Local Government Efficiencies to order at 8:00 a.m. in room 011 of the Board & Administration Center, Mattoon, IL. Trustee Storm announced that Mr. Greg Nuxoll is no longer a member of the Decennial Committee, and he appointed Ms. Jean Anne Highland, Lake Land College Chief of Staff and district resident, to serve on the Committee.

**Roll Call of Committee Members.**

**Members Physically Present:**

- Trustees: Ms. Doris Reynolds; Mr. Dave Storm, Secretary; Mr. Mike Sullivan; and Ms. Denise Walk.
- Dr. Jonathan Bullock, President.
- Dr. Valerie Lynch, Vice President for Student Services and District Resident.
- Ms. Jean Anne Highland, Chief of Staff and District Resident.

**Members Absent:** Trustees Mr. Gary Cadwell, Chair; Mr. Kevin Curtis; Mr. Thomas Wright, Vice-Chair; and Student Trustee Ms. Jacqueline Schertz.

**Other Members Participating via Telephonic or Electronic Means:** None.

**Others Present:** Mr. Scott Rawlings, Director of Physical Plant, and Mr. Jeremy Moore, Facilities Planning Manager.

**Hearing of Citizens, Faculty, and Staff.**

There were no public comments.

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 Decennial Committee on Local Government Efficiencies  
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## **Non-Action Items.**

### **Efforts to Share the College's Innovative Practices for Energy Savings with Other Local Units of Government in the District and Seek Best Practices or Ideas from Other Entities.**

Ms. Jean Anne Highland, Chief of Staff, reminded Committee members of the Committee's consensus during the last meeting held June 8, 2023, that the College should share the College's various innovative projects and energy savings efforts over the past several years to help other units of local government or other K-12 school districts as this is in the spirit of the Decennial Committee on Local Government Efficiencies Act. Ms. Highland noted that if we were intentional to host some meetings with area school and community leaders on this topic that we could also seek ideas or best practices from them as well. Ms. Highland suggested the following actions might be pursued in the next few years:

- Present on the College's energy savings efforts and facilitate a discussion on best practices or other ideas during an upcoming Professional Advisory meeting set for October 10, 2023, when the administration hosts area K-12 superintendents, principals and ROE 11 leaders for a meeting on the College's main campus.
- Utilize the regional economic and community development network of leaders the College is associated with through the East Central Illinois Development Corporation (ECIDC) to host or foster discussions on energy savings initiatives.
- Utilize the Lake Land College Magazine to feature stories of the College's energy savings initiatives, and the success of those programs (e.g. geothermal loop, solar panels).
- Utilize the College's website to feature the success of our energy savings initiatives.
- Continue embedding energy savings talking points into speeches and/or presentations given by leaders of the College (e.g. President, Chief of Staff) to various area agencies, organizations and schools.

Committee members unanimously agreed the College should pursue these activities in the next few years and that a summary of these actions should be included in the Committee's final report as an agreed-upon recommendation.

### **Investigate Energy Savings and Cost Analysis for Future Sustainability Projects.**

President Bullock reminded Committee members that the College had worked under contract for many years with The CTS Group (Veregy) of St. Louis, Missouri, for many past and completed energy savings projects. However, he noted that per the College's legal counsel the College should go through the bidding process on any new initiatives or projects. He said he was seeking direction from the Committee as to how to proceed with any new initiatives in the coming years and he highlighted three approaches for the Committee to consider including:

1. Aggressive approach – develop a new comprehensive energy efficiency initiative to be fully developed within perhaps three to five years.



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 Decennial Committee on Local Government Efficiencies  
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2. Strategic approach – integrate optimal energy efficiency projects into the existing 10-year Master Facility Plan the Board of Trustees just approved. He reminded Committee members the Master Facility Plan identifies by building and year when remodeling should occur based on current condition and need, and thus as we develop the various building projects we would include consideration for any energy efficiency projects that might align with a specific building's remodel. The strategic approach would additionally include addressing specific opportunities that arise which may be beneficial to the College.
3. Passive approach – determine that we are satisfied with the energy savings initiatives we have done to date and not actively pursue future initiatives, even when considering building remodels per the Master Facility Plan.

Dr. Bullock said his recommendation was to adopt the strategic approach as detailed in item #2 above and integrate whenever feasible energy savings projects into specific building remodels as they occur per the 10-year Master Facility Plan, in addition to considering specific opportunities as they arise. He said a key reason for this approach is that he would not recommend pursuing solar panels on the remaining roofs of all College buildings when we have several buildings slated to have the roofs replaced within the next 10-year period. With the strategic approach, he said we could consider the viability of solar panels being placed on the roof of a particular building in alignment with the year the roof is replaced.

Committee members discussed the three approaches and the collective consensus was for the College to adopt the strategic approach per the recommendation of Dr. Bullock. Trustee Sullivan suggested the administration should continue keeping an eye on what new energy savings technology might be developed and Trustee Reynolds suggested the administration should also seek to educate employees on the College's energy savings efforts. Dr. Bullock said we could do so through our unit or employee group meetings.

**Action Item:**

**Approval of Final Report of the College's Decennial Committee on Local Government Efficiencies.**

Ms. Highland provided Committee members with a draft Final Report of the 2023 Lake Land College Decennial Committee on Local Government Efficiency Meetings. Dr. Bullock highlighted the report and explained how it summarizes the Committee's three meetings, which are also captured in the minutes of each meeting, and how the meetings were conducted in alignment with Public Act 102-1088. Dr. Bullock noted the proposed recommendations on page three of the Final Report related to the Committee's charge, including:

- Continue the College's commitment to continually review and update its extensive and publicly available Board Policy Manual.
- Support the College's FY 2023-2027 Strategic Plan that includes strategic projects for enhancing and expanding the College's numerous partnerships to advance its mission and maximize efficiencies.

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- Launch a renewed initiative toward energy sustainability by optimally investigating and analyzing costs for future sustainability projects.
- Actively share with other units of local government or K-12 districts the College's energy sustainability efforts to date and seek best practices or ideas from these entities.
- Commit to maintaining and improving campus facilities and grounds to ensure the most efficient use for district residents.

Dr. Bullock said that if the Committee agrees to the language in the Final Report, then the administration will submit the Final Report to each of the 15 county boards located within the College's district, which is required per Public Act 102-1088.

Trustee Reynolds moved and Trustee Walk seconded for the Committee to approve the 2023 Final Report of the Lake Land College Decennial Committee on Local Government Efficiencies for submission to the 15 county boards located within the College district.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Reynolds, Storm, Sullivan, and Walk. Committee members Dr. Bullock, Ms. Highland and Dr. Lynch.

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: Trustees Cadwell, Curtis, and Wright.

**Motion carried.**

**Other Business. (Non-action)**

There was no additional discussion.

**Adjournment.**

Trustee Walk moved and Trustee Sullivan seconded to adjourn the meeting at 8:18 a.m.

**Motion carried by unanimous voice vote approval.**

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/](https://www.lakelandcollege.edu/col/board_minutes/)

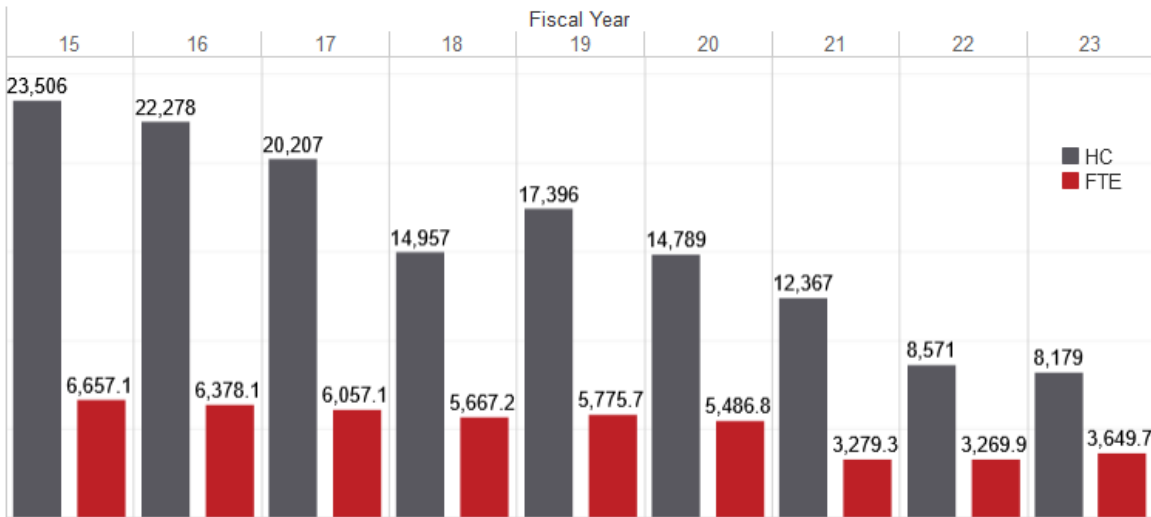
# Annual Enrollment Data

Fiscal Year: 23

Total Annual Enrollment
<b>8,179</b>

Total Annual Enrollment (College Only)
<b>6,330</b>

Total Annual Enrollment (Department of Corrections Only)
<b>1,849</b>



# Annual Enrollment Data

Fiscal Year: 22

Total Annual Enrollment
<b>8,571</b>

Total Annual Enrollment (College Only)
<b>7,145</b>

Total Annual Enrollment (Department of Corrections Only)
<b>1,426</b>

Comparing FY 22 to FY 23 we saw an 11% decrease in College Only enrollment and a 23% increase in Department of Correction enrollment.

The largest decrease was in Vocational Technical Skills Training. We were finishing the HeartSaver contract with DOC employees and had 1,041 students in FY 22 and only 36 in FY 23. Removing them would result in a 3% decrease in College Only enrollment.

# LAKE LAND COLLEGE

# MEMO

TO: Board of Trustees  
 FROM: Josh Bullock, President  
 DATE: August 16, 2023  
 RE: Annual Report of Special Tuition Waivers

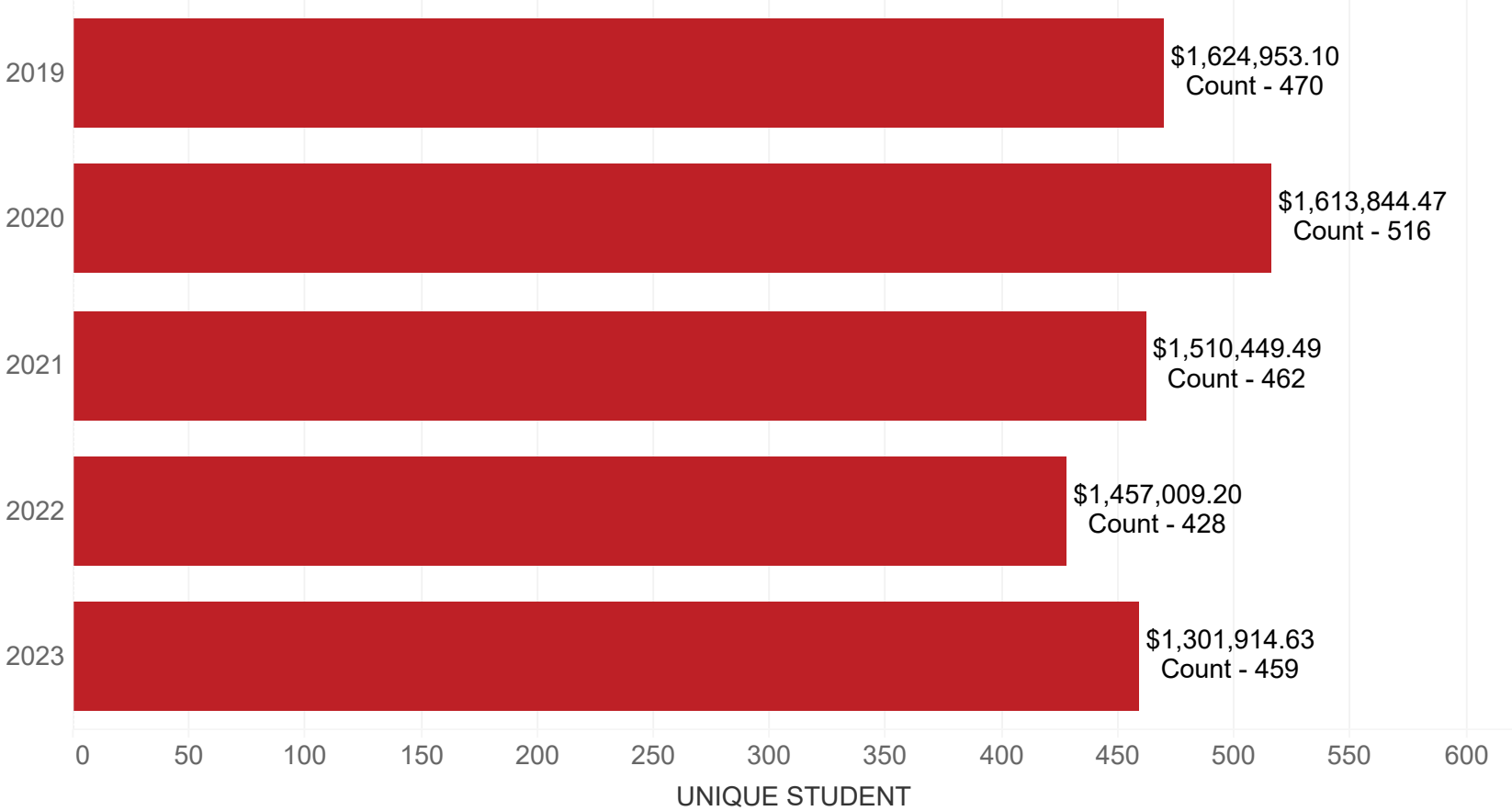
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Per Board Policy 07.08 (item #4) – *Tuition Rates and Fees*, the Lake Land College President may grant up to 15 three-credit-hour tuition waivers per year as prizes for special campus events. This is in addition to Board-approved tuition waiver requests for larger events, such as the Annual Academic Challenge (formerly known as WYSE). I provided up to five three-credit hour tuition waivers as part of the “Move to Mattoon” incentive package. I did not authorize any other tuition waivers as prizes related to special campus events in FY 2023. However, the Board of Trustees authorized six categories of tuition waivers as prizes for special campus events or as part of a special program in FY 2023 including:

1. Up to 14 tuition waivers of \$1,000 each for the top-performing students who participated in the Academic Challenge held in early spring 2023.
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 2023.
4. Up to five three-credit hour tuition waivers for attendees of the Principals, Deans, and Counselors (PDC) meeting held during FY 2023.
5. A tuition waiver for Miss Illinois 2023, if she chooses to attend Lake Land College.
6. For both the Fall 2022 and Spring 2023 semesters, up to 10 tuition waivers for Math Pilot Students (TUT-010) for the lab portion of the College Algebra (MAT-130) Co-Requisite Pilot and two tuition waivers for students in the INS-200 Internship Experience as Embedded Math Tutors in Statistics and General Education Math (Sections MAT-115 and MAT-124).

# Tuition Waivers

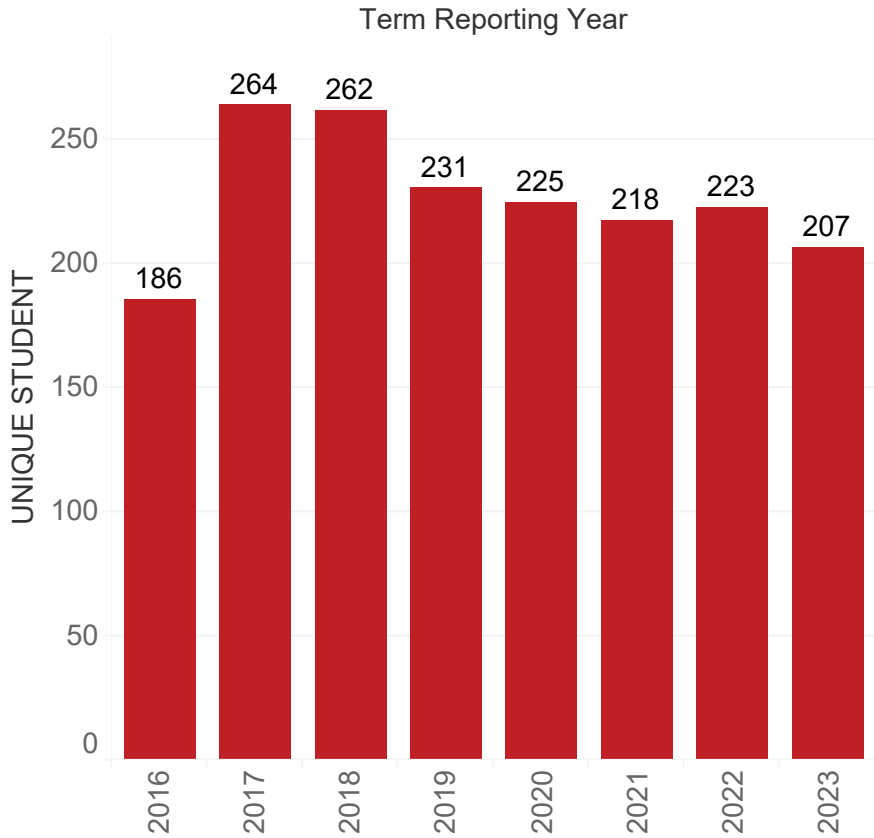
## 5 Year History



***Reflects the number and amount that were used.***

# Presidential Scholars

## 5 Year History



**Presidential Scholar Qualifications**

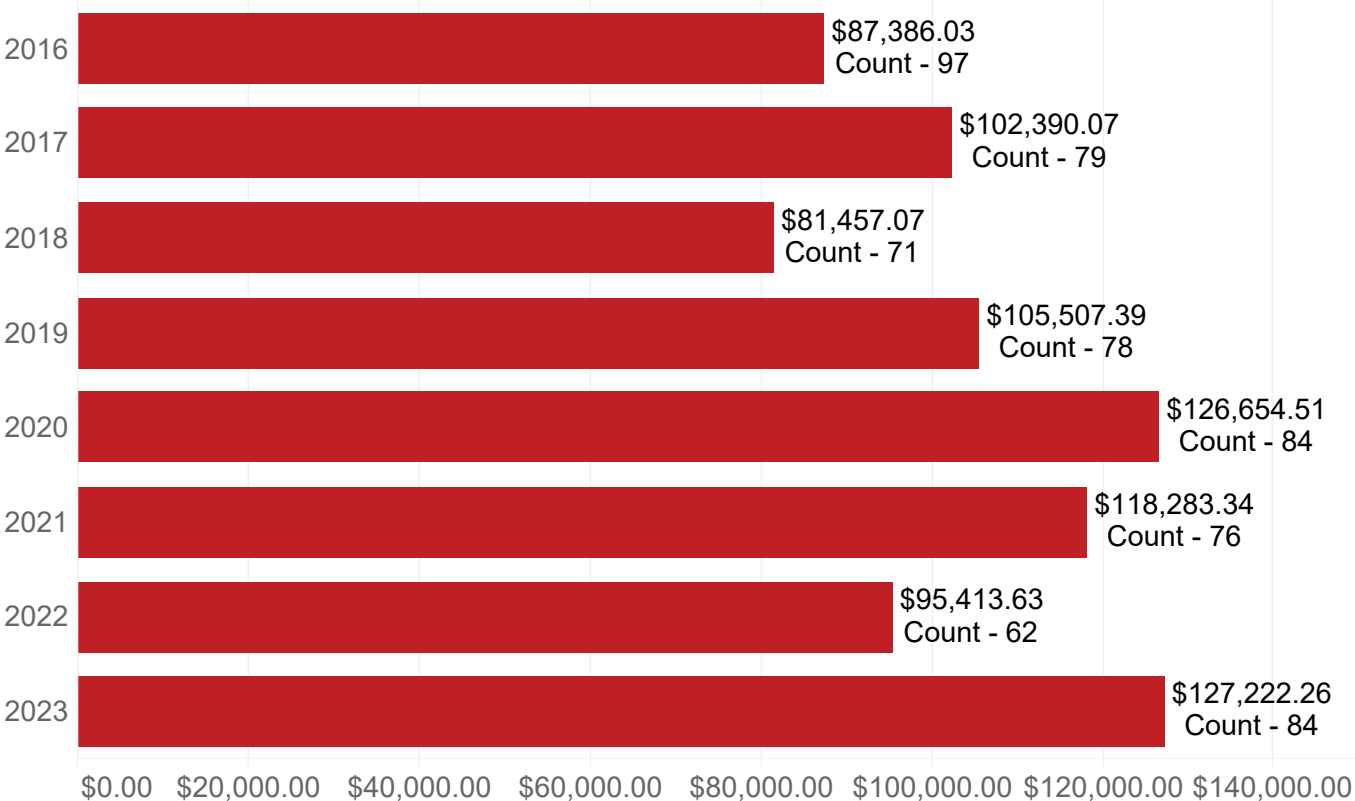
**Students who meet one of the following criteria are eligible for the Presidential Scholarship:**  
 Be in the top 15 percent of students in the senior class at the end of 7th or 8th semester; **or**  
 Have an ACT composite score of 26 or higher/SAT total score of 1230 or higher.

**Qualifying students must also:**  
 Reside in the Lake Land College District at the time of graduation; **or**  
 Graduate from a high school located in the Lake Land College District; **or**  
 Graduate from a high school serving a portion of the Lake Land College District; **and**  
 Enroll full-time the fall semester following graduation.

***Reflects the number and amount that were used.***

# Employee and Dependant Waivers

## 5 Year History



Lake Land College offers tuition waivers for credit courses to current full-time employees, employee’s spouse or civil union partner, and their unmarried dependents under age 23. Any fees associated with the classes are the responsibility of the employee.

# General Tuition Waivers

## 5 Year History

		UNIQUE STUDENT	ACTUAL AID AWARDED
2020	TW - ACADEMIC CHALLENGE	1	\$1,000.00
	TW - COMMUNITY OUTREACH	57	\$10,790.50
	TW - ELEVATE	1	\$949.50
	TW - FAST TRACK PROGRAM	6	\$14,025.92
	TW - GENERAL PUBLIC	9	\$6,215.24
	TW - INCENTIVE	12	\$10,659.25
	TW - PRINCIPAL, DEANS & COUNSELORS	3	\$949.50
	Total	85	\$44,589.91
2021	TW - ACADEMIC CHALLENGE	3	\$2,663.00
	TW - COMMUNITY OUTREACH	37	\$8,508.50
	TW - ELEVATE	1	\$994.50
	TW - GENERAL PUBLIC	3	\$1,215.50
	TW - PRINCIPAL, DEANS & COUNSELORS	5	\$1,657.50
	Total	49	\$15,039.00
2022	TW - COMMUNITY OUTREACH	19	\$5,772.50
	TW - GENERAL PUBLIC	2	\$631.50
	TW - PRINCIPAL, DEANS & COUNSELORS	3	\$994.50
	Total	24	\$7,398.50
2023	TW - COMMUNITY OUTREACH	42	\$10,593.00
	TW - GENERAL PUBLIC	1	\$764.72
	TW - PRINCIPAL, DEANS & COUNSELORS	4	\$900.00
	Total	47	\$12,257.72

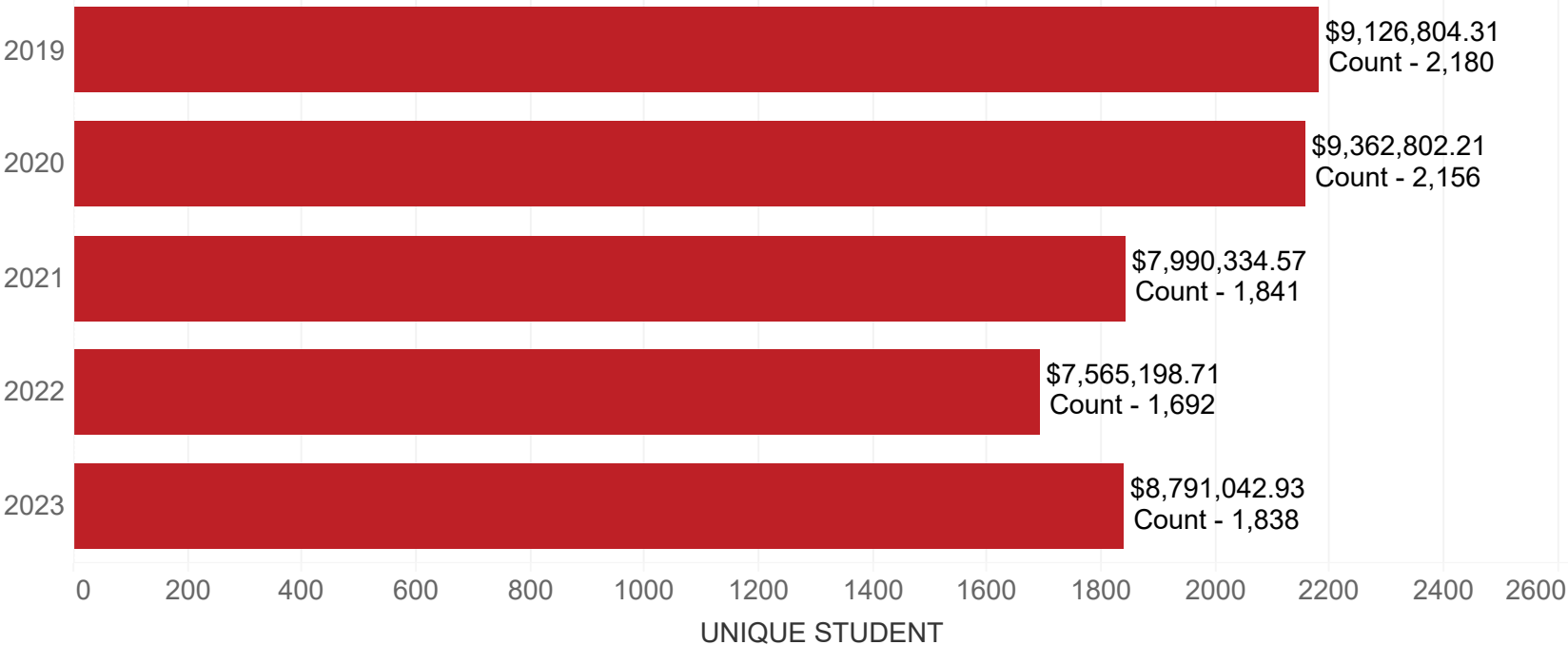
For 2023 the number of waivers were approved

- 11 - \*Business Computer Contest
- 14 - Academic Challenge
- 5 - PDC
- 1 - \*Miss Illinois
- 6 - \*National Manf Day
- 100 - Community Outreach
- 10 - Math Pilot Student Tutors

\* Counted in General Public Tuition Waiver if used.



# Scholarships, Tuition Waivers, Financial Aid, Grants



FY2023 Annual Enrollment for College Students = 6,330  
29% of our student population receive some form of financial assistance.

FY2022 Annual Enrollment for College Students = 7,145  
23% of our student population receive some form of financial assistance.

*Annual enrollment include an average of 1,000 Dual Credit Students who do not qualify for financial aid but received a reduced rate for courses.*

### Calendar of Events

Monday, September 11, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Friday, September 29, 2023	Foundation Golf Outing – Mattoon Golf and Country Club
Thursday, October 5, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 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, October 9, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 19, 2023	2 <sup>nd</sup> Annual Foundation & Alumni Awards Celebration
Thursday, November 9, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 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 13, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 7, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 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 11, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, January 11, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011

# LAKE LAND COLLEGE

# MEMO

TO: Board of Trustees, Lake Land College  
FROM: Dr. Josh Bullock, President  
DATE: September 5, 2023  
RE: Requests for Special Event Tuition Waivers

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Please find attached six memorandums from various College staff regarding seven special event tuition waiver requests for FY 2024. 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 2024:

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 2024.
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 February 2024.
3. Award five three-credit hour tuition waivers for attendees of the Principals, Deans, and Counselors (PDC) meeting to be held in October 2023.
4. Grant a tuition waiver for Miss Illinois 2024 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.
6. Award five three-credit hour tuition waivers for winning participants of the Annual High School Leadership Conference to be held in Academic Year 2023-2024 and hosted by the Student Government Association (SGA).
7. Award 10 three-credit hour tuition waivers as part of a “Spring 2024, Summer 2024 and Fall 2024 Registration Giveaway” that encourages students to register early by a certain date for each of these semesters, for a total of up to 30 three-credit hour tuition waivers. Funding for the Fall 2024 tuition waivers will be built into the FY 2025 Budget.

Attachments

# LAKE LAND COLLEGE

# MEMO

**TO:** Jonathan Bullock, President  
**FROM:** Ike Nwosu, Vice President for Academic Services  
**DATE:** August 28, 2023  
**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 tentatively scheduled for April 19, 2024.

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

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

# LAKE LAND COLLEGE

# MEMO

TO: Dr. Josh Bullock, President

FROM: Tessa Wiles, Director of Dual Credit & Honors Experience

CC: Ike Nwosu, Vice President for Academic Services

DATE: August 29, 2023

RE: Academic Challenge Tuition Waivers

---

Lake Land College will be hosting the 2024 regional competition of the Academic Challenge on Friday, February 2<sup>nd</sup>. This event brings some of the best and brightest students from within our district to the Lake Land College campus. The event is structured to have all participating schools attend in person testing on two of their choice in subject from one of the seven areas of study.

Since February 2010, Lake Land College has issued 154 waivers to students for academic excellence at the regional competition; 39 of those waivers were used, generating FTE for the College. To increase the opportunity for students to utilize the waivers we have created solutions that we feel would be beneficial. Considering there are contestants that participate and win in their junior year of high school, we have extended the usage date of the waivers from 12 months to 36 to allow the younger students an opportunity to use the waivers. In addition, for circumstances where there may be another scholarship awarded, we are allowing the waivers to be used for 3 ECH or \$300 in course fees.

The Dual Credit Program, once again, respectfully requests that the Lake Land College Board of Trustees allow us to award up to 14 tuition waivers of \$1,000 each to the top competitors in the seven challenge categories (Biology, Chemistry, Computers, Engineering Graphics, English, Mathematics, and Physics).

Your consideration of this request is greatly appreciated.

# LAKE LAND COLLEGE

## MEMO

TO: Dr. Josh Bullock, President

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

DATE: September 1, 2023

RE: Annual Request for Tuition Waivers

---

I would like to request the following special tuition waivers for FY 2024. Please let me know if you have questions or need additional information. Thank you.

### Principals, Deans and Counselors (PDC)

We will be hosting our annual meeting for district high school Principals, Deans, Counselors (PDC), and representatives from local workforce development and rehabilitation services, on Friday, October 27, 2023 on campus. 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 five three- credit hour tuition waivers to be awarded at the event.

### Miss Illinois

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

# LAKE LAND COLLEGE

# MEMO

**TO:** Dr. Josh Bullock, President

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

**CC:** Ike Nwosu, Vice President for Academic Services

**DATE:** August 29, 2023

**RE:** Manufacturing Day Tuition Waivers Request

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Lake Land College is a partner in the recognition of National Manufacturing Day in Effingham and Coles County. These events bring approximately 400-500 in-district students annually together from within our district to various manufacturing sites throughout the district. The college assists the Effingham County Chamber of Commerce, Coles Together and the local manufacturers to help host these events, which expose high school students to modern, high-tech manufacturing jobs.

We respectfully request the Board of Trustees approve 6 three-credit-hour tuition waivers for these events. We would use the waivers as incentive for the students to meet with faculty members, speak with college admissions representatives, and 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, President

FROM: Lisa Shumard-Shelton, Director of Student Life  
Ike Nwosu, Vice President for Academic Services; Valerie Lynch, Vice President for Student Services

CC:

DATE: June 19, 2023

RE: High School Leadership Conference Tuition Waivers Request

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Lake Land College Student Government Association (SGA) hosts an annual event for area high schools called the High School Leadership Conference. This event brings some 100-200 in-district students annually to campus. The SGA works to provide the students programming on leadership, communication, professionalism, college life and involvement, and, of course, fun and engagement!

The event is free to high schools to attend, but SGA would like to add additional incentive to the prizes that are awarded at the end of the event. We believe tuition waivers will provide a much more attractive package to the schools and attendees, while also providing the high school leaders information and incentive to enroll full-time at Lake Land College.

The SGA respectfully requests the Board of Trustees approve 5 three-credit-hour tuition waivers for this event. The SGA would appreciate the additional support of this event and your consideration of this request is greatly appreciated.



# LAKE LAND COLLEGE

## MEMO

**TO:** Dr. Josh Bullock, President  
**FROM:** Dr. Valerie Lynch, Vice President for Student Services  
**DATE:** September 1, 2023  
**RE:** 3 C.H. Tuition Waivers – Spring 2024, Summer 2024, Fall 2024 – Enrollment Incentives

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In an effort to incentivize enrollment for the remainder of the 2023 and start of the 2024 academic year, I respectfully ask the Board of Trustees to approve the following 3 credit hour tuition waivers.

Spring 2024 – 10, 3 credit-hour tuition waivers

Summer 2024 – 5, 3 credit-hour tuition waivers

Fall 2024 – 10, 3 credit-hour tuition waivers

These waivers will be disbursed as part of a drawing organized by MPR and Student Services. Students who enroll by a specified date will be entered to win. The emphasis will be on registering early in the registration cycle each semester. The funding for these waivers will be the money earmarked in the FY 24 budget and built into the FY 25 budget for enrollment incentives.

For example, to encourage Fall 2023 enrollment, our social media platforms and other student communication channels advertised a giveaway livestream on social media on Friday, August 18<sup>th</sup> at 2 pm. Students were able to win one of the 3 credit hour waivers or a goodie bag from the Laker Nest Bookstore.

# LAKE LAND COLLEGE

# MEMO

TO: Valerie Lynch, Vice President for Student Services

FROM: Brittany Aitken, Community Outreach Coordinator

DATE: September 5<sup>th</sup>, 2023

RE: Tuition Waiver for Employees at In-District Businesses

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The use of tuition waivers was extended to Spring 2023, Summer 2023 and Fall 2023. Custom flyers were created for 150+ businesses, sharing classes and programs that aligned with their businesses. 27 students enrolled in classes throughout the 2023 school year. They enrolled in a total of 135 credit hours. The College's ROI equaled 74 credit hours. Many students enrolled again in upcoming semesters. Examples of businesses who shared and utilized the waivers include Patterson, Sarah Bush Lincoln, Heartland Dental, The Equity, North American Lighting, Mattoon School District, EJ Water, and various childcare facilities across our district.

With the proven success of these waivers in the community, we are requesting 100, three-credit hour tuition waivers for the Spring 2024, Summer 2024 and Fall 2024 terms 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.

We have also been involved in several new marketing opportunities within the community including 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 College.

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 strategic goal of "advancing relationships among education, community and workforce partners to support job readiness, local industry and workforce development." 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.

# LAKE LAND COLLEGE

# MEMO

TO: Dr. Josh Bullock, President

FROM: Ms. Madge Shoot, Comptroller

DATE: August 29, 2023

RE: July 2023 Financial Statement Summary

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

**Areas of Concern:**

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

**Overall Variances:**

- *Revenue* – Total July 2023 revenue was \$9,123,390 resulting in an unfavorable variance of \$1,665,959. This is a result of timing of property tax payments and enrollment being lower than anticipated.
- *Expenditures* – Total July 2023 expenditures were \$1,932,476 resulting in a monthly favorable variance of \$2,801,797. This is a result of lower operational expenditures and a negative balance in Institutional Support Salaries due to the way vacation is recorded for the audit.

**Revenue Variances:**

- *Local Sources* – An unfavorable variance exists of \$468,824 for the month. This is due to timing of property tax payments and also CPPRT payments.
- *ICCB Credit Hour Grant* – We received \$527,979 in July 2023 resulting in a favorable variance of \$190,959. The variance is related to the credit hour payment that was received from the state was much higher than expected. This will normalize as the year proceeds.
- *ICCB Equalization Grant* – We received \$573,052 of equalization payments in July 2023 resulting in a \$0 monthly variance.

- *Tuition & Fees* – July 2023 yielded an unfavorable monthly variance of \$1,026,721 for tuition and an unfavorable monthly variance of \$132,276 in fees. This is a timing issue based on when students are registering versus when they registered in FY2023.
- *Other State Sources* – The month to date variance in other state sources is unfavorable by \$312,187. This is due to not receiving the CTE funds in July as expected.
- *Other Revenue* – Other revenue is favorable by \$83,090 for July 2023.

#### **Expenditure Variances:**

- *Salary & Wages (overall)* – Are favorable \$395,343 for the month of July 2023.
- *Employee Benefits (overall)* – A favorable monthly variance in employee benefits exists in July 2023 of \$55,899.
- *Instructional* – The Instructional expenditures had a favorable variance in July 2023 of \$277,878.
- *Academic Support* – Month to date, the Academic Support expenditures were \$68,146 favorable to budget.
- *Student Services* – The Student Services expenditures had a monthly favorable variance in July 2023 of \$95,659 with most of this resulting in lowered spending in general material and supplies.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable variance in July 2023 of \$102,142.
- *Operations & Maintenance* – The Operations and Maintenance expenditures were \$234,183 favorable to budget in July 2023.
- *Institutional Support* – The Institutional Support expenditures were \$1,938,270 favorable to budget in July 2023. The large favorable variance is related to the recording of the vacation accrual for the audit and also lower than expected spending in contractual services and fixed charges.
- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had a favorable variance for July 2023 of \$85,519. This is a result of the timing of when scholarships and tuition waivers are applied to student accounts

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY23 Final Audited Numbers	FY24 Annual Budget
<b>Revenues:</b>										
1,914,489	2,383,313	(468,824)	Local Sources	1,914,489	2,383,313	(468,824)	-19.67%	2,668,681		12,522,321
527,979	337,020	190,959	ICCB Credit Hour Grant	527,979	337,020	190,959	56.66%	729,831		4,044,242
573,052	573,052	-	ICCB Equalization Grant	573,052	573,052	-	0.00%	544,608		6,876,620
28,047	340,234	(312,187)	Other State Sources	28,047	340,234	(312,187)	-91.76%	23,872		1,053,384
4,322,860	5,349,581	(1,026,721)	Tuition	4,322,860	5,349,581	(1,026,721)	-19.19%	4,117,169		8,632,290
1,488,509	1,620,785	(132,276)	Fees	1,488,509	1,620,785	(132,276)	-8.16%	1,463,894		4,428,591
268,454	185,364	83,090	Other Revenue	268,454	185,364	83,090	44.83%	189,473		1,612,595
-	-	-	Gift In Kind	-	-	-	0.00%	-		-
<b>9,123,390</b>	<b>10,789,349</b>	<b>(1,665,959)</b>	<b>Total Revenues</b>	<b>9,123,390</b>	<b>10,789,349</b>	<b>(1,665,959)</b>	<b>(0)</b>	<b>9,737,528</b>	<b>-</b>	<b>39,170,043</b>
<b>Expenditures:</b>										
<b>Instructional</b>										
920,012	792,763	(127,249)	Salary and Wages	920,012	792,763	(127,249)	-16.05%	907,763		11,357,239
171,576	191,668	20,092	Employee Benefits	171,576	191,668	20,092	10.48%	82,864		2,468,069
2,285	15,825	13,540	Contractual Services	2,285	15,825	13,540	85.56%	1,781		647,065
13,219	182,457	169,238	General Materials and Supplies	13,219	182,457	169,238	92.76%	15,055		708,945
1,623	45,380	43,757	Travel and Meeting Expenses	1,623	45,380	43,757	96.42%	896		145,769
-	-	-	Fixed Charges	-	-	-	0.00%	-		99,375
-	158,500	158,500	Capital Outlay	-	158,500	158,500	100.00%	-		172,877
-	-	-	Other Expenditures	-	-	-	0.00%	-		-
-	-	-	Gift In Kind	-	-	-	0.00%	-		-
<b>1,108,715</b>	<b>1,386,593</b>	<b>277,878</b>	<b>Total Instructional</b>	<b>1,108,715</b>	<b>1,386,593</b>	<b>277,878</b>	<b>20.04%</b>	<b>1,008,358</b>	<b>-</b>	<b>15,599,339</b>
<b>Academic Support</b>										
33,770	43,200	9,430	Salary and Wages	33,770	43,200	9,430	21.83%	17,924		359,212
11,181	14,507	3,326	Employee Benefits	11,181	14,507	3,326	22.92%	2,662		61,120
-	-	-	Contractual Services	-	-	-	0.00%	-		-
31,654	79,229	47,576	General Materials and Supplies	31,654	79,229	47,576	60.05%	15,787		183,448
1,986	9,800	7,814	Travel and Meeting Expenses	1,986	9,800	7,814	79.74%	-		13,400
-	-	-	Fixed Charges	-	-	-	0.00%	-		-
-	-	-	Capital Outlay	-	-	-	0.00%	-		-
-	-	-	Gift In Kind	-	-	-	0.00%	-		-
<b>78,590</b>	<b>146,736</b>	<b>68,146</b>	<b>Total Academic Support</b>	<b>78,590</b>	<b>146,736</b>	<b>68,146</b>	<b>46.44%</b>	<b>36,373</b>	<b>-</b>	<b>617,180</b>
<b>Student Services</b>										
145,412	106,442	(38,970)	Salary and Wages	145,412	106,442	(38,970)	-36.61%	129,567		2,243,554
39,780	51,014	11,234	Employee Benefits	39,780	51,014	11,234	22.02%	17,810		601,523
-	9,540	9,540	Contractual Services	-	9,540	9,540	100.00%	-		12,040
(775)	80,876	81,650	General Materials and Supplies	(775)	80,876	81,650	100.96%	2,762		118,172
491	32,697	32,206	Travel and Meeting Expenses	491	32,697	32,206	98.50%	459		107,177
-	-	-	Fixed Charges	-	-	-	0.00%	-		15,000
-	-	-	Other Expenditures	-	-	-	0.00%	-		-
<b>184,908</b>	<b>280,568</b>	<b>95,659</b>	<b>Total Student Services</b>	<b>184,908</b>	<b>280,568</b>	<b>95,659</b>	<b>34.09%</b>	<b>150,597</b>	<b>-</b>	<b>3,097,466</b>
<b>Public Service/Cont Ed</b>										
30,255	54,971	24,717	Salary and Wages	30,255	54,971	24,717	44.96%	22,421		714,628
5,723	10,143	4,420	Employee Benefits	5,723	10,143	4,420	43.57%	2,699		124,744
269	18,500	18,231	Contractual Services	269	18,500	18,231	98.55%	1,363		102,000
4,892	42,101	37,209	General Materials and Supplies	4,892	42,101	37,209	88.38%	5,370		177,663
-	7,874	7,874	Travel and Meeting Expenses	-	7,874	7,874	100.00%	-		32,891
8,441	11,133	2,692	Fixed Charges	8,441	11,133	2,692	24.18%	8,591		106,232
-	7,000	7,000	Capital Outlay	-	7,000	7,000	100.00%	-		12,000
-	-	-	Other	-	-	-	0.00%	-		-
-	-	-	GIK	-	-	-	0.00%	-		-
<b>49,579</b>	<b>151,721</b>	<b>102,142</b>	<b>Total Public Service/ Cont Ed</b>	<b>49,579</b>	<b>151,721</b>	<b>102,142</b>	<b>67.32%</b>	<b>40,445</b>	<b>-</b>	<b>1,270,158</b>
<b>Operations &amp; Maintenance</b>										
69,514	103,335	33,821	Salary and Wages	69,514	103,335	33,821	32.73%	62,537		1,361,220
29,750	37,429	7,680	Employee Benefits	29,750	37,429	7,680	20.52%	13,579		460,345
5,644	69,269	63,625	Contractual Services	5,644	69,269	63,625	91.85%	4,820		388,534
16,061	59,000	42,939	General Materials and Supplies	16,061	59,000	42,939	72.78%	20,613		224,782
-	712	712	Travel and Meeting Expenses	-	712	712	100.00%	14		1,490
6,642	3,250	(3,392)	Fixed Charges	6,642	3,250	(3,392)	-104.37%	8,874		99,000
109,108	167,907	58,799	Utilities	109,108	167,907	58,799	35.02%	95,337		1,732,879
-	25,000	25,000	Capital Outlay	-	25,000	25,000	100.00%	-		-
-	5,000	5,000	Contingency Funds	-	5,000	5,000	0.00%	-		4,796
-	-	-	Gift In Kind	-	-	-	0.00%	-		60,000
<b>236,719</b>	<b>470,902</b>	<b>234,183</b>	<b>Total Operation and Maint</b>	<b>236,719</b>	<b>470,902</b>	<b>234,183</b>	<b>3</b>	<b>205,773</b>	<b>-</b>	<b>4,333,046</b>
<b>Institutional Support</b>										
(157,036)	336,559	493,594	Salary and Wages	(157,036)	336,559	493,594	146.66%	(95,668)		4,280,633
88,952	98,101	9,149	Employee Benefits	88,952	98,101	9,149	9.33%	50,921		1,255,711
82,960	686,483	603,524	Contractual Services	82,960	686,483	603,524	87.92%	34,213		1,877,635
222,288	501,782	279,494	General Materials and Supplies	222,288	501,782	279,494	55.70%	191,318		2,035,050
6,055	19,060	13,005	Travel and Meeting Expenses	6,055	19,060	13,005	68.23%	(1,512)		146,577
2,022	205,832	203,809	Fixed Charges	2,022	205,832	203,809	99.02%	182,915		217,741
8,436	-	(8,436)	Capital Outlay	8,436	-	(8,436)	100.00%	-		290,000
16,370	164,371	148,000	Contingency Funds	16,370	164,371	148,000	90.04%	6,312		1,443,976
191	-	(191)	Other	191	-	(191)	100.00%	-		49,075
3,679	200,000	196,321	Strategic Initiatives	3,679	200,000	196,321	98.16%	-		-
-	-	-	One Time Budget Requests	-	-	-	0.00%	28,346		-
<b>273,917</b>	<b>2,212,187</b>	<b>1,938,270</b>	<b>Total Institutional Support</b>	<b>273,917</b>	<b>2,212,187</b>	<b>1,938,270</b>	<b>9</b>	<b>396,845</b>	<b>-</b>	<b>11,596,398</b>
<b>47</b>	<b>85,566</b>	<b>85,519</b>	<b>Scholarships, grants, waivers</b>	<b>47</b>	<b>85,566</b>	<b>85,519</b>	<b>99.94%</b>	<b>1,504</b>	<b>-</b>	<b>1,228,566</b>
<b>1,932,476</b>	<b>4,734,273</b>	<b>2,801,797</b>	<b>Total Expenditures</b>	<b>1,932,476</b>	<b>4,734,273</b>	<b>2,801,797</b>	<b>59.18%</b>	<b>1,839,895</b>	<b>-</b>	<b>37,742,153</b>
<b>7,190,915</b>	<b>6,055,077</b>	<b>(4,467,756)</b>	<b>Revenue Less Expenditures</b>	<b>7,190,915</b>	<b>6,055,077</b>	<b>(4,467,756)</b>	<b>(1)</b>	<b>7,897,633</b>	<b>-</b>	<b>1,427,890</b>
-	-	-	<b>Transfers Out:</b>	-	-	-	0.00%	-		<b>1,427,890</b>
<b>7,190,915</b>	<b>6,055,077</b>	<b>(4,467,756)</b>	<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>7,190,915</b>	<b>6,055,077</b>	<b>(4,467,756)</b>	<b>(1)</b>	<b>7,897,633</b>	<b>-</b>	<b>0</b>

<b>Current Month</b>	<b>Current Month Budget</b>	<b>Variance</b>		<b>Current YTD Actual</b>	<b>Current YTD Budget</b>	<b>Current YTD Budget Variance</b>
1,041,926.88	1,437,269.79	395,342.91	Salary and Wages	1,041,926.88	1,437,269.79	395,342.91
346,962.40	402,861.82	55,899.42	Employee Benefits	346,962.40	402,861.82	55,899.42
91,156.89	799,616.99	708,460.10	Contractual Services	91,156.89	799,616.99	708,460.10
287,338.73	945,444.45	658,105.72	General Materials and Supplies	287,338.73	945,444.45	658,105.72
10,154.11	115,522.34	105,368.23	Travel and Meeting Expenses	10,154.11	115,522.34	105,368.23
17,105.00	220,214.00	203,109.00	Fixed Charges	17,105.00	220,214.00	203,109.00
109,108.01	167,906.53	58,798.52	Utilities	109,108.01	167,906.53	58,798.52
8,436.10	190,500.00	182,063.90	Capital Outlay	8,436.10	190,500.00	182,063.90
16,370.46	169,370.71	153,000.25	Contingency Funds	16,370.46	169,370.71	153,000.25
3,869.94	200,000.00	196,130.06	Other Expenditures	3,869.94	200,000.00	196,130.06
1,932,428.52	4,648,706.63	2,716,278.11	Total	1,932,428.52	4,648,706.63	2,716,278.11

## Lake Land College

### FY2024 Salary, Wage & Benefits Detail

<b>Salary &amp; Wages</b>	<b>Year to Date</b>			<b>FY2024 Budgeted</b>	<b>FY24 Projections</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>		<b>Projected Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Salary and Wages - Instructional	\$920,012	\$792,763	(\$127,249)	\$11,357,239	\$920,012	\$11,357,239	\$10,437,227
Salary and Wages - Acad. Support	\$33,770	\$43,200	\$9,430	\$359,212	\$33,770	\$359,212	\$325,442
Salary and Wages - Stud. Svcs	\$145,412	\$106,442	(\$38,970)	\$2,243,554	\$145,412	\$2,243,554	\$2,098,142
Salary and Wages - Public Svc.	\$30,255	\$54,971	\$24,717	\$714,628	\$30,255	\$714,628	\$684,373
Salary and Wages - Maintenance	\$69,514	\$103,335	\$33,821	\$1,361,220	\$69,514	\$1,361,220	\$1,291,706
Salary and Wages - Inst. Support	(\$157,036)	\$336,559	\$493,594	\$4,280,633	(\$157,036)	\$4,280,633	\$4,437,669
<b>Total Salary and Wages</b>	<b>\$1,041,927</b>	<b>\$1,437,270</b>	<b>\$395,343</b>	<b>\$20,316,486</b>	<b>\$1,041,927</b>	<b>\$20,316,486</b>	<b>\$19,274,559</b>

<b>Employee Benefits</b>	<b>Year to Date</b>			<b>FY2024 Budgeted</b>	<b>FY24 Projections</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>		<b>Projected Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Employee Benefits - Instructional	\$171,576	\$191,668	\$20,092	\$2,468,069	\$2,051,378	\$2,468,069	\$416,691
Employee Benefits - Acad. Support	\$11,181	\$14,507	\$3,326	\$61,120	\$74,099	\$61,120	(\$12,979)
Employee Benefits - Stud. Svcs	\$39,780	\$51,014	\$11,234	\$601,523	\$438,935	\$601,523	\$162,588
Employee Benefits - Public Svc.	\$5,723	\$10,143	\$4,420	\$124,744	\$61,706	\$124,744	\$63,038
Employee Benefits - Maintenance	\$29,750	\$37,429	\$7,680	\$460,345	\$334,730	\$460,345	\$125,615
Employee Benefits - Inst. Support	\$88,952	\$98,101	\$9,149	\$1,255,711	\$1,317,320	\$1,255,711	(\$61,609)
<b>Total Employee Benefits</b>	<b>\$346,962</b>	<b>\$402,862</b>	<b>\$55,899</b>	<b>\$4,971,512</b>	<b>\$4,278,168</b>	<b>\$4,971,512</b>	<b>\$693,344</b>

# LAKE LAND COLLEGE

# MEMO

TO: Dr. Jonathan Bullock, President  
FROM: Dustha Wahls, Director of Human Resources  
DATE: August 17, 2023  
RE: Tort Levy Expenditures/Risk Management Plan

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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 FY2024 which resulted in 1 additional position. The newly added position works on assuring the College's facilities meet accessibility requirements mandated by the Americans with Disabilities Act and safety requirements mandated by OSHA and the Illinois Department of Labor.



Lake Land College

TORT LEVY EXPENDITURES/RISK MANAGEMENT PLAN

Board of Trustees

## Lake Land College

### Tort Levy Expenditures/Risk Management Plan

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

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

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

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

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

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

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

Position	% of job duties related to tort liability	Risk Management Responsibilities
Comptroller	5%	The comptroller spends 5% of his/her time engaged in tort prevention related activities including supervision and auditing of loss and casualty insurance claims.
Sr. Human Resources Generalist and College Compliance Coordinator	50%	The Sr. Human Resources Generalist spends an estimated 50% of his/her time working on issues directly related to tort liability. These responsibilities include safety audits, accident, health; Worker's Compensation Pathogens training. He/she ensures the appropriate reports are filed, follows up with claimants and processes Worker's Compensation paper work for employees. This position also coordinates with the hospital for the CDL drug screening pool. This position is also the Deputy Title IX Coordinator for the college.
Training & Development Coordinator	50%	The Training & Development Coordinator spends an estimated 50% of his/her time working on issues directly related to tort liability. These responsibilities include coordinating the delivery and content of organization wide annual training in compliance with College policy and laws; coordinates and tracks safety training, such as forklift, utility cart training, and Blood Borne Pathogens training. This position also serves as a Title IX Investigator.
Custodians	5%	Custodians spend an estimated 5% of their time working on issues directly related to tort liability. Examples of these tasks include looking for trip hazards, mopping spills, picking up obstacles that block aisles in class rooms and putting out wet floor signs to warn of slip hazards. These risk management responsibilities are assigned in addition to non-tort related tasks such as general cleaning, room set ups, emptying trash, vacuuming, cleaning walls and base boards and stocking paper towels.

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

Kluthe Site Technician	20%	<p>The Kluthe Site Technician spends an estimated 20% of their time working on issues directly related to tort liability. Examples of these assigned tasks include consultant to security service by monitoring and maintaining of security data storage, backup, and retrieval. Additionally, this employee changes interior and exterior lighting for the safety of our patrons, inspection of sprinkler systems, trimming trees to meet ADA height requirements, and maintaining classroom lab equipment to ensure health department guidelines are met. These risk management responsibilities are assigned in addition to non-tort related functions which include general snow removal, service oriented functions such as opening cars with the keys locked inside, and room set up.</p>
Director of Physical Plant Operations	20%	<p>The director of the physical plant spends an estimated 20% of his/her time supervising and following-up on tort related issues. These risk management responsibilities are assigned in addition to non-tort related issues in the area of general construction in which he/she works with the Facilities Planning Manager, record storage management, equipment tagging, general process improvements, and working with various entities on campus to coordinate general maintenance needs. Direct and review completion of lighting for the safety of our patrons, repairing college vehicles to ensure they are safely maintained, inspection of sprinkler systems, trimming trees to meet ADA height requirements, removing of snow and ice from pedestrian pathways and maintaining lab equipment to ensure health and safety guidelines are met.</p>
Assistant Director of Physical Plant Operations (vacant)	20%	<p>The assistant director of the physical plant spends an estimated 20% of his/her time supervising and following-up on tort related issues. These risk management responsibilities are assigned in addition to non-tort related issues in the area of record storage management, equipment tagging, general process improvements, and working with various entities on campus to coordinate general maintenance needs. Direct, supervise and review completion of lighting for the safety of our patrons, repairing college vehicles to ensure they are safely maintained, inspection of sprinkler systems, trimming trees to meet ADA height requirements, removing of snow and ice from pedestrian pathways and maintaining lab equipment to ensure health and safety guidelines are met.</p>

Facilities Coordinator to Physical Plant Operations	10%	The 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).
Facilities Planning Manager	20%	The Facilities Planning Manager spends an estimated 20% of his/her time working on issues directly related to tort liability. Much of this time is spent assuring the college's facilities meet accessibility requirements mandated by the Americans with Disabilities Act, and safety requirements as mandated by OSHA and the Illinois Department of Labor. He/she also oversees implementation of safety related technology such as lighting, sidewalk repair and installation of fire alarms. These risk management responsibilities are assigned in addition to non-tort related tasks such as general construction planning, aesthetics and coordination with contractors.
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.
Chief Information Officer	15%	The Chief Information Officer spend an estimated 15% of his/her time working on tort related issues. He/she is responsible for ensuring the College provides adequate and sufficient processes, procedures, tools and personnel to protect the College from all cybersecurity threats. He/she works directly with his staff on an overall cybersecurity plan that addresses any imminent cybersecurity threats and ensures the College meets all requirements from cybersecurity assessment form to ensure the College qualifies for Cybersecurity insurance annually.
Director of Information Securities	100%	The Director of Information Security spend an estimated 100% of his/her time working on tort related issues. He/she is responsible for deploying and maintaining adequate and sufficient processes, procedures, tools and personnel to protect the College from all cybersecurity threats. He/she works directly with the Information Security Specialist on an overall cybersecurity plan, addressing any imminent threats and ensures the College meets all requirements from cybersecurity assessment form to ensure the College qualifies for Cybersecurity insurance annually.
Information Security Specialist	100%	The Director of Information Security spend an estimated 100% of his/her time working on tort related issues. He/she reports to Director of Information Security addressing any imminent cybersecurity threats and helps deploy and maintain adequate and sufficient processes, procedures, tools and personnel to protect the College from all cybersecurity threats.

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  
 Revised 08/2022  
 Revised 08/2023

# LAKE LAND COLLEGE

## MEMO

TO: Jean Anne Highland, Chief of Staff  
FROM: Beth Craig, Grants Writer and Coordinator  
CC: Lynn Breer, Director of Institutional Research and Reporting  
RE: Acceptance of FY24 ICCB PATH Grant

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Lake Land College has received a one-year grant for \$572,660.00 from the Illinois Community College Board (ICCB) Pipeline for the Advancement of the Healthcare Workforce Program (PATH). This grant program was established to create, support and expand the opportunities of individuals to enter in or advance their careers in the healthcare industry by obtaining credentials, certificates and degrees. This is the second year the College has received this grant.

In the first year of the grant, equipment was purchased for students to use and understand. The grant also provided funds for student textbooks as well as licensing exam fees. A full time PATH Grant Manager was hired to coordinate the details of the grant, and stipends were paid to students to encourage them to study and also offset their need to work so many hours in addition to taking coursework.

With the second year of the grant, the College plans to use this grant funding to create an organized tutoring program for allied health students. Tutoring opportunities will be offered to students at times that are convenient for them, and led by faculty who teach their courses. In addition, both a PATH grant project manager and a part time Coach will begin working to provide support to students and the grant activities. Funding will also be used to defray the student costs for testing, license fees and tuition, as well as to provide student equipment for healthcare programs. The grant will also cover the costs associated with obtaining accreditation for a Surgical Technologist program along with curriculum review for this future program.

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

<b>STATE OF ILLINOIS</b>	<b>UNIFORM GRANT BUDGET TEMPLATE</b>
<b>Organization Name: Lake Land College</b>	<b>DUNS# 075598359</b>
<b>CFSA Number: 684-05-2840</b>	<b>CSFA Description: PATH Grant</b>

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17. Eligible applicants requesting funding for multi-year grants should complete all applicable columns. **Please read**

### SECTION A -- STATE OF ILLINOIS FUNDS

Revenues	Year 1	Year 2
(a). State of Illinois Grant Amount Requested	\$ 572,660	\$ -

### BUDGET SUMMARY STATE OF ILLINOIS FUNDS

Budget Expenditure Categories <i>OMB Uniform Guidance Federal Awards Reference 2 CFR 200</i>	Year 1	Year 2
1. Personnel (Salaries & Wages) <span style="float: right;">200.430</span>	\$ 111,250	\$ -
2. Fringe Benefits <span style="float: right;">200.431</span>	\$ 32,473	\$ -
3. Travel <span style="float: right;">200.474</span>	\$ 20,000	\$ -
4. Equipment <span style="float: right;">200.439</span>	\$ 90,000	\$ -
5. Supplies <span style="float: right;">200.94</span>	\$ 26,231	\$ -
6. Contractual Services (200.318) & Subawards (200.92)	\$ -	\$ -
7. Consultant (Professional Services) <span style="float: right;">200.459</span>	\$ 5,000	\$ -
8. Construction	\$ -	\$ -
9. Occupancy (Rent & Utilities) <span style="float: right;">200.465</span>	\$ -	\$ -
10. Research & Development (R&D) <span style="float: right;">200.87</span>	\$ -	\$ -
11. Telecommunications	\$ -	\$ -
12. Training & Education <span style="float: right;">200.472</span>	\$ 24,000	\$ -
13. Direct Administrative costs <span style="float: right;">200.413</span>	\$ -	\$ -
14. Miscellaneous Costs	\$ 206,216	\$ -
15. A. <u>Grant Exclusive Line Item(s)</u>	\$ -	\$ -
B. <u>Grant Exclusive Line Item(s)</u>	\$ -	\$ -
16. Total Direct Costs (lines 1-15) <span style="float: right;">200.413</span>	\$ 515,170	\$ -
17. Indirect Costs* (see below) <span style="float: right;">200.414</span>	\$ 57,489	\$ -
Rate: <u>40</u> % Base: _____ Salaries + Fringe _____		
<b>18. Total Costs State Grant Funds (lines 16 and 17)</b>	<b>\$ 572,660</b>	<b>\$ -</b>

<b>AGENCY: ICCB</b>
<b>NOFO # Pipeline for the Advancement of the Healthcare Workforce Program (PATH)</b>
<b>Fiscal Year(s) : FY2024</b>

*nts requesting funding for only one year should complete the l all instructions before completing form.*

<u>Year 3</u>	<u>TOTAL</u>
\$ -	\$ -

<u>Year 3</u>	<u>TOTAL</u>
\$ -	\$ 111,250
\$ -	\$ 32,473
\$ -	\$ 20,000
\$ -	\$ 90,000
\$ -	\$ 26,231
\$ -	\$ -
\$ -	\$ 5,000
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ 24,000
\$ -	\$ -
\$ -	\$ 206,216
\$ -	\$ -
\$ -	\$ -
\$ -	\$ 515,170
\$ -	\$ 57,489
\$ -	\$ 572,660

**ILLINOIS COMMUNITY COLLEGE BOARD  
INTERGOVERNMENTAL GRANT AGREEMENT**

This Intergovernmental Grant Agreement (Agreement) is made and entered into by and between the State of Illinois acting through the Illinois Community College Board (Board) and Lake Land College (College), (collectively the Parties) under the authority of the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq. Contact information for each Party is set forth in Exhibit C.

Period: July 1, 2023 through June 30, 2024

Agreement #: PATH-517-24

Amount: \$572,660.00

Source of Funds: State of Illinois

This Agreement, consisting of the signature page and numbered sections listed below and any attachments or exhibits referenced in this Agreement, constitute the entire Agreement between the Parties concerning the subject matter of the Agreement, and supersede all prior proposals, contracts and understandings between the Parties concerning the subject matter of the Agreement. This Agreement may be signed and transmitted electronically or digitally and shall have the same legal effect as an original.

- 1. TERM AND TERMINATION**
- 2. DESCRIPTION OF SUPPLIES AND SERVICES**
- 3. PRICING**
- 4. STANDARD BUSINESS TERMS AND CONDITIONS**
- 5. STANDARD CERTIFICATIONS**

In consideration of the mutual covenants and agreements contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to the terms and conditions set forth herein and have caused this Agreement to be executed by their duly authorized representatives on the dates shown below.

Lake Land College  
5001 Lake Land Boulevard  
Mattoon, IL 61938

State of Illinois  
Illinois Community College Board  
401 East Capitol Avenue  
Springfield, IL 62701-1711

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

Brian Durham, Ed. D., Executive Director  
Printed Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## PART ONE – STANDARD TERMS

### 1. TERM AND TERMINATION

**1.1 TERM OF THIS AGREEMENT:** This Agreement has an initial term of July 1, 2023 through June 30, 2024. In no event will the total term of the Agreement, including the initial term, any renewal terms and any extensions, exceed 10 years.

**1.2 RENEWAL:** Subject to the maximum total term as identified above, the Board has the option to renew for subsequent periods. Any renewal is subject to the same terms and conditions as the original Agreement except as stated in the renewal. This Agreement may not renew automatically nor may the Agreement renew solely at the College's option.

**1.3 TERMINATION FOR CAUSE:** The Board may terminate this Agreement, in whole or in part, immediately upon notice to the College if: (a) the Board determines that the actions or inactions of the College, its agents, employees or subcontractors have caused, or reasonably could cause, jeopardy to health, safety, or property, or (b) the College has notified the Board that it is unable or unwilling to perform the Agreement.

If the College fails to perform to the Board's satisfaction any material requirement of this Agreement, is in violation of a material provision of this Agreement, or the Board determines that the College lacks the financial resources to perform the Agreement, the Board shall provide written notice to the College to cure the problem identified within the period of time specified in the Board's written notice. If not cured by that date the Board may either: (a) immediately terminate the Agreement without additional written notice or (b) enforce the terms and conditions of the Agreement.

For termination due to any of the causes contained in this Section, the Board retains its rights to seek any available legal or equitable remedies and damages.

**1.4 TERMINATION FOR CONVENIENCE:** Either Party may, for its convenience and with 30 days prior written notice to the other Party, terminate this Agreement in whole or in part and without payment of any penalty or incurring any further obligation to the other Party. The College shall be entitled to compensation upon submission of invoices and proof of claim for grant activities performed up to and including the date of termination.

### 2. DESCRIPTION OF SUPPLIES AND SERVICES

**2.1 GOAL:** As further described in Exhibit A to this agreement, the purpose of this grant program is to create, support, and expand the opportunities of individuals in the nursing pathway and select healthcare pathways to obtain credentials and degrees that allow them to enter and/or advance their careers in the healthcare industry.

**2.2 SUPPLIES AND/OR SERVICES REQUIRED:** The College will provide services and perform as described in Exhibits A-G, Part Two and Part Three of this Agreement.

**2.3 MILESTONES AND DELIVERABLES:** See Exhibits A-G, Part Two and Part Three of this Agreement.

**2.4 ASSIGNMENT AND SUBCONTRACTING:**

2.4.1 This Agreement may not be assigned, transferred in whole or in part by the College without the prior written consent of the Board. Subawards to subrecipients to carry out a part of the grant activities are not authorized without written consent of the award. Subrecipient does not include a beneficiary of the grant program.

2.4.2 For purposes of this section, subcontractors are those specifically hired to perform all or part of the work covered by the Agreement.

Will subcontractors be utilized?  Yes  No

2.4.3 The College shall describe below the names and addresses of all authorized subcontractors to be utilized by the College in the performance of this Agreement, together with a description of the work to be performed by the subcontractor and the anticipated amount of money that each subcontractor is expected to receive pursuant to this Agreement. The College shall provide a copy of any subcontracts within 20 days of execution of this Agreement.

Subcontractor Name \_\_\_\_\_ Amount to be paid \_\_\_\_\_  
 Address \_\_\_\_\_ Description of work \_\_\_\_\_

Subcontractor Name \_\_\_\_\_ Amount to be paid \_\_\_\_\_  
 Address \_\_\_\_\_ Description of work \_\_\_\_\_

2.4.4 The College shall notify the Board of any additional or substitute subcontractors hired during the term of this Agreement. The College shall provide to the Board a copy of all such subcontracts within 20 days of execution of the subcontract.

2.4.5 All subcontracts must include the same certifications that the College must make as a condition of this Agreement. The College shall include in each subcontract the subcontractor certifications as shown in Article 5 of this Agreement.

**2.5 WHERE SERVICES ARE TO BE PERFORMED:** Unless otherwise specified in this section all services shall be performed in the United States. If the College manufactures the supplies or performs the services purchased hereunder in another country in violation of this provision, such action may be deemed by the Board as a breach of the Agreement by the College. College shall disclose the locations where the services required shall be performed and the known or anticipated value of the services to be performed at each location. If the College received additional consideration in the evaluation based on work being performed in the United States, it shall be a breach of Agreement if the College shifts any such work outside the United States.

**2.6 SCHEDULE OF WORK:** Any work performed on State premises shall be done during the hours designated by the Board and performed in a manner that does not interfere with the Board and its personnel.

**3. PRICING**

**3.1 METHOD AND RATE OF COMPENSATION:** The Board will compensate the College for the initial term as follows:

The Board will process vouchers not to exceed an amount of \$572,660.00 based on the following schedule. The Board will process payments of \$143,165.00 upon execution of this Agreement, during the first week of October 2023 and during the first week of January 2024.

The Board will, if necessary, process a final payment of up to \$143,165.00 no sooner than April 1, 2024, but no later than August 1, 2024, upon written request from the College. Final payment requests must be submitted on or before August 1, 2024. Final payment request must be sent to: ICCB.grantpayments@illinois.gov. The College should request, in writing, only the necessary amount of funds to fulfill any/all remaining FY24 obligations when contacting the Board for final payment.

All funds distributed to the College remaining unexpended and unobligated at the end of the grant agreement or at the expiration of the period of time grant funds are available for expenditure or obligation by the College shall be returned to the State with 45 days.

The College shall not perform services, provide supplies or incur expenses in an amount exceeding the amount shown in this Section, unless the Board has authorized a higher amount in writing prior to the College performing the services, providing the supplies, or incurring the expenses.

**3.2 TYPE OF PRICING:** Pricing under this Agreement is

- Firm \_\_\_\_\_  
 Estimated \_\_\_\_\_

**3.3 RENEWAL COMPENSATION:** If this Agreement is renewed, the price shall be at the same rate as for the initial term unless a different compensation or formula for determining the renewal compensation is agreed to by the Parties.

**3.4 PAYMENT TERMS AND CONDITIONS:** As a condition of receiving payment the College must (i) be in compliance with the Agreement, (ii) pay its employees prevailing wages when required by law (Examples of prevailing wage categories include public works, printing, janitorial, window washing, building and grounds services, site technician services, natural resource services, security guard and food services. The College is responsible for contacting the Illinois Dept. of Labor 217-782-6206 to ensure understanding of prevailing wage requirements), (iii) pay its suppliers and subcontractors according to the terms of their respective contracts, and (iv) provide lien waivers to the Board upon request.

**4. STANDARD BUSINESS TERMS AND CONDITIONS**

**4.1 AVAILABILITY OF APPROPRIATION (30 ILCS 500/20-60):** This Agreement is contingent upon and subject to the availability of funds. The Board, at its sole option, may terminate or suspend this Agreement, in whole or in part, without penalty or further payment being required, if (1) the Illinois General Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason, (2) the Governor decreases the Department's funding by reserving some or all of the Department's appropriation(s) pursuant to power delegated to the Governor by the Illinois General Assembly; or (3) the Department determines, in its sole discretion or as directed by the Office of the Governor, that a reduction is necessary or advisable based upon actual or projected budgetary considerations. College will be notified in writing of the failure of appropriation or of a reduction or decrease.

**4.2 AUDIT/RETENTION OF RECORDS (30 ILCS 500/20-65):** The College and its subcontractors shall maintain books and records relating to the performance of the Agreement or subcontract and necessary to support funds



disbursed under the Agreement or subcontract. Books and records, including information stored in databases or other computer systems, shall be maintained by the College for a period of three years from the later of the date of final payment under the Agreement or completion of the Agreement, and by the subcontractor for a period of three years from the later of final payment under the term or completion of the subcontract. If federal funds are used to pay Agreement costs, the College and its subcontractors must retain its records for five years. Books and records required to be maintained under this section shall be available for review or audit by representatives of: the Board, the Auditor General, the Executive Inspector General, State of Illinois internal auditors or other governmental entities with monitoring authority, upon reasonable notice and during normal business hours. The College and its subcontractors shall cooperate fully with any such audit and with any investigation conducted by any of these entities. Failure to maintain books and records required by this section shall establish a presumption in favor of the Board for the recovery of any funds paid by the Board under the Agreement for which adequate books and records are not available to support the purported disbursement. The College or subcontractors shall not impose a charge for audit or examination of the College's books and records.

**4.3 TIME IS OF THE ESSENCE:** Time is of the essence with respect to the College's performance of this Agreement. The College shall continue to perform its obligations while any dispute concerning the Agreement is being resolved unless otherwise directed by the Board.

**4.4 NO WAIVER OF RIGHTS:** Except as specifically waived in writing, failure by a Party to exercise or enforce a right does not waive that Party's right to exercise or enforce that or other rights in the future.

**4.5 FORCE MAJEURE:** Failure by either Party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control and not due to its negligence including acts of nature, acts of terrorism, riots, labor disputes, fire, flood, explosion, and governmental prohibition. The non-declaring Party may cancel the Agreement without penalty if performance does not resume within 30 days of the declaration.

**4.6 CONFIDENTIAL INFORMATION:** Each Party, including its agents and subcontractors, to this Agreement may have or gain access to confidential data or information owned or maintained by the other Party in the course of carrying out its responsibilities under this Agreement. Each Party shall presume all information received from the other Party or to which it gains access pursuant to this Agreement is confidential. No confidential data collected, maintained, or used in the course of performance of the Agreement shall be disseminated except as authorized by law and with the written consent of the disclosing Party, either during the period of the Agreement or thereafter. The receiving Party must return any and all data collected, maintained, created or used in the course of the performance of the Agreement, in whatever form it is maintained, promptly at the end of the Agreement, or earlier at the request of the disclosing Party, or notify the disclosing Party in writing of its destruction. The foregoing obligations shall not apply to confidential data or information lawfully in the receiving Party's possession prior to its acquisition from the disclosing Party; received in good faith from a third-party not subject to any confidentiality obligation to the disclosing Party; now is or later becomes publicly known through no breach of confidentiality obligation by the receiving Party; or is independently developed by the receiving Party without the use or benefit of the disclosing Party's confidential information.

**4.7 USE AND OWNERSHIP:** Equipment or supplies created or acquired by the College under this Agreement that are no longer needed for this project shall be used for other activities supported financially by the Board. If suitable activities are not identifiable, then the College shall request disposition instructions from the Board and abide by written instructions provided by the Board, which may be provided in advance of any such request. Any intangible property, which includes but is not limited to trademarks, copyrights, patents, original works of authorship, and data, shall vest with the College unless otherwise agreed in writing. The College hereby assigns to the Board rights to reproduce, publish, or otherwise use the work for Board purposes, and to authorize others to do so. The Board has the right to obtain, reproduce, publish, or otherwise use the data produced under the award and to authorize others to receive, reproduce, publish, or otherwise use such data for Board purposes.

Confidential data or information contained in such work shall be subject to confidentiality provisions of this Agreement.

**4.8 INDEMNIFICATION AND LIABILITY:** Neither Party shall be liable for the actions chargeable to the other Party under this Agreement including, but not limited to, the negligent acts and omissions of Party's agents, employees or subcontractors in the performance of their duties as described under this Agreement, unless such liability is imposed by law. This Agreement shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one Party against the other or against a third party.

**4.9 INSURANCE:** The College shall, at all times during the term and any renewals, maintain sufficient insurance to cover the replacement cost of any and all real or personal property, or both, purchased, or otherwise acquired, or improved in whole or in part, with funds disbursed pursuant to this Agreement.

**4.10 GRANT AWARD RECIPIENT:** The College shall act as a grant award recipient and not an agent or employee of, or joint venture with the Board. Recipient does not include subrecipients or individuals that are beneficiaries of the award. All payments by the Board shall be made on that basis.

**4.11 SOLICITATION AND EMPLOYMENT:** The College shall not employ any person employed by the Board during the term of this Agreement to perform any work under this Agreement. The College shall give notice immediately to the Board's director if the College solicits or intends to solicit State employees to perform any work under this Agreement.

**4.12 COMPLIANCE WITH THE LAW:** The College, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations, orders, federal circulars and all license and permit requirements in the performance of this Agreement. The College shall be in compliance with applicable tax requirements and shall be current in payment of such taxes. The College shall obtain at its own expense, all licenses and permissions necessary for the performance of this Agreement.

**4.13 BACKGROUND CHECK:** Whenever the Board deems it reasonably necessary for security reasons, the Board may conduct, at its expense, criminal and driver history background checks of the College's and subcontractors' officers, employees or agents. The College or subcontractor shall reassign immediately any such individual who, in the opinion of the Board, does not pass the background checks.

**4.14 APPLICABLE LAW:** This Agreement shall be construed in accordance with and is subject to the laws and rules of the Board. The Department of Human Rights' Equal Opportunity requirements (44 Ill. Adm. Code 750) are incorporated by reference. Any claim against the Board arising out of this Agreement must be filed exclusively with the Illinois Court of Claims (705 ILCS 505/1). The Board shall not enter into binding arbitration to resolve any Agreement dispute. The Board does not waive sovereign immunity by entering into this Agreement. The official text of cited statutes is incorporated by reference (An unofficial version can be viewed at <http://www.ilga.gov/legislation/ilcs/ilcs.asp>). In compliance with the Illinois and federal Constitutions, the Illinois Human Rights Act, the U. S. Civil Rights Act, and Section 504 of the federal Rehabilitation Act and other applicable laws and rules the Board does not unlawfully discriminate in employment, contracts, agreements, or any other activity.

**4.15 ANTI-TRUST ASSIGNMENT:** If the College does not pursue any claim or cause of action it has arising under federal or state antitrust laws relating to the subject matter of the Agreement, then upon request of the Illinois Attorney General, the College shall assign to the Board rights, title and interest in and to the claim or cause of action.

**4.16 PERFORMANCE RECORD / SUSPENSION:** Upon request of the Board, the College shall meet to discuss performance or provide Agreement performance updates to help ensure proper performance of the Agreement. The Board may consider the College's performance under this Agreement and compliance with law and rule to

determine whether to continue the Agreement, suspend the College from doing future business with the Board for a specified period of time, or to determine whether College can be considered responsible on specific future Agreement opportunities.

**4.17 FREEDOM OF INFORMATION ACT:** This Agreement and all related public records maintained by, provided to or required to be provided to the Board and/or College are subject to the Illinois Freedom of Information Act notwithstanding any provision to the contrary that may be found in this Agreement.

## **5. STANDARD CERTIFICATIONS**

The College acknowledges and agrees that compliance with this section and each subsection for the term of the Agreement and any renewals is a material requirement and condition of this Agreement. By executing this Agreement the College certifies compliance with this section and each subsection and is under a continuing obligation to remain in compliance and report any non-compliance.

This section, and each subsection, applies to subcontractors used on this Agreement. The College shall include these Standard Certifications in any subcontract used in the performance of the Agreement using the Standard Subcontractor Certification form provided by the Board.

If this Agreement extends over multiple fiscal years including the initial term and all renewals, the College and its subcontractors shall confirm compliance with this section in the manner and format determined by the Board by the date specified by the Board and in no event later than July 1 of each year that this Agreement remains in effect.

If the Parties determine that any certification in this section is not applicable to this Agreement it may be stricken without affecting the remaining subsections.

**5.1** As part of each certification, the College acknowledges and agrees that should the College or its subcontractors provide false information, or fail to be or remain in compliance with the Standard Certification requirements, one or more of the following sanctions will apply:

- the Agreement may be void by operation of law,
- the Board may void the Agreement, and
- the College and its subcontractors may be subject to one or more of the following: suspension, debarment, denial of payment, civil fine, or criminal penalty.

Identifying a sanction or failing to identify a sanction in relation to any of the specific certifications does not waive imposition of other sanctions or preclude application of sanctions not specifically identified.

**5.2** The College certifies it and its employees will comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.) and applicable rules in performance under this Agreement.

**5.3** The College certifies it is not in default on an educational loan (5 ILCS 385/3). This applies to individuals, sole proprietorships, partnerships and individuals as members of LLCs.

**5.4** The College (if an individual, sole proprietor, partner or an individual as member of a LLC) certifies it has not received an (i) an early retirement incentive prior to 1993 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code, 40 ILCS 5/14-108.3 and 40 ILCS 5/16-133.3, or (ii) an early retirement incentive on or after 2002 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code, 40 ILCS 5/14-108.3 and 40 ILCS 5/16-133, (30 ILCS 105/15a).

**5.5** The College certifies it is a properly formed and existing legal entity (30 ILCS 500/1.15.80, 20-43); and as applicable has obtained an assumed name certificate from the appropriate authority or has registered to conduct business in Illinois and is in good standing with the Illinois Secretary of State.

**5.6** The College certifies it has not been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois or any other State, nor has the College made an admission of guilt of such conduct that is a matter of record (30 ILCS 500/50-5).

**5.7** If the College has been convicted of a felony, the College certifies at least five years have passed after the date of completion of the sentence for such felony, unless no person held responsible by a prosecutor's office for the facts upon which the conviction was based continues to have any involvement with the business (30 ILCS 500/50-10).

**5.8** If the College, or any officer, director, partner, or other managerial agent of the College, has been convicted of a felony under the Sarbanes-Oxley Act of 2002, or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953, the College certifies at least five years have passed since the date of the conviction. The College further certifies that it is not barred from being awarded a contract and acknowledges that the Board shall declare the Agreement void if this certification is false (30 ILCS 500/50-10.5).

**5.9** The College certifies it is not barred from having a contract with the Board based on violating the prohibition on providing assistance to the Board in identifying a need for a contract (except as part of a public request for information process) or by reviewing, drafting or preparing solicitation or similar documents for the State of Illinois (30 ILCS 500/50-10.5e).

**5.10** The College certifies that it and its affiliates are not delinquent in the payment of any debt to the State of Illinois (or if delinquent, has entered into a deferred payment plan to pay the debt), and the College and its affiliates acknowledge the Board may declare the Agreement void if this certification is false (30 ILCS 500/50-11) or if the College or an affiliate later becomes delinquent and has not entered into a deferred payment plan to pay off the debt (30 ILCS 500/50-60).

**5.11** The College certifies that it and all affiliates shall collect and remit Illinois Use Tax on all sales of tangible personal property to the State of Illinois in accordance with provisions of the Illinois Use Tax Act (30 ILCS 500/50-12) and acknowledges that failure to comply can result in the Agreement being declared void.

**5.12** The College certifies that it has not been found by a court or the Pollution Control Board to have committed a willful or knowing violation of the Environmental Protection Act within the last five years and is therefore not barred from being awarded a contract (30 ILCS 500/50-14).

**5.13** The College certifies it has not paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor has the College accepted any money or other valuable thing, or acted upon the promise of same, for not bidding on a State contract (30 ILCS 500/50-25).

**5.14** The College certifies it is not in violation of the "Revolving Door" section of the Illinois Procurement Code (30 ILCS 500/50-30).

**5.15** The College certifies that it has not retained a person or entity to attempt to influence the outcome of a procurement decision for compensation contingent in whole or in part upon the decision or procurement (30 ILCS 500/50-38).

- 5.16** The College certifies it will report to the Illinois Attorney General and the Chief Procurement Officer any suspected collusion or other anti-competitive practice among any bidders, offerors, contractors, proposers or employees of the Board (30 ILCS 500/50-40, 50-45, 50-50).
- 5.17** In accordance with the Steel Products Procurement Act, the College certifies steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the United States, unless the executive head of the procuring agency grants an exception (30 ILCS 565).
- 5.18** a) If the College employs 25 or more employees and this Agreement is worth more than \$5,000, the College certifies it will provide a drug free workplace pursuant to the Drug Free Workplace Act.
- b) If the College is an individual and this Agreement is worth more than \$5,000, the College shall not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the performance of the Agreement (30 ILCS 580).
- 5.19** The College certifies that neither it nor any substantially owned affiliate is participating or shall participate in an international boycott in violation of the U.S. Export Administration Act of 1979 or the applicable regulations of the U.S. Department of Commerce. This applies to agreements that exceed \$10,000 (30 ILCS 582).
- 5.20** The College certifies it has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any state or of the United States (720 ILCS 5/33 E-3, E-4).
- 5.21** The College certifies it complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, including equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies (775 ILCS 5/2-105).
- 5.22** The College certifies it does not pay dues to or reimburse or subsidize payments by its employees for any dues or fees to any “discriminatory club” (775 ILCS 25/2).
- 5.23** The College certifies it complies with the State of Illinois Prohibition of Goods from Forced Labor Act, and certifies that no foreign-made equipment, materials, or supplies furnished to the Board under the Agreement have been or will be produced in whole or in part by forced labor, or indentured labor under penal sanction (30 ILCS 583).
- 5.24** The College certifies that no foreign-made equipment, materials, or supplies furnished to the Board under the Agreement have been produced in whole or in part by the labor or any child under the age of 12 (30 ILCS 584).
- 5.25** The College certifies that it is not in violation of Section 50-14.5 of the Illinois Procurement Code (30 ILCS 500/50-14.5) that states: “Owners of residential buildings who have committed a willful or knowing violation of the Lead Poisoning Prevention Act (410 ILCS 45) are prohibited from doing business with the State of Illinois until the violation is mitigated”.
- 5.26** The College warrants and certifies that it and, to the best of its knowledge, its subcontractors have and will comply with Executive Order No. 1 (2007). The Order generally prohibits the College and subcontractors from hiring the then-serving Governor’s family members to lobby procurement activities of the Board, or any other unit of government in Illinois including local governments if that procurement may result in a contract valued at over \$25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.

**5.27** The College certifies that information technology, including electronic information, software, systems and equipment, developed or provided under this Agreement will comply with the applicable requirements of the Illinois Information Technology Accessibility Standards; see <https://www.dhs.state.il.us/page.aspx?item=32765>. (30 ILCS 587)

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## EXHIBIT A

### PROJECT DESCRIPTION

The purpose of this grant program is to create, support, and expand the opportunities of individuals in the nursing pathway and select healthcare pathways to obtain credentials and degrees that allow them to enter and/or advance their careers in the healthcare industry. Additionally, this program aims to address the shortage of workers in the healthcare industry that have been exasperated by the COVID 19 pandemic.

This initiative aims to meet unmet healthcare community and employment needs by increasing enrollment and retention in nursing and other healthcare pathways, specifically for underrepresented groups of students who might not otherwise be successful or able to enroll in healthcare programs.

The project will focus on three target populations:

1. Incumbent workers who are already in the workforce looking to continue their education and advance their careers in the nursing or healthcare pathway in Illinois.
2. New, entering students on a nursing or healthcare pathway with an identified need for support.
3. Low-income, first generation, and minority students as a subset of both aforementioned target population categories.

All College-developed &/or supported programs made possible through this initiative must be directly aligned with a career pathway that allows participants to obtain an industry-recognized credential and/or a community college certificate in the shortest possible time. Programs should also maintain quality instruction aimed at enhancing the participant's eligibility for employment in the healthcare sector (particularly CNA, LPN, RN). Programs may be credit or non-credit.

## EXHIBIT B

### DELIVERABLES OR MILESTONES

The Pipeline for the Advancement of the Healthcare Workforce (PATH) program models the Workforce Equity Initiative (WEI), a statewide grant program focused on expanding short-term training opportunities for minority students in underinvested communities by providing comprehensive wraparound support and career services. For this program, the target populations are expanded to include low-income students, first-generation students, and entry-level incumbent workers.

Similar to WEI, the PATH program adopts the use of career pathways as an overarching strategy to address pain points in the healthcare talent pipeline as well as issues of equity within preparation and employment.

Strategies and allowable uses of funds are purposefully broad and flexible to allow for innovation and discretion by each college. Both credit and non-credit programs, as identified by the Approved CIP list included with the grant application, can be supported through this initiative. The College should tailor strategies to the needs of their local community and employers.

#### **Potential and impactful strategies include:**

- Recruitment and Outreach – expanding current recruitment and outreach efforts, building community rapport, hiring program recruiters, collaborative partnerships to access new talent pools and additional program on-ramps.
- Accelerated Learning Strategies – developing, implementing, and expanding dual credit pathways, bridge programming, integrated education and training, competency-based education programs, stackable credentialing, creating smooth transitions between non-credit and credit programs.
- Capacity-Building Activities – developing or expanding program/section offerings, mitigating clinical availability, hiring additional staff and instructors, staff retention efforts, professional development for faculty and staff, purchasing/upgrading equipment, expanding lab capacity.
- Work-Based Learning – developing and offering internship, pre-apprenticeship, apprenticeship and other similar opportunities.
- Wraparound Support Services – offering academic and non-academic supports; tutoring, childcare, financial support through stipends and last dollar tuition assistance, transportation, transition services for individuals with disabilities, etc.
- Partnerships and Collaboration- With universities to deliver the BSN, with CBOs to deliver support services or build on-ramps, with employers, coordination and referrals with the local One Stop Center.
- Customized Training - Incumbent worker training or customized training, intentional integration of essential employability skills training, modularized training programs, skills remediation and course preparation.



**EXHIBIT C****CONTACT INFORMATION****CONTACTS FOR NOTIFICATION AND GRANT ADMINISTRATION:**

Unless specified elsewhere, all notices required or desired to be sent by either Party must be sent to the persons listed below. College must notify Board of any changes in its contact information listed below within five (5) business days from the effective date of the change, and Board must notify College of any changes to its contact information as soon as practicable. The Party making a change must send any changes in writing to the contact for the other Party. No amendment to this Agreement is required if information in this Exhibit is changed.

**FOR OFFICIAL GRANT NOTIFICATIONS****BOARD CONTACT**

Name: Carrie Skiles

Title: Director of Healthcare Programs

Email: carrie.skiles@illinois.gov

Phone: 217-558-1876

**COLLEGE CONTACT**

Name: Dr. Bethany Craig

Title: Grants Writer and Coordinator

Email: Bcraig2@lakelandcollege.edu

Phone: 217-234-5405

*Secondary Contacts***BOARD CONTACT**

Name: Bill Dart

Title: Senior Director, Fin. Compl./Grants Mgmt.

Email: william.dart@illinois.gov

Phone: 217-558-4680

**COLLEGE CONTACT**

Name: Dr. M. Lynn Breer

Title: Director of Institutional Research and Reporting

Email: mbreer@lakelandcollege.edu

Phone: 217-234-5401

**EXHIBIT D****PERFORMANCE MEASURES AND STANDARDS**

Performance Standards are based upon the College's most recently approved Narrative/Scope of Work, the Required Activities as outlined in Exhibit A and Deliverables/Milestones as outlined in Exhibit B of this Agreement.

College will adhere to the purpose, target population, and objectives of the grant.

**Reporting Requirements.** Colleges are required to submit quarterly reports, which include programmatic performance and expenditure data, 30 days after the quarter ends detailing progress on program activities, according to the following schedule:

Quarter 1: July - September	Due October 30, 2023
Quarter 2: October – December	Due January 30, 2024
Quarter 3: January – March	Due April 30, 2024
Quarter 4: April – June	Due July 30, 2024
Final/Closeout: July – June	Due August 30, 2024

**Close-out Reporting.** Final financial and programmatic performance reports are due August 30, 2024.

**Reports** are submitted to: [ICCB.grantpayments@illinois.gov](mailto:ICCB.grantpayments@illinois.gov)

**EXHIBIT E**

**SPECIFIC CONDITIONS**

College is low risk. No specific conditions have been placed on this award.

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## **PART TWO –BOARD-SPECIFIC TERMS**

College must notify Board ten (10) days prior to issuing public announcements or press releases concerning work performed pursuant to this Agreement or funded in whole or in part by this Agreement and must cooperate with Board in joint or coordinated releases of information.

In the event that award funds are used in whole or in part to produce any written publications, announcements, reports, flyers, brochures or other written materials, College shall obtain Prior Approval for the use of those funds and agrees to include in these publications, announcements, reports, flyers, brochures and all other such material, the phrase “Funding provided in whole or in part by the ICCB.” Exceptions to this requirement must be requested, in writing, from Board and will be considered authorized only upon written notice thereof to College.

Each quarterly report shall include a proforma budget forecast of expenses which will include planned expenses by each budget category in the approved budget for each forthcoming quarter (or part thereof) remaining in the agreement.

Final payment requests for any Fiscal Year ending June 30 shall be submitted by August 1.

Final budget modifications must be submitted by May 31 for awards ending June 30 or, for an award ending on another date, by 31 days before the end of the term of the agreement.

## **PART THREE –PROJECT-SPECIFIC TERMS**

This grant is exempt from the Grants Accountability and Transparency Act pursuant to PA 102-0626. The provisions of the Illinois Grant Funds Recovery Act (30 ILCS 705/) apply to this grant and grant funds.



# MEMO

TO: Board of Trustees  
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC:

DATE: August 3, 2023

RE: Board Policy Revisions

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With the recent approval of the collective bargaining agreement with the Faculty Association, there are several revisions to Board policies that we are recommending. These changes reflect current practices and/or changes with the new contract. These policies are:

- 05.01 Definition of Full-Time and Part-Time Employee
- 05.02.09 Performance Evaluation and Tenure of Full-Time Faculty Members
- 05.04.07 Sick Leave
- 05.04.21 Vacations

In addition, the Governor recently signed into law Public Act 103-0314, which includes modifications for various leave time due to violent crimes. These policies are:

- 5.04.08 Bereavement Leave
- 05.04.14 General Leave of Absence without Pay

I submit this request for second reading and respectfully request that the Lake Land College Board of Trustees amend these policies after they have been placed on file.

**05.01****Definition of Full-Time and Part-Time Employment**

The initial appointments of all full-time and part-time personnel at the College shall be made by the President, subject to approval by the Board of Trustees. The full-time College personnel are classified into six groups. The Board of Trustees will have sole responsibility for the assignment of personnel and the determination of compensation for all employees, based upon the recommendation of the President. All promotions or wage increases will be recommended by the President and confirmed by the Board of Trustees. All employees, full-time and part-time, are employed by the Board of Trustees for a duration determined by the Board or prescribed by bargaining agreements.

Employees shall qualify as full-time under one of the following conditions:

1. A faculty member who contracts to teach thirty (30) equated semester hours or its equivalent within two (2) consecutive semesters.
2. An academic support faculty member who is employed to work a minimum of forty (40) hours a week ~~for two (2) consecutive semesters.~~
3. An employee who is hired to perform duties in an administrative, paraprofessional, supervisory, or institutional support role and who works a minimum of forty (40) hours a week for a nine-(9-), ten-(10-) or twelve-(12-) month period of time.

Employees shall qualify as part-time under one of the following conditions:

1. An employee who is hired to perform duties in an administrative, paraprofessional, supervisory, or institutional support role and who works twenty-nine (29) or less hours a week.

2. Per the Affordable Care Act, part-time employees working in excess of the hour threshold may be offered health insurance benefits based on a look-back period in accordance with the federal law.

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Adopted November 9, 1998  
Revised July 14, 2003  
Revised February 16, 2015  
Revised April 10, 2017  
Revised December 11, 2017  
Revised

05.02.09

## Performance Evaluation and Tenure of Full-Time Faculty Members

### Explanation and Rationale

The single most important responsibility of the Lake Land College Board, faculty, and staff is to provide a quality instructional program designed to promote effective student learning. Excellence of instruction can be achieved when the College employs only fully qualified faculty members. Faculty members should be familiar with the best pedagogical approaches and work in an atmosphere where the freedom to teach and learn is encouraged.

With these principles in mind, a systematic and professional program to assess the quality of instruction and academic support services at Lake Land College is necessary to meet the changing needs of the community, the students, and society. This evaluation program is not intended to be a punitive instrument. Instead, it should develop relationships between faculty and administration, assign ownership for improvement to each faculty member, and emphasize the value of community in the process.

The full evaluation of tenured and non-tenured faculty, as well as the granting of tenure, shall be governed by ~~Article V, (Performance Evaluation of Full-Time Faculty Members), Sections A through D, and Appendix G~~ (Illinois Compiled Statutes, Higher Education Public Community Act, 110 ILCS 805/) and ~~of~~ the active Agreement between the Lake Land College Faculty Association and the Lake Land College Board of Trustees.

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Adopted November 9, 1998  
Revised June 14, 2004  
Revised December 11, 2017  
Revised



05.04.07

## Sick Days

Sick leave of fourteen (14) days per fiscal year is available for full-time twelve (12) month employees; positions of shorter length will be prorated. Sick time will be credited to the employee's balance ~~on the second pay period~~ at the beginning of each month during the fiscal year. Sick leave may carry over and accumulate with no maximum. Sick leave time will be deducted concurrently with Family Medical Leave time on a rolling calendar basis. Employees must be in a paid status in order to accrue sick time.

Employees may only use the sick time available. A certificate from the employee's physician may be required to verify the illness and the length of the illness and to ensure that the employee has recovered sufficiently to return to his/her work. Sick leave may be used for personal illness, doctor or dental appointments, disease, or other serious illness or injury of spouse, civil union partner, son, daughter, stepchild, mother, father, mother-in-law, father-in-law, stepparent, sister, brother, grandchild, grandparent or any relative living in the immediate household of the employee.

The employee personally must ~~call~~ contact the supervisor promptly upon determining that illness will prevent him/her from performing regularly assigned duties. The employee must personally report to his/her supervisor every day of the sick leave unless he/she is in the hospital or convalescing.

Sick leave must be recorded on the employee's time sheet or reported on an absence form. Sick time may be taken in hourly segments. Whole hours must be taken; anyone taking less than an hour will be charged at the next hourly level. In the case of extended illness, earned vacation time may, at the employee's option, be substituted for sick leave. Probationary employees are eligible to take sick hours earned. Sick leave is not reimbursable at the time of separation from employment.

For Lake Land College employees at correctional or youth centers, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contract(s) shall prevail.

Adopted November 9, 1998  
Revised September 15, 2003  
Revised August 14, 2006  
Revised June 13, 2011  
Revised November 14, 2016  
Revised December 11, 2017  
Revised December 9, 2019  
[Revised](#)

**05.04.08**

## **Bereavement Leave**

Each full-time employee will, in the event of a death in the immediate family, be granted a maximum of five (5) working days of bereavement leave per occurrence with full pay. Immediate family is defined as the spouse, civil union partner, child, step-child, parent, step-parent, grandchild, brother, or sister of the employee.

Bereavement leave with pay will be granted for a maximum of three (3) working days in the event of the death of mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandparents, aunts, uncles, nephews, nieces, or foster parents.

Bereavement leave must be taken within the first five (5) working days of the death of an immediate family member and within the first three (3) working days of the death of all other family members, but need not be taken consecutively. The timeframe for when bereavement leave is granted may be authorized by the employee's vice president or President.

Bereavement leave days granted will not be accumulative from year to year, nor chargeable against any other paid employee leave.

If circumstances require, days needed in addition to the five- and three-day allotments may be charged to personal and/or sick leave balances.

Per the Family Bereavement Leave Act, FMLA eligible employees are entitled to a maximum of ten (10) working days of unpaid leave for bereavement due to the death of a child, stepchild, spouse, domestic partner, sibling, parent, step-parent, mother-in-law, father-in-law, grandchild, grandparent or in the event of a miscarriage, an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, a failed adoption match or adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, or a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth. The employee must take any unpaid leave allowed under the Act within 60 days after they are notified of the death of the covered family member or the date on which an otherwise qualifying event occurs. In the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to 6 weeks of unpaid bereavement leave during that

**Board Policy No. 05.04.08**

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period.

Per the Victims' Economic Security and Safety Act, employees may be eligible for unpaid leave up to two weeks in the event a family or household member is killed in a crime of violence.

For Lake Land College employees at correctional or youth center centers, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contract(s) shall prevail.

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Adopted November 9, 1998  
Revised November 11, 2002  
Revised June 13, 2011  
Revised June 9, 2014  
Revised February 13, 2017  
Revised February 12, 2018  
Revised December 10, 2018  
Revised October 10, 2022  
[Revised](#)

05.04.14

### **General Leave of Absence without Pay**

A special leave of absence without pay and without loss of seniority, status, appointment or accrued benefits may be approved by the Board of Trustees. In order for a special leave to be considered by the Board, the individual must have prior approval by the appropriate supervisor and administrator and the president of the College. Requests must be submitted at least two weeks prior to the requested leave. Unusual hardship cases will be considered on an individual basis.

Special leaves of absence will not exceed sixty (60) days for each three (3) years of continuous service.

The employee will notify the Human Resources Office in writing three (3) months prior to the end of the approved leave of their intention to:

1. Return to full-time employment at the College;
2. Terminate employment at the College; or
3. Request an extension of the leave.

The employee may elect to participate in the State Universities Retirement System during the period of the leave (subject to all provisions of the retirement system), and the employee may elect to continue insurance coverage during the period of the leave (arrangements should be made in the Human Resources Office). All employee contributions and insurance premiums, employee and employer share, will be the responsibility of the employee. While in this unpaid status, the employee will not accrue any benefit time.

Per the Victims' Economic Security and Safety Act, an employee who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence or an employee who has a family or household member who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence may take unpaid leave from work up to 12 work weeks during any 12 month period.

For Lake Land College employees at correctional or youth centers, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contract(s) shall prevail.

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Adopted November 9, 1998  
Revised December 11, 2017  
Revised February 12, 2018  
Revised December 9, 2019  
[Revised](#)

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05.04.21

## Vacations

### Supervisory and Support Personnel

Vacation leave for full-time twelve (12) month employees in paid status working eight (8) hours or more per day in a non-grant funded position will be applied according to the following accrual schedule:

Anniversary Accrual	Vacation Hours Earned Per Month
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Upon hire	6.67
One year	7.33
Two years	8.00
Three years	8.67
Four years	9.33
Five years	10.00
Six years	10.67
Seven years	11.33
Eight years	12.00
Nine years	12.67
Ten years	13.33

For grant funded positions, vacation hours are earned monthly but are loaded at the beginning of each fiscal year. If an employee separates from employment and more benefit time was utilized than accrued, the amount in arrears will be deducted from the employee's final paycheck.

Vacations will be scheduled in advance, approved by the supervisor, and staggered to ensure a reasonable staffing level at all times.

College-funded employees may elect to carry-over into the next fiscal year a maximum of eighty (80) hours of earned vacation time. All other vacation time earned by each employee must be taken as time off from work.

Vacation time cannot be accrued from year to year beyond the eighty (80) hour maximum accrual described above except in extenuating circumstances where the College may grant the employee an increase in the vacation carry-over balance in order to temporarily satisfy operational and staffing needs in a particular department of the College. All extensions of the eighty (80) hour maximum carry-over balance will be approved in writing by the immediate supervisor and the appropriate Vice President. Approved requests will be forwarded to the Director of Human Resources.

Requests for additional vacation without pay must be submitted in writing and approved by the immediate supervisor and the appropriate Vice President. Approved requests are to be forwarded to the Director of Human Resources for subsequent Board action.

### Administrative Personnel and Academic Support Faculty

Personnel employed as full-time administrators and academic support faculty will earn 160 hours of paid vacation for each full year of employment. The accrual rate is 13.3~~43~~ hours per month. Vacation may be taken as earned at the rate of 13.3~~43~~ hours per month.

Personnel employed as full-time administrators and academic support faculty are covered by the following provisions:

1. A maximum total of 240 hours may be accumulated toward carry-over. The specific count of accumulated carry-over hours will be reviewed at the end of each fiscal year, and hours in excess of 240 will be removed from the record.
2. Administrators and academic support faculty will schedule vacation in consultation with the President and/or respective Vice Presidents to avoid unnecessary disruption of the College.
3. Vacations will be scheduled, where possible, not to exceed two (2) weeks at any one period.

### Support, Supervisory and Administrative Personnel

Full-time employees working less than a twelve-month but more than a ten-month schedule will earn a proportionate amount of vacation hours.



Vacation leave must be taken in not less than one-hour increments unless there is a balance remaining of less than one hour. All vacation must be approved by the immediate supervisor.

If an observed holiday or declared day off occurs during the vacation leave, employees will not be required to use vacation for that day.

New employees will be eligible to take vacation hours earned provided that the ninety (90) day probationary period has been satisfactorily completed.

Years of service for computing accrual of vacation earned will be based on the employee's position hire date.

If the College establishes a four-day summer work schedule, any vacation days taken during this period will be charged at the rate of one and one-quarter (1¼) vacation days, or ten (10) hours for each full work day taken. For every hour taken, 1.25 hours will be charged.

Except for employees in a totally grant-funded position, unless specifically authorized by the grant, all earned vacation time will be paid upon termination of employment.

Employees in a totally grant-funded position who attempt to carry-over unused vacation hours at the end of a fiscal year do so at the risk of losing the vacation hours and pay for those hours if the grant funding is not renewed and employment with the College is terminated. An employee in a totally grant-funded position shall be advised to take all earned vacation hours prior to the termination date of a grant-funded position to eliminate possible forfeiture of pay for such remaining hours.

For Lake Land College employees at correctional or youth centers, if there is a conflict, the Department of Corrections or Department of Juvenile Justice contract(s) shall prevail.

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Adopted November 9, 1998  
Revised July 14, 2003  
Revised January 14, 2008  
Revised April 13, 2009  
Revised October 10, 2011  
Revised February 12, 2018  
Revised December 10, 2018  
Revised December 9, 2019

[Revised](#)

# Lake Land College Board of Trustees



RESOLUTION NUMBER: 0923-006

DATE: September 11, 2023

*Approve Seventh Addendum to Employment Agreement with Dr. Jonathan "Josh" Bullock, Lake Land College President, Extending the Term through June 30, 2026.*

**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**, on September 13, 2021, 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, 2024; and

**WHEREAS**, on September 12, 2022, 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, 2025; and

**WHEREAS**, the President's annual salary for the 2023-2024 contract year is \$272,762.28; 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 five goals for the President for FY 2024 to include:

1. Guide and support the President's Cabinet and College leaders with implementing strategic projects in support of the priority objectives and FY 2024 action plans of the College's FY 2023-27 Strategic Plan.
2. Maintain an emphasis on beautification of campus grounds and updating of facilities by overseeing implementation of the FY 2024 initiatives of the College's Facility Master Plan.
3. Oversee the planning and renovation of the Effingham Technology Center, while facilitating the College's involvement in the Effingham Regional Career Academy.
4. Hire and onboard a new Vice President for Business Services, providing guidance in the areas of responsibility.
5. Continue to develop innovative partnerships with community stakeholders (e.g. K-12, businesses, etc.) to promote workforce ready pathways for students.

**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 Seventh 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, 2026.

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 11<sup>th</sup> day of September, 2023.

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

**IN WITNESS WHEREOF**, I hereunto affix my official signature, this 11<sup>th</sup> day of September, 2023.

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Secretary, Board of Trustees

**Exhibit A**  
**SEVENTH ADDENDUM TO PRESIDENT’S EMPLOYMENT AGREEMENT**

This Seventh Addendum to President’s Employment Agreement is made on September 11, 2023, 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, September 13, 2021 and September 12, 2022.

WHEREAS, the Board and President entered into an Employment Agreement effective July 1, 2013 through June 30, 2016 (herein referred to as the "Agreement") with such Agreement having been extended to June 30, 2025 by First, Second, Third, Fourth, Fifth and Sixth 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, 2026.
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, the Fourth Addendum entered into on September 14, 2020, the Fifth Addendum entered into on September 13, 2021, and the Sixth Addendum entered into on September 12, 2022.

IN WITNESS WHEREOF, the parties have executed this Agreement on the 11<sup>th</sup> day of September, 2023.

**PRESIDENT**

**BOARD**

\_\_\_\_\_  
Dr. Jonathan "Josh" Bullock

BY: \_\_\_\_\_  
Mr. Gary Cadwell, Board Chair

ATTEST: \_\_\_\_\_

**LAKE LAND COLLEGE  
BOARD OF TRUSTEES  
HUMAN RESOURCES REPORT  
September 11, 2023**

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

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

**Additional Appointments**

**The following employees are recommended for additional appointments**

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Black, Gabriel	Assistant Baseball Coach	8/22/23
	Primary position Print Shop Technician Ast	
Clark, Deanna	Tutor - Disability Services	8/31/23
	Tutor - Student Learning Assistance Center	8/31/23
	Primary position Newspaper Ed Student	
Claybaugh, Jennifer	Allied Health BNA Clinical Instructor (hourly)	8/30/23
	Primary position Adj Faculty Allied Health	
Craig, Bethany	Adjunct Faculty Humanities Division	8/21/23
	Primary position Grants Writer and Coordinator	
Stamps, Ian	IEL Instructor	8/21/23
	Primary position Adj Reading Instructor	
Strohl, Maria	Allied Health BNA Clinical Instructor (hourly)	8/30/23
	Primary position Allied Health BNA Adj Faculty	
<b>Part-time - Grant Funded</b>		
Bloemer, Katelyn	Remediation Specialist	8/28/23
	Primary position Nursing Instructor	
Brandt, Haylee	Remediation Specialist	8/28/23
	Primary position Nursing Instructor	
Clark, Deanna	Tutor- Carl Perkins	8/31/23
	Primary position Newspaper Ed Student	
Hardiek, Karla	Remediation Specialist	8/28/23
	Primary position Nursing Instructor	
Haskenherm, Tarah	Remediation Specialist	8/28/23
	Primary position Nursing Instructor	
Iheasi, Elfrieda	Institutional Research Intern	9/7/23
	Primary position Newspaper Ed Student	
Jones, Nichole	Remediation Specialist	8/28/23
	Primary position Nursing Instructor	
Lash, Lara	Remediation Specialist	8/28/23
	Primary position Nursing Instructor	
Workman, Bethany	Remediation Specialist	8/28/23
	Primary position Nursing Instructor	



**Unpaid**

Morlen, Andrew	Assistant Baseball Coach Volunteer	8/22/23
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**New Hire-Employees**

The following employees are recommended for hire

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
McFarland, Michele	Accounting Assistant III - Accounts Rec	9/12/23
Lineberry, Kelly	Custodian	9/12/23
Ragon, Bryce	Web Programmer	9/12/23

**Part-time**

Brock, Reese	Admissions and Records Data Entry Assistant	8/14/23
Gross, Jacqueline	Adjunct Faculty Humanities Division	8/21/23
Harley, Scott	Adjunct Faculty Agriculture Division	8/21/23
Hewitt, Paul	Technical Support Assistant	9/6/23
Hinds, Kambri	Cosmetology Clinical Instr (hourly)	8/24/23
Kearns, Jace	Part-Time Groundskeeper	9/1/23
Madlem, Benjamin	Adjunct Faculty Technology Division	8/21/23
Morlen, Andrew	Part-Time Groundskeeper	8/22/23
Roberts, Amaahd	Print Shop Technician Assistant	8/14/23

**Part-time Grant Funded**

Catt, Dannielle	College Work study - Workforce	8/21/23
Watkins, Crystal	Adult Education Instructor	8/21/23
Reeter, Molly	Dual Credit Instructor	8/16/23

**College Work Study**

Baumann, Greyson	College Work Study Radio TV	8/30/23
Florea, Sidney	College Work Study - Student Life	8/7/23

**Terminations/Resignations**

The following employees are terminating employment

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Daugherty, Kathleen	Business Instructor/Program Coord(Retirement)	8/3/23
Scherer, Jacob	Correctional Office Assistant	7/21/23

**Part-time**

Jenkins, Elyse	Newspaper Editor - Student Newspaper	4/27/23
Miller, Chris	Financial Aid Representative	8/17/23
Stevenson, Alexander	Part-Time Groundskeeper	8/18/23

**Transfers/Promotions**

**The following employee is recommended for a change in position**

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