

MEMO

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

FROM: Madge Shoot, Comptroller

CC:

DATE: November 30, 2020

RE: Alternative Revenue Bond Abatement

At the time of the \$1,450,000 General Obligation Refunding Bonds (Alternative Revenue Source) issue a levy was filed with the County Clerks. This bond issue was for the construction of the new Fitness Center and will be repaid with a \$1.50 per credit hour service fee.

This Alternate Bond levy needs to be abated in its entirety prior to the County Clerk's deadline in March. I recommend the Trustees approve the attached resolution. Should you have questions I am available.

Attachment

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, held via Zoom or teleconference, with Dr. Bullock as head of the public body being present in Webb Hall Room 081, 5001 Lake Land Boulevard, Mattoon, Illinois, in said Community College District at 6:00 o'clock P.M., on the 14th day of December, 2020.

* * *

As permitted by Public Act 101-0640, 5 ILCS 120/7(e), the meeting was held without the physical presence of a quorum at the regular meeting location.

The meeting was called to order by the Board Chair and upon the roll being called, the following Trustees were present by audio or video conference: _____

_____ and _____ (non-voting student trustee).

The following Trustees were physically present: _____

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The Board Chair announced that the next item of business before the Board of Trustees was the consideration of a resolution abating the tax heretofore levied for the year 2020 to pay

debt service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of the District.

Whereupon Member _____ presented and the Secretary read by title a resolution as follows, copies of which were made available to all in attendance at said meeting who requested a copy:

Lake Land College Board of Trustees



RESOLUTION abating the tax heretofore levied for the year 2020 to pay debt service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois.

RESOLUTION NUMBER: 1220-008

DATE: 12-14-20

* * *

WHEREAS, the Board of Trustees (the "*Board*") of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois (the "*District*"), by resolution adopted on the 14th day of December, 2015, as supplemented by a direction for abatement of taxes (the "*Bond Resolution*"), did provide for the issue of \$1,450,000 General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B (the "*Bonds*"), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS, the Board has determined and does hereby determine that Pledged Revenues (as defined in the Bond Resolution) or other funds have been deposited in the Alternate Bond and Interest Fund of 2016 (as defined in the Bond Resolution) in an amount sufficient to pay the principal of and interest on the Bonds when due in the next bond year, so as to enable the abatement of the Pledged Taxes (as defined in the Bond Resolution) levied for the same; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2020 to pay principal and interest on the Bonds be abated:

NOW, THEREFORE, Be It and It is Hereby Resolved by the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Abatement of Tax. The tax heretofore levied for the year 2020 in the Resolution is hereby abated in its entirety.

Section 3. Filing of Resolution. Forthwith upon the adoption of this Resolution, the Secretary of the Board shall file a certified copy hereof with the County Clerks of the Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby, Illinois, and it shall be the duty of said County Clerks to abate said tax levied for the year 2020 in accordance with the provisions hereof.

Section 4. Effective Date. This resolution shall be in full force and effect forthwith upon its adoption.

Adopted December 14, 2020.

Chair, Board of Trustees

Secretary, Board of Trustees

Member _____ moved and Member _____ seconded the motion that said resolution as presented and read by title be adopted.

After a full discussion thereof, the Board Chair directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: _____

NAY: _____

Whereupon the Board Chair declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF COLES)

CERTIFICATION OF RESOLUTION AND MINUTES

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

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 14th day of December, 2020, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2020 to pay debt service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting, that said agenda contained a separate specific item concerning the proposed adoption of said resolution, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board in the passage of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 14th day of December, 2020.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF COLES)

Copy Sent to each County Clerk

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of Coles County, Illinois, and as such official I do further certify that on the ____ day of _____, 20__, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2020 to pay debt service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois.

duly adopted by the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, on the 14th day of December, 2020, and that the same has been deposited in the official files and records of my office.

I do further certify that the tax heretofore levied for the year 2020 for the payment of General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, as described in said resolution will be abated in its entirety as provided in said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 20__.

County Clerk of The County of Coles, Illinois

(SEAL)

Lake Land College Board of Trustees



RESOLUTION NUMBER: 1220-009

DATE: 12-14-20

RESOLUTION TO AUTHORIZE PREPARATION OF TENTATIVE BUDGET

WHEREAS, the statutes (Illinois Revised Statutes, Chapter 122, Section 103.20.1) require that the board of each community college district shall within or before the first quarter of each fiscal year, adopt an annual budget which it deems necessary to defray all necessary expenses and liabilities of the district, and in such annual budget shall specify the objects and purposes of each item and amount needed for each object or purpose; and

WHEREAS, the board of each community college district shall fix a fiscal year. If the beginning of the fiscal year of a district is subsequent to the time that the tax levy for such fiscal year shall be made, then such annual budget shall be adopted prior to the time such tax levy shall be made; and

WHEREAS, such budget shall be prepared in tentative form by some person or persons designated by the Board, and in such tentative form shall be made conveniently available to public inspection for at least 30 days prior to final action thereon.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Community College #517 hereby authorizes and directs the President and such other members of the administrative staff as he designates to prepare a tentative budget for the Fiscal Year 2022 which begins on July 1, 2021, and ends on June 30, 2022, providing it in such form as conforms to the statutes and making such budget conveniently available for public inspection.

IT IS FURTHER RESOLVED that the Board authorizes and directs that the President may maintain the current rate of expenditures beyond July 1, 2021, until such time as the new budget for Fiscal Year 2022 is presented to and adopted by the Board of Trustees.

ADOPTED this 14th day of December, 2020 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 to Authorize Preparation of Tentative Budget 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 14th day of December, 2020.

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 14th day of December, 2020.

Secretary, Board of Trustees

Lake Land College
Board of Trustees



RESOLUTION NUMBER: 1220-010

DATE: December 14, 2020

Resolution for Agreement to Extend Fall 2020 Memorandum of Understanding (MOU) with the Lake Land College Paraprofessional Association into Spring 2021

WHEREAS, on August 10, 2020, the Lake Land College Board of Trustees approved a Memorandum of Understanding (attached to this Resolution) with the Lake Land College Paraprofessional Association (LLCPA) to address changes in working conditions due to the COVID-19 pandemic; and,

WHEREAS, the LLCPA Presidents originally signed the MOU on August 13, 2020; and,

WHEREAS, Item 10 of the MOU provides that by mutual agreement the MOU may be extended to the end of the Spring 2021 term if needed; and,

NOW THEREFORE BE IT RESOLVED, by the governing board of Lake Land College, Community College District No. 517 that given the continuation of the COVID-19 pandemic the Board agrees to extend the previously agreed upon Fall 2020 MOU through the end of the Spring 2021 term on May 14, 2021, as outlined in Item 10 of the MOU.

ADOPTED this 14th day of December, 2020 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

Memorandum of Understanding

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

Whereas the 2020-2023 Lake Land College Paraprofessional Association (Association) Agreement was ratified by the Lake Land Paraprofessional membership and approved by the Lake Land College Board of Trustees; and

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

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

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

Whereas the Lake Land College Paraprofessional Association, Local 6028 and Lake Land College Board of Trustees agree that it is paramount to keep everyone in our community as healthy and safe as possible during this difficult time;

Therefore, be it also resolved that both parties agree to temporary changes in working conditions for the timeframe of August 10 – December 23, 2020, as described below:

1. The College shall continue to comply with all relevant provisions of the Families First Coronavirus Response Act and other legislative requirements related to COVID-19.
 - a. Members who access leave due to the quarantine or isolation of someone under their care or to care for their own children due to the unavailability of schools/daycare shall be permitted to make their salary whole by using $\frac{1}{3}$ of their personal accrued sick leave.
2. Any bargaining unit member who is at higher risk of severe illness from COVID-19 may request accommodations which may include working remotely when possible based on job requirements and departmental needs. Higher risk shall be defined based upon up-to-date CDC guidance for the category of identifying individuals who are at an increased risk. Accommodation requests should be processed through the Human Resources Department.
3. Members approved to work from home but do not have the technology to carry out their normal or assigned job functions will be provided with the necessary technology by the College for the duration of the pandemic. This includes but is not limited to College provided cell phones and Wi-Fi hot-spots.
4. Paraprofessionals will receive a \$25/month stipend for technology or be provided a Wi-Fi hotspot if approved to work remotely or if such benefit is extended to other employees.
5. The College will not require paraprofessionals to enforce safety guidelines that are outside of the scope of normal paraprofessional responsibilities.

6. As detailed in the College's Return to Campus plan, the College shall provide necessary cleaning and disinfecting supplies to each department to keep personal work spaces clean on a regular basis. If additional supplies are necessary, paraprofessionals will work with their supervisor by means of individual departmental budgets following the purchasing guidelines and with prior approval from their supervisor.
7. The College will update safety guidelines regarding the Return to Campus Plan on the College's website in alignment with the various phases of the Governor's Restore Illinois Plan and as the pandemic conditions evolve.
8. The College will continue to monitor the safety of the mail collection system and make changes as necessary to limit contact and exposure.
9. All paraprofessional members shall be afforded coverage to take their breaks, lunch and attend to personal needs.
10. By mutual agreement, this MOU may be extended through the end of Spring 2021 term if needed.

This agreement is not precedent setting.

Gavin Shawver
Lake Land College Paraprofessional Association

Date

Doris Reynolds
Chair of the Board, Lake Land College

Date

Tanishia Fulk
Lake Land College Paraprofessional Association

Date

Lake Land College
Board of Trustees



RESOLUTION NUMBER: 1220-011

DATE: December 14, 2020

Resolution for Agreement to Extend Fall 2020 Memorandum of Understanding (MOU) with the Lake Land College Custodial Association into Spring 2021

WHEREAS, on September 14, 2020, the Lake Land College Board of Trustees approved a Memorandum of Understanding (attached to this Resolution) with the Lake Land College Custodial Association (LLCCA) to address changes in working conditions due to the COVID-19 pandemic; and,

WHEREAS, the LLCCA President originally signed the MOU on September 11, 2020; and,

WHEREAS, Item 6 of the MOU provides that by mutual agreement the MOU may be extended to the end of the Spring 2021 term if needed; and,

NOW THEREFORE BE IT RESOLVED, by the governing board of Lake Land College, Community College District No. 517 that given the continuation of the COVID-19 pandemic the Board agrees to extend the previously agreed upon Fall 2020 MOU through the end of the Spring 2021 term on May 14, 2021, as outlined in Item 6 of the MOU.

ADOPTED this 14th day of December, 2020 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

Memorandum of Understanding

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

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

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

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

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

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

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

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

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

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

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

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

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

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

This agreement is not precedent setting.

Liz Pinner
Lake Land College Paraprofessional Association

Doris Reynolds
Chair of the Board, Lake Land College

Date

Date