

# Lake Land College

District No. 517



## Board of Trustees

Agenda and Board Book  
February 12, 2018  
Regular Meeting No. 614

## Table of Contents

	Page
Agenda for February 12, 2018, Regular Meeting	3
Minutes for January 8, 2018, Regular Meeting	6
Supplemental Information for February 12, 2018, Regular Meeting	18

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



Regular Meeting No. 614  
Monday, February 12, 2018, 6:00 p.m.  
Webb Hall 081, 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 January 8, 2018, Regular Meeting. (Board Book pages 6-17).
2. Approval of Agenda of February 12, 2018, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses.  
This information will be presented by College administration for approval with full assurance by management it has been prepared in good faith to follow all applicable laws and board policy. For summary and details of bills refer to:  
[http://www.lakeland.cc.il.us/col/board\\_minutes/download.cfm](http://www.lakeland.cc.il.us/col/board_minutes/download.cfm)
4. Destruction of Tape Recording of August 8, 2016, Closed Session.

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

### III. Committee Reports.

A. ICCTA/Legislative	Mr. Mike Sullivan Ms. Ann Deters
B. Resource & Development	Ms. Doris Reynolds
C. Finance	Ms. Ann Deters
D. Buildings & Site	Mr. Bruce Owen
E. Student Report	Mr. Charles Meaker
F. President's Report	Dr. Josh Bullock

### IV. Business Items.

#### A. Non-Action Items.

	Board Book Page Number(s)
1. Faculty Focus on Advancing Student Success.	
2. Preparations for Nov. 2018 Higher Learning Commission Comprehensive Evaluation Site Visit.	
3. Spring 2018 Tenth Day Enrollment Summary.	
4. Calendar of Events.	18-20
5. Correspondence.	21

#### B. Action Items.

	Board Book Page Number(s)
1. Approval of Proposed Revisions to Eight Board Policies Including:	22-35
a. 05.04.08 – <i>Bereavement Leave.</i>	
b. 05.04.09 – <i>Leave for Jury Duty or Court Attendance.</i>	
c. 05.04.13 – <i>Military Leave.</i>	
d. 05.04.14 – <i>General Leave of Absence without Pay.</i>	
e. 05.14.15 – <i>Absence Due to Inclement Weather.</i>	
f. 05.04.16 – <i>Sabbatical Leave for Administrators.</i>	

## Lake Land College Board of Trustees

Agenda – February 12, 2018

Page 3

- g. 05.04.18 – *Discipline and Suspension, Demotion or Dismissal for Cause.*
- h. 05.04.21 – *Vacations.*
- 2. Approval of Planned Retirement Requests. 36
- 3. Acceptance of Reporting of December 2017 Financial Statements. 37-49
- 4. Approval of Recipient of Distinguished Service Award. 50-51
- 5. Approval of Recipient of Alumnus Achievement Award. 52
- 6. Approval of Retiree Wall of Fame Inductees. 53
- 7. Approval of Intergovernmental Agreement with Joliet Junior College Dist. No. 525 for Educational Services with IDOC. 54-56
- 8. Approval of Bid for Catalog Printing. 57-58
- 9. Declaration of Equipment as Surplus. 59
- 10. Acceptance of CTE Improvement Grant. 60
- 11. Approval of Remodel and Expansion of Child Care Lab for Administration. 61-62
- 12. Accept Proposal for Architectural and Engineering Services for Luther Student Center Renovation and Expansion Project. 63-73
- 13. Approval of Resolution No. 0218-008 Expressing Official Intent regarding Certain Capital Expenditures to be Reimbursed from Proceeds of an Obligation to be Issued by the District. 74-82
- 14. Approval of General Leave of Absence Without Pay Request by a Career Technology Instructor at Southwestern Illinois Correctional Center.
- 15. Approval of Human Resources Report. 83-86

**C. Other Business.****D. Adjournment.**

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



Regular Board Meeting No. 613  
Webb Hall, Room 081, Mattoon, IL  
January 8, 2018

**Minutes**

**Call to Order.**

Chair Storm called the January 8, 2018, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in Webb Hall, room 081, Mattoon.

**Roll Call.**

**Trustees Physically Present:** Mr. Gary Cadwell; Ms. Ann Deters, Secretary; Mr. Bruce Owen; Ms. Doris Reynolds, Vice Chair; Mr. David Storm, Chair; and Mr. Charles Meaker, Student Trustee.

**Trustees Absent:** Ms. Meg Steward and Mr. Mike Sullivan.

**Others Present:** Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Mr. Bryan Gleckler, Vice President for Business Services; Ms. Jean Anne Grunloh, Senior Executive to the President; Dr. Jim Hull, Vice President for Workforce Solutions and Community Education; Dr. Tina Stovall, Vice President for Student Services; and members of the staff, community and media.

**Approval of Consent Items.**

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

1. Approval of Minutes of December 11, 2017, Regular Meeting.
2. Approval of Minutes of December 11, 2017, Closed Session.
3. Approval of Agenda of January 8, 2018, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.

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

Education Fund	\$	235,996.68
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Building Fund	\$	12,464.50
Site & Construction Fund	\$	-
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	141,675.76
Restricted Purposes Fund	\$	176,306.63
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	472.46
Student Accts Receivables	\$	24,623.83
Total	\$	591,539.86

For details of bills refer to:

[http://www.lakeland.cc.il.us/col/board\\_minutes/download.cfm](http://www.lakeland.cc.il.us/col/board_minutes/download.cfm)

#### 5. Destruction of Tape Recording of July 11, 2016, Closed Session.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Steward and Sullivan. Student Advisory Vote: Meaker voted yes.

Motion carried.

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

There were no public comments.

#### **Committee Reports.**

#### **ICCTA/Legislative.**

Trustee Deters said she and Trustee Sullivan had no report at this time.

#### **Resource & Development.**

Trustee Reynolds, Committee Chair, said the Committee had not met since the last regular Board meeting and she had no report at this time. She also said the committee had previously reviewed and considered items that will appear later in the agenda and she will comment on these issues as they are discussed.

#### **Finance.**

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

### **Buildings & Site.**

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

### **Student Report.**

Student Trustee Meaker highlighted events related to the start of the Spring 2018 semester. He also shared information on his initiative, the “Duck Blind,” to increase student support for athletic events held on campus.

### **President’s Report.**

Dr. Bullock said:

- The College has received a total of \$4,268,146 in credit hour reimbursement for Fund 1 and Corrections through December. This represents 76.9 percent of the total budgeted credit hour reimbursement revenue for FY2018.
- Through December, the College has received \$2,793,628 in equalization payments from the state, which represents 59.7 percent of the total amount we anticipate receiving for FY2018.
- Ms. Tisha Goad, nursing instructor, has been awarded a Nurse Educator Fellowship by the Illinois Department of Higher Education. The purpose of the Nurse Educator Fellowship Program is to ensure the retention of well-qualified nursing faculty at institutions of higher learning that award degrees in nursing. The awards are to be used to promote professional development by supplementing the salaries of the nursing faculty selected. Congratulations to Ms. Goad!
- A Cardinal Caravan event will be held at the Field House on Sunday, January 14th, beginning at noon.

### **Business Items.**

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

### **Quarterly Investment Report.**

Representatives from Wells Fargo Advisors presented on the Quarterly Investment Report for the period ending December 31, 2017.

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

- a. 05.04.08 – *Bereavement Leave.*
- b. 05.04.09 – *Leave for Jury Duty or Court Attendance.*
- c. 05.04.13 – *Military Leave.*
- d. 05.04.14 – *General Leave of Absence without Pay.*
- e. 05.14.15 – *Absence Due to Inclement Weather.*



- f. 05.04.16 – *Sabbatical Leave for Administrators.***
- g. 05.04.18 – *Discipline and Suspension, Demotion or Dismissal for Cause.***
- h. 05.04.21 – *Vacations.***

Trustees reviewed details of proposed revisions to each of the above-referenced policies. Mr. Bryan Gleckler, Vice President for Business Services, noted the need for each of these policies to reference Department of Juvenile Justice contracts where applicable since the College now provides educational services at youth centers in addition to facilities with the Illinois Department of Corrections.

Recommended revisions were submitted as first reading and will be brought to the Board for action during the February 2018 regular Board meeting.

### **Calendar of Events.**

Trustees received a calendar of upcoming events.

### **Correspondence.**

Trustees reviewed two items of correspondence.

### **Action Items.**

### **Approval of Proposed Revisions to 21 Board Policies in Sections 9, 10 and 11 from Policy Manual Annual Review.**

Trustees learned that proposed revisions of 21 policies in sections 9, 10 and 11 from the Policy Manual Annual Review process were presented to the Board during the December 2017 regular Board meeting as first reading for initial consideration and that the administration has received no requests for additional changes since that time.

Trustee Reynolds, Resource and Development Committee Chair, said the Committee reviewed all recommended revisions in December 2017 and the Committee's consensus was to recommend to the Board approval of the revisions as presented.

Trustee Reynolds moved and Trustee Deters seconded to approve as presented proposed revisions to 21 policies in sections 9, 10, and 11 of the Board Policy Manual.

Trustee Deters asked for clarification on procedures versus policy related to petty cash funds (Board Policy 10.38). Mr. Gleckler clarified that the revisions to Policy 10.38 clarify the requirement for annual approval of the need/existence for any petty cash funds while the College's procedures are to reconcile any petty cash fund accounts on a monthly basis.

There was no further discussion.

Roll Call Vote:

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

Lake Land College Board of Trustees  
Minutes – January 8, 2018  
Page 5 of 12

Absent: Trustees Steward and Sullivan. Student Advisory Vote: Meaker voted yes.  
Motion carried.

**Approval of Resolution No. 0118-007 to Adopt Proposed Changes to Board Policy 11.04.01 – Prohibition of Sexual Discrimination, Harassment, and Misconduct.**

Trustees reviewed the above-referenced Resolution and related details for proposed revisions to Board Policy 11.04.01. Mr. Gleckler said adoption of recommended revisions is required by Public Act 100-0554 which was signed into law by Illinois Governor Bruce Rauner last November. He said this Act requires local governmental entities to adopt a sexual harassment policy by ordinance or resolution on or before January 15, 2018. Due to timing issues, it was requested that the Board approve revisions and adopt the Resolution as both a first and second reading.

Trustee Deters moved and Trustee Reynolds seconded to approve Resolution No. 0018-007 to adopt changes to Board Policy 11.04.01 – *Sexual Harassment and Sex Discrimination*. A full and complete copy of Resolution No. 0018-007 is attached to and part of these minutes.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Steward and Sullivan. Student Advisory Vote: Meaker voted yes.  
Motion carried.

**Approval of Faculty Seniority Listing.**

Mr. Jon Althaus, Vice President for Academic Services, presented on the proposed Faculty Seniority Listing effective January 8, 2018. He said that Chapter 22 of the Illinois Revised Statutes, paragraph 103B-5, requires each community college district to establish a faculty seniority list no later than February 1 of each year and that this list must then be distributed to appropriate employee representatives. He said that during the most recent contract negotiations, the faculty and administration agreed to add the assignments that each faculty members is qualified to provide. He also said this additional information will continue to be updated throughout year to add qualifications of faculty members as they occur. Trustees reviewed details of the proposed Faculty Seniority Listing.

Trustee Reynolds moved and Trustee Owen seconded to approve the Faculty Seniority Listing as presented effective January 8, 2018.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Steward and Sullivan. Student Advisory Vote: Meaker voted yes.  
Motion carried.

**Acceptance of Reporting of November 2017 Financial Statements.**

Trustees reviewed the November 2017 Financial Statements and a memorandum from Mr. Gleckler highlighting variances for the statements. This information included a summary of all operational expenditures (Funds 1 and 2) year to date as compared to budgeted amounts, a salary and benefits summary. Trustees also heard a brief presentation from Mr. Gleckler regarding the Financial Statements and significant variances.

Trustee Deters moved and Trustee Reynolds seconded to approve the November 2017 Financial Statements as presented.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Steward and Sullivan. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Approval of 2018 Schedule of Board of Trustees Meetings.**

Trustees reviewed the proposed schedule of regular Board meetings to be held in 2018. Dr. Bullock said Board meetings have traditionally been held on the second Monday of each month. However, the administration is recommending the July 2018 regular Board meeting be held on the third Monday of the month to avoid the need for scheduling a special meeting to fulfill the 30-day resting period requirement from presentation of the FY 2019 Budget in June to approval by the Board in July.

Trustee Cadwell moved and Trustee Owen seconded to as presented the 2018 Schedule of Board of Trustees Meetings.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Steward and Sullivan. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Approval of MOU with the Paraprofessional Union regarding Position Changes.**

Trustees heard a recommendation from Mr. Gleckler to approve a Memorandum of Understanding (MOU) with the Lake Land College Paraprofessionals Union, Local 6028, that adds the Administrative Assistant to College Advancement to the Paraprofessionals Union and excludes the Payroll Specialist position from the Union upon the retirement of the current incumbent, Ms. Barbara Arthur. Trustees reviewed the proposed MOU.

Trustee Owen moved and Trustee Deters seconded to approve as presented the MOU with the Lake Land College Paraprofessional Union, Local 6028, regarding the addition of the Administrative Assistant to College Advancement position to become a level two position as

part of this union and exclude the Payroll Specialist position upon retirement of the current employee in this position.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Steward and Sullivan. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Approval of MOU with the Paraprofessional Union regarding Testing Requirements.**

Trustees heard a recommendation from Mr. Gleckler to approve a proposed MOU with the Paraprofessionals Union to clarify the testing language in the collective bargaining agreement. Trustees reviewed the proposed MOU.

Trustee Reynolds moved and Trustee Owen seconded to approve as presented the MOU with the Lake Land College Paraprofessional Union, Local 6028, regarding testing requirements.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Steward and Sullivan. Student Advisory Vote: Meaker voted yes.

Motion carried.

### **Acceptance of the FY18 Cooperative Work Study Grant.**

Trustees heard a recommendation from Mr. Althaus for the Board to accept from the Illinois Board of Higher Education a Fiscal Year 2018 Illinois Cooperative Work Study (ICWS) grant in the amount of \$34,446.84. Trustees learned eleven area employers have committed their participation with Lake Land with this grant for 2018, each of these participating employers will pay 50 percent of students' wages, and students will be required to complete three learning objectives and to research Illinois job opportunities in their career field.

Trustee Reynolds moved and Trustee Cadwell seconded to accept as presented the FY 2018 Illinois Cooperative Work Study (ICWS) grant in the amount of \$34,446.84 from the Illinois Board of Higher Education.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Steward and Sullivan. Student Advisory Vote: Meaker voted yes.

Motion carried.

**Approval of Intergovernmental Agreement with Illinois Eastern Community Colleges Dist. No. 529 for Educational Services with IDOC.**

Trustees heard a recommendation from Dr. Bullock for the Board to approve the above-referenced Agreement. Dr. Bullock said that the Board has already approved the College's contract with Illinois Department of Corrections (IDOC) for Lake Land to provide educational services at two IDOC correctional facilities located in College District No. 529 and that approval of the Intergovernmental Agreement will formalize the prior verbal agreement between Lake Land College and College District No. 529.

Trustee Owen moved and Trustee Deters seconded to approve as presented the Intergovernmental Agreement with Illinois Eastern Community Colleges District No. 529 for Lake Land College to provide educational services at two Illinois Department of Corrections facilities located in District No. 529.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Steward and Sullivan. Student Advisory Vote: Meaker voted yes.

Motion carried.

**Approval of Marketing Consultant.**

Trustees heard a recommendation from Dr. Tina Stovall, Vice President for Student Services, for the Board to approve a contract with Sanger & Eby of Cincinnati, Ohio, in the amount of \$35,000 to conduct the College's Phase II Branding and Marketing Initiative as approved in the FY18 Budget. Dr. Stovall said the marketing consultant's work will be completed from January 15, 2018, through March 15, 2018, and will include a professional audit and strategy recommendations specifically focused on using our strong brand identity in future marketing initiatives, including the development of a comprehensive five-year marketing plan.

Trustee Owen moved and Trustee Reynolds seconded to approve as presented the marketing consultant contract with Sanger & Eby of Cincinnati, Ohio, in the amount of \$35,000 for Phase II of the College's marketing and branding initiative to be conducted from January 15, 2018 through March 15, 2018.

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Steward and Sullivan. Student Advisory Vote: Meaker voted yes.

Motion carried.

**Approval of Human Resources Report.**

Trustees reviewed the proposed Human Resources Report.

Trustee Cadwell motioned and Trustee Reynolds seconded to approve the following Human Resources Report:

**The following employee has a family medical eligible event**

Laumbattus, Doug	FMLA	11/09/17-12/05/17
Overstreet, Desiree	FMLA (intermittent)	11/10/17-02/18/18
Shoot, James	FMLA	11/12/17-05/12/18

**Additional Appointments**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Homann, Mary	CNA Evaluator	10/30/2017
	Primary Position is Allied Health BNA Adj Faculty	
Huang, Hsin Hui	Tutor-Disability Services - Student	01/08/2018
	Primary Position is International Stu Ambassador	
Huang, Hsin Hui	Tutor-Student Community Education	01/08/2018
	Primary Position is International Stu Ambassador	
Huang, Hsin Hui	Tutor - Student Learning Assistance Center	01/08/2018
	Primary Position is International Stu Ambassador	
Jobe, Bryan	Tutor-Associates-Disability Services	12/18/2018
	Primary Position is Tutor - Associate-Lrng Asst	
Jobe, Bryan	Tutor - Associate Community Education	12/18/2017
	Primary Position is Tutor - Associate-Lrng Asst	
Kimball, Linda	CNA Evaluator	10/30/2017
	Primary Position is Allied Health BNA Cln Instr	
Lytle, Brianna	Adjunct Faculty Math and Science	01/08/2018
	Primary Position is Tutor-Bachelor's-LRC	
Moluba Ebali, Geonel	Bookstore Rush Worker	12/19/2017
	Primary Position is International Stu Ambassador	
Schuring, Tyler	Basketball Scorers/Timers	12/06/2017
	Primary Position is Fitness Center Specialist	
Smithenry, Stacey	Tutor-Disability Services - Student	10/15/2017
	Primary Position is Tutor - Student Lrng Asst Ctr	
Smithenry, Stacey	Tutor-Student Community Education	10/15/2017
	Primary Position is Tutor - Student Lrng Asst Ctr	

**Part-time - Grant Funded**

Shuff, Kara	Pathways Substitute Instructor	12/15/2017
	Primary Position is Pathways Classroom Assistant	
Smithenry, Stacey	Tutor-Student Carl Perkins	10/15/2017
	Primary Position is Tutor - Student Lrng Asst Ctr	

**End Additional Appointments**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Uphoff, Beulah	BNA clinical instructor (PT)	12/17/2017

### **Position Recommendations**

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

#### **Position**

Administrative Assistant to College Advancement 01/01/2018  
 Support staff to Paraprofessional class

Athletic Trainer – 12 month to 10 month position  
 01/01/2018

### **New Hire-Employees**

**The following employees are recommended for hire**

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Cloe, Melvin	Dual Credit Instructor	12/12/2017
<b>Full-time</b>		
Donaldson, Lynne	Student Services Specialist III	01/09/2018
Houser, Sydney	Administrative Asst to Allied Health-Dental	02/01/2018

### **Full-time - Grant Funded**

Corda, Jamie	Perkins Specialist	01/09/2018
Collins, Kevin	Correctional Custodian Instr-Shawnee CC	01/02/2018
Flowers, Timothy	Horticulture Instructor-Vandalia CC	01/02/2018
Herendeen, Sierra	Administrative Assistant to Juvenile Justice Programs-WDC	01/02/2018
Parish, Wesley	Correctional Custodian Instr-IYC Harrisburg	01/02/2018
Shales, Louis	Correctional Custodian Instructor-Vienna CC	01/02/2018
Spence, Latrina	Correctional Cosmetology Instr-Vienna CC	01/02/2018
Copher, Julie	Correctional Office Assistant – Vienna CC	01/02/2018

### **Part-time**

Ames, Lilly	Newspaper Editor - Student Newspaper	11/06/2017
Duncan, Carah	Marketing and Public Relations Intern	01/08/2018
Hale, Aaron	Dual Credit Coordinator	12/13/2017
Kilzer, Barbara	Adjunct Faculty Allied Health	01/08/2018
Longcor, Elizabeth	Bookstore Rush Worker	12/11/2017
Pals, Justin	Adjunct Faculty Math and Science	01/08/2018
Peoples, Tyrese	Newspaper Editor - Student Newspaper	10/17/2017
Smithenry, Stacey	Tutor - Student Learning Assistance Ctr	10/15/2017
Swann, Jodi	Adjunct Faculty Social Science	01/08/2018

### **Part-time - Grant Funded**

Huston, Ruby	Adult Education Instructor	12/06/2017
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### **College Work Study**

McWhorter, Destiny	College Work Study - Early Childhood Edu	11/01/2017
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### **Terminations/Resignations**

**The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Aitken, James	Adj Faculty Technology	12/05/2017
Bingham, Thomas	Adj Faculty Technology	12/05/2017
Bolin, Marletta	Allied Health BNA Cln Instr	12/17/2017
Brown, Charles	Adj Faculty Technology	12/05/2017
Darimont, Lynn	Adj Reading Instructor	12/17/2017
Frainey, James	Adj Doc College Funded Instr	12/01/2017
Lambert, Harry	IDOC CPR Instructor	12/07/2017
Miller, Danelle	Adj Faculty Math/Science	12/17/2017
Patel, Palak	Tutor - Student Lrng Asst Ctr	12/08/2017
Ray, Zoe	Tutor - Student Lrng Asst Ctr	12/13/2017
Sudkamp, Dustin	Graphic Designer Pre-Flight	11/29/2017
Tucker, Hannah	Library Assistant	11/22/2017
Westbrooks, Lisa	Adj Doc College Funded Instr	12/01/2017

### **Transfers/Promotions**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Mueller, Rebecca	Library Circulation Assistant	01/09/2018
	Transferring from: Library Circulation Assistant - PT	

There was no further discussion.

Roll Call Vote:

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

Absent: Trustees Steward and Sullivan. Student Advisory Vote: Meaker voted yes.

Motion carried.

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

There was no additional discussion.

### **Adjournment.**

Student Trustee Meaker moved and Trustee Owen seconded to adjourn the January 8, 2018, meeting of the Lake Land College Board of Trustees at 6:35 p.m.



Lake Land College Board of Trustees  
Minutes – January 8, 2018  
Page **12** of **12**

Motion carried with unanimous voice vote approval.

Approved by:

\_\_\_\_\_  
Mr. Dave Storm, Board Chair

\_\_\_\_\_  
Ms. Ann Deters, Board Secretary

\*Note – See Board of Trustees web page for any referenced attachments to these minutes.  
[https://www.lakelandcollege.edu/col/board\\_minutes/](https://www.lakelandcollege.edu/col/board_minutes/)

### Calendar of Events

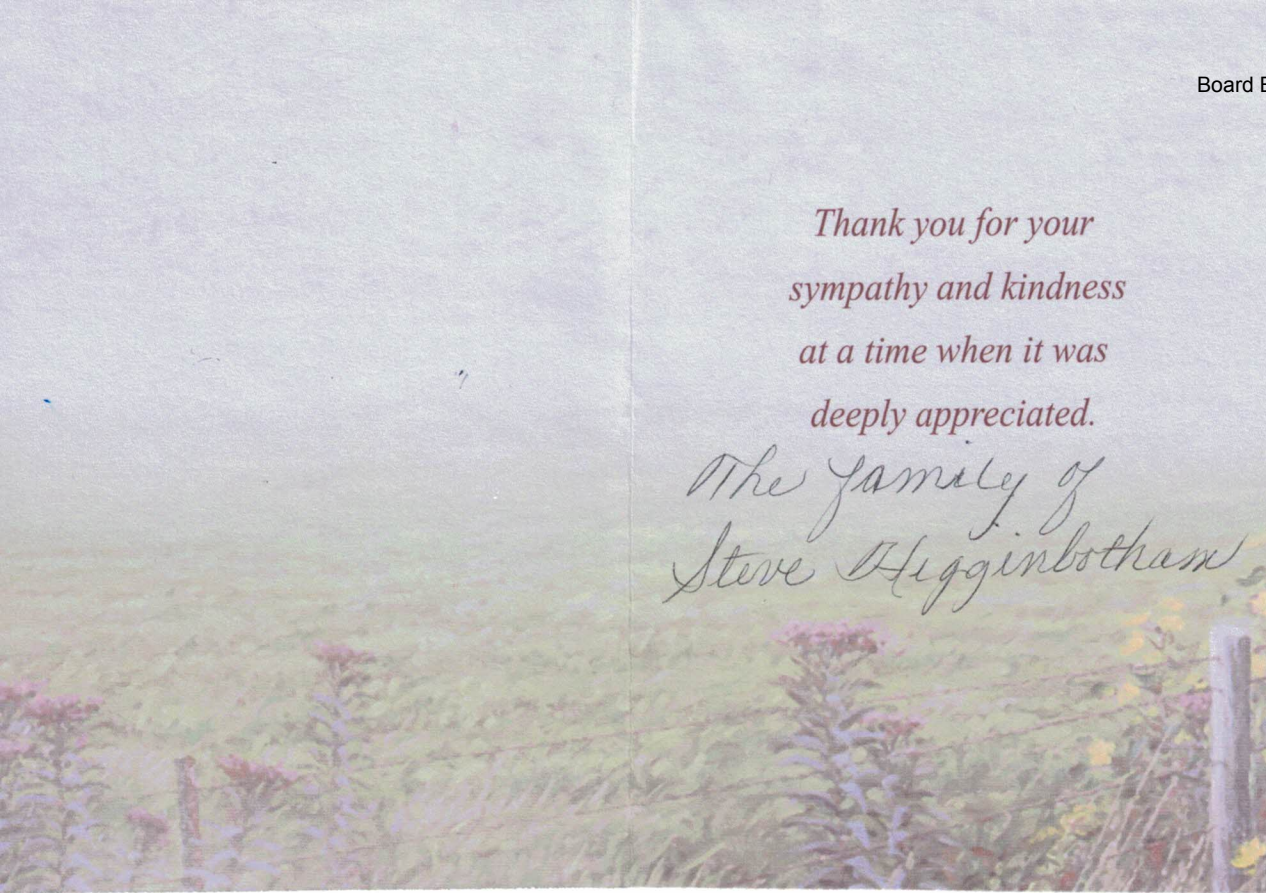
Monday, February 12, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, February 22, 2018	6 p.m. - Ag Banquet – Field House
Thursday, March 8, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, March 12, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Wednesday, March 21, 2018	Employee Recognition Event 2:00 p.m. Laker Point 2:30 p.m. Theater
Thursday, April 5, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, April 9, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, April 12, 2018	4 – 5 p.m. Lake Land College Foundation Scholarship Reception Field House 5:30 p.m. Lake Land College Foundation Donor Recognition Reception at the Mattoon Golf & Country Club
Friday, April 13, 2018	Principals, Deans and Counselors Meeting 8:30 a.m. – 1:30 p.m. Webb 081
Wednesday, April 25, 2018	Student Recognition Banquet 6:00 p.m. Field House
Sunday, April 29, 2018	Laker Athletic Gala Field House More details to come
Friday, May 4, 2018	Johnson Music Festival Field House More details to come
Thursday, May 10, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081

Friday, May 11, 2018	51st Annual Lake Land College Commencement Ceremony 5:30 p.m. Dinner in the West Building Atrium 7:30 p.m. Commencement Ceremony Field House
Monday, May 14, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Friday, May 18, 2018	11:30 a.m. Lake Land College Foundation Golf Classic Meadowview Golf Course
Thursday, June 7, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, June 11, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, July 12, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, July 16, 2018 (Third Monday of Month)	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, August 9, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, August 13, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, September 6, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, September 10, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, October 4, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, October 8, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081

Thursday, November 8, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, November 12, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081
Thursday, December 6, 2018	Finance Committee Meeting 1 p.m. – Webb Hall 081 Resource and Development Committee Meeting 2 p.m. – Webb Hall 081
Monday, December 10, 2018	5 p.m. – Board Dinner – Webb 081 6 p.m. – Board Meeting – Webb 081

*Thank you for your  
sympathy and kindness  
at a time when it was  
deeply appreciated.*

*The family of  
Steve Higginbotham*



# Memo

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

**From:** Bryan Gleckler, Vice President for Business Services

**Date:** December 18, 2017

**Re:** Human Resource Section Policy Updates

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In the annual review of Board Policies pertaining to Section 5, College Personnel, there were several policies that didn't get updated to reflect the fact that the College now also contracts with the Illinois Department of Juvenile Justice as well as the Department of Corrections. Multiple policies have language that allow the contract language to prevail when a conflict with Board Policy may arise.

Board Policies 05.04.08, 05.04.09, 05.04.13, 05.04.14, 05.04.15, 05.04.16, 05.04.18 and 05.04.21 all need the Department of Juvenile Justice language added. The language in each policy will resemble the following: 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.

I recommend the Board of Trustees approve updates to Board Policies 05.04.08, 05.04.09, 05.04.13, 05.04.14, 05.04.15, 05.04.16, 05.04.18 and 05.04.21 to add the Department of Juvenile Justice to the policy language as appropriate.

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, 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. Bereavement leave for any circumstances beyond those specifically mentioned may be authorized by the employee's vice 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 Child Bereavement Leave Act, employees are entitled to a maximum of ten (10) working days of unpaid leave for bereavement due to the death of a child or stepchild. The employee must take any unpaid leave allowed under the Act within 60 days after they are notified of the death of a child.

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

05.04.09

### Leave for Jury Duty or Court Attendance

Employees who are summoned to court to perform jury duty shall be granted leave with pay. Employees who are subpoenaed to attend court or board hearings to testify in matters in which they have no personal or monetary interest shall be granted leave with pay. Any remuneration received for jury duty or for testifying before a court or a board shall be refunded to the college, excluding mileage. Employees who attend court as parties to lawsuits or who have a personal or monetary interest therein will be granted leave without pay. In any case, leave for jury duty shall not be charged to sick leave. Employees are expected to report to their work assignment during a normal work day when their presence is not required in the court.

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 July 14, 2003

Revised



05.04.13

## Military Leave

An employee who is drafted into military service or who volunteers for service in lieu of being drafted will be granted a leave of absence for the duration of the required military service.

A person on military leave shall declare in writing to their Supervisor and the President a minimum of thirty (30) days prior to the expiration of the leave his intentions to return to work. All provisions of Public Law 87-291, Reemployment Rights, paragraph 22, shall apply.

Upon expiration of the leave, the employee is eligible to apply to the State Universities Retirement System for experience credit in the pension system.

The College will follow the provisions set forth in the Military Leave of Absence Act.<sup>1</sup>

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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<sup>1</sup> 5 ILCS 325/1  
Adopted November 9, 1998  
Revised July 14, 2003  
Revised December 11, 2017

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 his/her 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.

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

**05.04.15**

### **Absence Due to Inclement Weather**

To ensure consistency in reporting absenteeism during inclement weather periods, the following provisions will be followed.

If the College is officially closed because of the weather, employees shall designate the date on the timecard as an “Official Closing” and credit the day as eight (8) hours worked.

If the President authorizes a shortening of hours because of existing or anticipated inclement weather conditions, the employee shall designate the time in attendance on the timecard, followed by “College Closed” and credit the remaining hours of the employee’s shift. Employees who had taken the day off will have that day subtracted from their accrued benefit leave as would have occurred had the shortening of hours not happened.

An employee who is unable to report during the hours or portions of days that the College is open will have the following options:

1. Vacation and/or personal leave may be used in not less than one hour increments.
2. Compensatory release time may be used.
3. Employees who do not have available leave time or earned compensatory time will receive a corresponding deduction in pay.

All absences must be recorded on the employee’s timesheet.

Overtime will not be paid for any work that is completed at home during the period the College is closed.

All Campus Police officers, because of the nature of their responsibilities, will report to duty at their regularly scheduled shift and will be paid at a rate of time-and-one-half.

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 May 10, 1999  
Revised April 10, 2017

Revised

**05.04.16**

### **Sabbatical Leave for Administrators**

Sabbatical leave is a plan providing an opportunity for professional improvement with partial compensation following a designated number of years of consecutive service.

1. As a professional development activity, sabbatical leave is intended to provide an opportunity for activities of direct benefit to the College in the areas of advanced study and/or research.
2. An administrator who is employed full-time on an academic year or longer and who has served six (6) consecutive years at Lake Land College shall be eligible.
3. Such a leave may be awarded for one full academic year at one-half ( $\frac{1}{2}$ ) pay or for full pay for a leave of one semester. Administrators on sabbatical leave shall retain all accrued benefits during the period of sabbatical leave. The College will continue its contribution to the fringe benefits plan.
4. The recipient must agree in writing to return to Lake Land College and render at least two (2) full years of service following completion of the leave. In the event the recipient is physically or mentally able to serve for two (2) full years but elects not to do so, the individual must repay the College for any amount received during such leave. The recipient of the sabbatical leave shall be required to sign a promissory note for the amount of the sabbatical leave salary prior to the leave. The note shall be declared void by the Board of Trustees if failure to meet its terms is the result of death or permanent disability as determined under the permanent disability provisions of the State Universities Retirement System.

5. Upon his/her return to the College and within ninety (90) days, a complete written report on the activities, results, and outcomes of the sabbatical leave must be presented to the President for deposit in the professional collection at the College.
6. Eligible administrators desiring to be considered for sabbatical leave will file an application letter with the President on or before November 15 of the academic year prior to that in which the leave is desired. This application letter must include a detailed description of the proposed use of the leave time.
7. Prior to March 31, the Board of Trustees shall render a decision concerning sabbatical leave for administrators who have applied. The Board of Trustees reserves the right to deny or to limit the number of sabbatical leaves in any one given year.

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.

05.04.18

## **Discipline and Suspension, Demotion or Dismissal for Cause**

The primary purpose for the establishment and enforcement of College rules and regulations is to ensure the efficient operation and safe working conditions for all employees and students. While on College premises and/or engaged in College business, employees are expected to observe College rules and Board policies. Employees who fail to do so are subject to disciplinary action up to and including demotion and dismissal.

A first offense for certain misconduct which is of a serious nature could result in immediate dismissal without prior warning. For other types of misconduct which are less serious, the employee's supervisor may, at his/her discretion, choose to utilize progressive disciplinary action to give the errant employee a chance to correct his/her behavior. A supervisor may skip steps or repeat steps, depending on the circumstances, but the basic progressive disciplinary process includes:

1. Oral warning.
2. Written warning, usually with counseling from the employee's immediate supervisor.
3. Suspension with or without pay.
4. Demotion or dismissal.

All disciplinary action resulting in suspension, demotion or dismissal must have the prior approval of the President of the College.

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.

Suspension, demotion or dismissal shall result from any conduct or circumstance that is detrimental to the general welfare of the College, including but not limited to excessive tardiness or absence; falsification of any employee record; failure or refusal to perform job responsibilities; theft of property or services; unauthorized use of College equipment, facilities or supplies for personal benefit or for gainful employment outside the scope of College employment; willful destruction of College or personal property; disruption of College operations; possession and/or

use of an illegal substance on campus; unauthorized possession or illegal use of firearms on College property; gross insubordination; incompetence; cruelty; negligence; harassment or intimidation; or immorality. Before any non-probationary employee shall be suspended, demoted or dismissed, that employee shall be advised in writing of the suspension, demotion or dismissal and of the employee's right to request a hearing before the Board.

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Adopted November 9, 1998  
Revised July 14, 2003  
Revised December 11, 2017  
Revised



## **Vacations**

### Supervisory and Support Personnel

Vacation leave for full-time twelve (12) month employees working eight (8) hours or more per day will be applied according to the following accrual schedule:

<b>Anniversary Accrual</b>	<b>Vacation Hours Earned Per Month</b>
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

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

Personnel employed as full-time administrators will earn 160 hours of paid vacation for each full year of employment. The accrual rate is 13.33 hours per month. Vacation may be taken as earned at the rate of 13.33 hours per month.

Personnel employed as full-time administrators 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 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 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, 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

# MEMO

**TO:** Dr. Jonathan Bullock, President  
**FROM:** Bryan Gleckler, Vice President for Business Services  
**CC:**  
**DATE:** January 11, 2018  
**RE:** Planned Retirement Requests

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The following requests have been received from employees wishing to participate in the Lake Land College Planned Retirement Program:

<b>Faculty (by seniority)</b> John Gentry	<b>Effective Date</b> December 31, 2022
<b>Supervisory (by seniority)</b> Karla Miller	<b>Effective Date</b> December 31, 2021
<b>Paraprofessional (by seniority)</b> Cathy Montgomery	<b>Effective Date</b> May 31, 2022

All of the above have had noted in all oral and written communication to them that the Planned Retirement Program is not a four-year employment contract and their request must adhere to current Board Policy.

As provided in Article II, Section H of the Faculty Contract, at the direction of the Board of Trustees, the number of resignations accepted in advance may be limited to fifteen percent (15%) of employees qualified. If this option should be invoked, resignations will be accepted on a seniority basis within employee group with Lake Land College.

I recommend the Board of Trustees accept all of the above people into the Planned Retirement Program.

# MEMO

TO: Dr. Josh Bullock, President

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

DATE: February 1, 2017

RE: December 2017 Financial Statement Summary

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Outlined below are the budgetary variances of note in November for Fiscal Year 2018.

*Area(s) of Concern:*

- Tuition revenue – The unfavorable variance in tuition continues during the month of December. The December unfavorable variance was \$196,152 bringing the year to date unfavorable variance to \$1,246,906. In FY2017, at this point in time we had recorded 98.4% of the tuition received for all of FY2017. Through the same timeframe in FY2018, we have recorded 86.7% of tuition budgeted for FY2018.
- Fees – The unfavorable variance in fees also continues during the month of December. The December variance was unfavorable by \$21,519 increasing the total year to date unfavorable variance to \$281,237. Some of this variance may be attributed to timing as when comparing fees collected this year versus last year, we are up slightly through the same timeframe. However, given the fee adjustments that were implemented this year, actual collections have not kept pace with the budgeted projections to this point.

Given that these variances have continued for several months and now total approximately \$1.5 million, it is important to evaluate the expenditure side in order to offset what appears to be lower than anticipated revenue for these areas. In evaluating expenditures year to date, if this unfavorable variance in revenue continues, I am projecting it to be made up by the following favorable variances in expenditures for this year:

- Salaries/Wages and benefits – Projected year end favorable variance of \$226,697
- General Materials and Supplies - Projected year end favorable variance of \$750,000
- Contractual Services - Projected year end favorable variance of \$250,000
- Travel & Meeting Expenses – Projected year end favorable variance of \$75,000
- Other – Projected year end favorable variance of \$100,000

- **Fixed Charges** – Due to making the replacement of the air handling units for the Student Center a part of the planned Capital project involving this building, this will save \$100,000 out of the operational dollars that were allocated for this project.

**Total projected favorable expenditure variances - \$1,501,697**

**Overall Variances:**

- **Revenue** – Total December revenue was \$2,597,162 resulting in an overall favorable variance of \$771,669 compared to the budgeted level. This favorable variance is primarily driven by the receipts of multiple credit hour reimbursement payments during the month of December. Year to date, revenue has a favorable variance of \$451,024.
- **Expenditures** – Total December expenditures were \$3,008,366 resulting in an overall unfavorable variance of \$96,153. Year to date, spending has a favorable variance of \$2,193,779.

**Revenue Variances:**

- **Local Sources** – Unfavorable December variance of \$92,509 due to not yet receiving the CPPRT payment from the State of Illinois. Through December, this line is unfavorable by \$226,928 but this is related to timing and should finish in line with budgeted revenues.
- **ICCB Credit Hour Grant** – Favorable variance for the month of December by \$1,064,825 due to the receipt of multiple state payments for credit hour reimbursement. Year to date, this line has a favorable variance of \$2,185,249 but this is solely due to the timing of receipt of state funding. This variance will come more into line with the budgeted assumptions based on the timing of when we receive state payments.
- **ICCB Equalization Grant** – No variance for the month of December or year to date. With a total receipt of \$2,339,660 in equalization payments, we are right in line with our budgeted assumptions for Fiscal Year 2018.
- **Tuition & Fees** – Already discussed at length above. December unfavorable variance for tuition of \$196,152 and \$21,519 for fees. Year to date, tuition has an unfavorable variance of \$1,246,906 and fees are unfavorable by \$281,237.
- **Other State Sources** – Unfavorable variance for December in the amount of \$30,083 and year to date in the amount of \$201,357. This is primarily due to not yet receiving the Career and Technical Education payment for Fiscal Year 2018. Once that is received from the State of Illinois we should be more in line with the budgeted projections.
- **Other Revenue** – December had a favorable variance of \$48,109. Year to date this line now has a favorable variance totaling \$34,230.

**Expenditure Variances:**

- *Salary & Wages (overall)* – Overall the salary and wage lines had a favorable variance in December of \$14,310. Year to date these lines are favorable by \$439,312 and we are projecting a year end favorable variance of \$185,711 at this point in time.
- *Employee Benefits (overall)* – Overall, there was an unfavorable variance in employee benefits in December in the amount of \$157,140. Year to date these lines are unfavorable by \$245,519; however, we are projecting that by the end of the year that these lines are within budget.
- *Instructional* – Had an unfavorable variance in December of \$40,548 which was due to an unfavorable variance in salaries of \$32,400 and benefits of \$84,436. However, year to date, salaries are favorable by \$142,493 while benefits remain unfavorable by \$101,449. Overall, this area is favorable by \$374,362 year to date.
- *Academic Support* – Had a favorable variance in December of \$32,375 which is primarily due to a favorable variance in materials and supplies of \$30,385. Year to date, this area has an overall favorable variance of \$46,283.
- *Student Services* – Had an unfavorable variance in December of \$1,098. This was primarily due to an unfavorable variance in benefits of \$15,516. Year to date, this area has an overall favorable variance of \$65,126.
- *Public Service/Continuing Education* – This area had a favorable December variance of \$6,603. Year to date this area is favorable by \$28,029 with the bulk of this favorable variance in salaries and materials and supplies.
- *Operations & Maintenance* – This area had a favorable December variance of \$46,985. Year to date the favorable variance is \$412,519 with \$115,000 being in Capital Outlay due to not expending \$5,000 that was budgeted for sidewalk improvements and not addressing the \$100,000 allocated for Air Handlers for the Luther Student Center.
- *Institutional Support* – Had a favorable December variance of \$108,629. Year to date this area has a favorable variance totaling \$1,296,805. The bulk of this favorable variance is from the following lines: \$379,764 is due to adding in the Strategic Initiatives that were outlined in the August 10<sup>th</sup> memo from Dr. Bullock to the Board of Trustees, \$426,454 is in general materials and supplies, and \$102,965 is in contractual services.
- *Scholarships, Grants, Waivers* – this shows an unfavorable variance of \$249,099 for the month of December. This is due to the recording of a bulk of the waivers for the Spring semester during the month of December. Year to date this line is unfavorable by \$29,344.

As we have discussed, despite a more complete level of state funding for FY2018, long term state funding uncertainty still exist. Therefore, we still intend to enforce spending limitations to ensure that we remain prudent and responsible with our expenditures.

The corresponding monthly financial spreadsheets include a summary of all operational expenditures year to date as compared to budgeted amounts, a salary and benefits summary with FY2018 projected final spending levels, and year to date spending through December 2017 for the College's other funds (Funds 3, 4, 5, 6, 11 and 12).

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



Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY17 Audited Numbers	FY18 Annual Budget
<b>Revenues:</b>										
75,146	167,655	(92,509)	Local Sources	8,223,072	8,450,000	(226,928)	-2.69%	7,814,843	7,810,562	8,922,204
1,221,044	156,220	1,064,825	ICCB Credit Hour Grant	3,122,567	937,318	2,185,249	233.14%	1,887,282	5,262,447	4,058,469
389,943	389,943	-	ICCB Equalization Grant	2,339,660	2,339,660	(0)	0.00%	2,843,905	5,113,746	4,679,320
13,420	44,503	(31,083)	Other State Sources	142,315	343,672	(201,357)	-58.59%	766,193	2,039,866	1,050,557
510,563	706,715	(196,152)	Tuition	9,558,316	10,805,222	(1,246,906)	-11.54%	11,128,552	11,305,696	11,027,972
278,625	300,144	(21,519)	Fees	3,562,738	3,843,975	(281,237)	-7.32%	3,555,503	4,085,240	4,534,505
108,421	60,313	48,109	Other Revenue	629,841	595,411	34,230	5.75%	1,894,172	2,409,866	1,119,843
-	-	-	Gift in Kind	187,973	-	187,973	100.00%	25,348	115,578	-
2,597,162	1,825,493	771,669	<b>Total Revenues</b>	27,766,282	27,315,257	451,024	3	29,813,797	38,243,002	35,392,870
<b>Expenditures:</b>										
<b>Instructional</b>										
1,262,759	1,230,359	(32,400)	Salary and Wages	6,134,208	6,276,702	(142,493)	2.27%	5,778,085	10,352,825	10,593,886
244,190	159,354	(84,836)	Employee Benefits	1,057,575	956,125	(101,449)	-10.61%	985,828	1,948,994	1,973,963
1,397	39,800	38,403	Contractual Services	15,439	169,730	154,291	90.90%	66,914	472,541	556,690
22,466	44,325	21,858	General Materials and Supplies	213,654	446,081	232,427	52.10%	189,454	456,549	732,461
2,554	8,728	6,174	Travel and Meeting Expenses	11,333	72,530	61,197	84.37%	10,917	35,246	146,460
-	9,200	9,200	Fixed Charges	-	10,275	10,275	0.00%	1,707	48,278	72,225
47	1,100	1,053	Capital Outlay	47	33,050	33,003	99.86%	7,375	7,375	38,554
-	-	-	Other Expenditures	-	-	-	0.00%	1,333	923	-
-	-	-	Gift in Kind	157,875	-	(157,875)	100.00%	25,348	-	-
1,533,414	1,492,866	(40,548)	<b>Total Instructional</b>	7,590,131	7,964,492	374,362	4.70%	7,066,961	13,322,729	14,112,239
<b>Academic Support</b>										
38,487	40,601	2,114	Salary and Wages	191,441	194,724	3,283	1.69%	245,979	433,397	351,255
9,967	6,749	(3,219)	Employee Benefits	50,393	40,492	(9,901)	-24.45%	64,866	114,371	83,404
-	1,000	1,000	Contractual Services	271	1,700	1,429	0.00%	808	1,682	3,000
1,753	32,138	30,385	General Materials and Supplies	119,171	167,040	47,869	28.66%	124,500	173,870	205,214
-	600	600	Travel and Meeting Expenses	4,510	4,535	25	0.55%	4,270	7,678	9,310
-	1,495	1,495	Fixed Charges	4,597	8,175	3,578	43.77%	4,278	4,318	7,500
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
50,207	82,582	32,375	<b>Total Academic Support</b>	370,383	416,666	46,283	11.11%	444,702	735,316	659,683
<b>Student Services</b>										
168,696	177,790	9,094	Salary and Wages	798,372	839,197	40,825	4.86%	708,073	1,377,954	1,550,363
49,469	33,953	(15,516)	Employee Benefits	217,124	203,717	(13,407)	-6.58%	195,051	398,104	421,340
-	-	-	Contractual Services	9,322	9,322	-	0.00%	9,322	11,209	9,322
2,429	10,006	7,577	General Materials and Supplies	41,522	64,962	23,440	36.08%	36,538	67,705	95,914
876	2,374	1,498	Travel and Meeting Expenses	7,245	21,513	14,267	66.32%	6,035	10,759	38,038
3,750	-	(3,750)	Other Expenditures	3,750	3,750	-	0.00%	3,750	7,000	7,500
225,220	224,122	(1,098)	<b>Total Student Services</b>	1,077,335	1,142,460	65,126	5.70%	958,769	1,872,731	2,122,477
<b>Public Service/Cont Ed</b>										
36,277	40,864	4,586	Salary and Wages	181,481	200,994	19,513	9.71%	157,492	356,447	372,432
7,858	3,710	(4,147)	Employee Benefits	31,118	26,262	(4,856)	-18.49%	32,424	59,098	53,853
2,333	5,850	3,517	Contractual Services	17,263	21,370	4,107	19.22%	18,007	42,315	34,620
2,152	4,888	2,736	General Materials and Supplies	52,872	73,879	21,007	28.43%	38,469	107,233	127,528
318	215	(103)	Travel and Meeting Expenses	1,819	1,953	134	6.84%	1,822	4,126	3,807
12,828	12,843	15	Fixed Charges	75,866	75,840	(26)	-0.03%	76,024	152,199	152,710
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	11,850	-	(11,850)	100.00%	-	-	-
61,766	68,389	6,603	<b>Total Public Service/ Cont Ed</b>	372,268	400,298	28,029	7.00%	324,238	721,417	744,950
<b>Operations &amp; Maintenance</b>										
116,091	130,842	14,751	Salary and Wages	496,684	604,774	108,090	17.87%	479,211	1,026,001	1,174,469
36,723	24,229	(12,494)	Employee Benefits	160,026	145,374	(14,652)	-10.08%	163,333	318,114	301,434
1,198	12,582	11,385	Contractual Services	73,130	140,256	67,126	47.86%	178,494	344,505	215,435
10,734	21,623	10,890	General Materials and Supplies	59,749	142,003	82,254	57.92%	55,464	125,184	271,195
-	-	-	Travel and Meeting Expenses	-	75	75	100.00%	-	-	150
-	11,180	11,180	Fixed Charges	98,622	67,080	(31,542)	-47.02%	69,128	227,294	134,160
85,011	96,285	11,274	Utilities	506,666	592,833	86,167	14.53%	483,511	1,159,593	1,159,646
-	-	-	Capital Outlay	-	115,000	115,000	100.00%	-	6,960	115,000
-	-	-	Contingency Funds	-	-	-	0.00%	-	-	65,000
249,756	296,741	46,985	<b>Total Operation and Maint</b>	1,394,876	1,807,395	412,519	22.82%	1,429,141	3,207,652	3,436,489
<b>Institutional Support</b>										
357,490	373,656	16,166	Salary and Wages	1,550,977	1,676,084	125,107	7.46%	1,382,517	3,028,892	3,089,526
96,131	59,203	(36,928)	Employee Benefits	446,458	345,204	(101,253)	-29.33%	372,660	750,399	930,711
29,306	19,306	(10,000)	Contractual Services	153,762	256,727	102,965	40.11%	222,486	610,853	616,253
17,506	27,183	9,677	General Materials and Supplies	353,177	779,632	426,454	54.70%	864,867	611,916	1,388,391
7,826	6,796	(1,030)	Travel and Meeting Expenses	21,581	52,181	30,600	58.64%	17,435	51,843	121,330
-	575	575	Fixed Charges	206,212	217,050	10,838	4.99%	134,663	242,519	228,300
-	1,785	1,785	Capital Outlay	-	21,817	21,817	0.00%	44,815	9,089	43,634
9,489	41,108	31,618	Contingency Funds	16,013	209,774	193,761	0.00%	-	26,960	487,221
-	125,000	125,000	Other	-	125,000	125,000	0.00%	61,032	987,604	4,417,729
28,234	-	(28,234)	Strategic Initiatives	65,236	445,000	379,764	0.00%	-	-	445,000
-	-	-	Gifts in Kind	18,248	-	(18,248)	0.00%	-	-	-
545,982	654,612	108,629	<b>Total Institutional Support</b>	2,831,664	4,128,469	1,296,805	1	3,100,475	6,320,074	11,768,095
342,021	92,922	(249,099)	Scholarships, grants, waivers	687,859	658,515	(29,344)	-4.46%	1,293,638	2,506,810	1,170,066
3,008,366	2,912,213	(96,153)	<b>Total Expenditures</b>	14,324,516	16,518,295	2,193,779	13.28%	14,617,924	28,686,729	34,013,999
244,634	116,905	(127,729)	Transfers Out:	508,334	677,442	169,108	24.96%	559,111	1,271,915	1,378,871
<b>Excess of Revenues over Expenditures &amp; Transfers</b>										
(655,838)	(1,203,625)	547,787		12,933,432	10,119,521	2,813,911	27.81%	14,736,763	8,284,358	-

				<b>Current YTD</b>		
<b>Current Month</b>				<b>Current YTD</b>	<b>Current YTD</b>	<b>Budget</b>
<b>Current Month</b>	<b>Budget</b>	<b>Variance</b>		<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
1,979,799.74	1,994,110.45	14,310.71	Salary and Wages	9,353,161.74	9,792,474.23	439,312.49
444,338.40	287,198.23	(157,140.17)	Employee Benefits	1,962,693.16	1,717,174.36	(245,518.80)
34,233.71	78,538.29	44,304.58	Contractual Services	269,186.55	599,104.70	329,918.15
57,039.41	140,161.88	83,122.47	General Materials and Supplies	840,145.01	1,673,596.13	833,451.12
11,574.95	18,712.75	7,137.80	Travel and Meeting Expenses	46,488.24	152,786.26	106,298.02
12,827.53	35,292.51	22,464.98	Fixed Charges	385,296.49	378,420.06	(6,876.43)
85,010.55	96,284.53	11,273.98	Utilities	506,665.82	592,832.95	86,167.13
47.21	2,884.83	2,837.62	Capital Outlay	47.21	169,866.82	169,819.61
9,489.41	41,107.87	31,618.46	Contingency Funds	16,013.40	209,774.14	193,760.74
3,750.00	125,000.00	121,250.00	Other Expenditures	3,750.00	128,750.00	125,000.00
2,638,110.91	2,819,291.34	181,180.43	Total	13,383,447.62	15,414,779.65	2,031,332.03

**Lake Land College**  
**FY2018 Salary, Wage & Benefits Detail**

	<i>Year to Date</i>			<i>FY2018 Budgeted</i>	<i>FY18 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
<b>Salary &amp; Wages</b>							
Salary and Wages - Instructional	\$6,134,208	\$6,276,702	\$142,493	\$10,593,886	\$10,679,709	\$10,593,886	(\$85,823)
Salary and Wages - Acad. Support	\$191,441	\$194,724	\$3,283	\$351,255	\$375,242	\$351,255	(\$23,987)
Salary and Wages - Stud. Svcs	\$798,372	\$839,197	\$40,825	\$1,550,363	\$1,439,336	\$1,550,363	\$111,027
Salary and Wages - Public Svc.	\$181,481	\$200,994	\$19,513	\$372,432	\$358,521	\$372,432	\$13,911
Salary and Wages - Maintenance	\$496,684	\$604,774	\$108,090	\$1,174,469	\$1,009,279	\$1,174,469	\$165,190
Salary and Wages - Inst. Support	\$1,550,977	\$1,676,084	\$125,107	\$3,089,526	\$3,084,133	\$3,089,526	\$5,393
<b>Total Salary and Wages</b>	<b>\$9,353,162</b>	<b>\$9,792,474</b>	<b>\$439,312</b>	<b>\$17,131,931</b>	<b>\$16,946,220</b>	<b>\$17,131,931</b>	<b>\$185,711</b>

	<i>Year to Date</i>			<i>FY2018 Budgeted</i>	<i>FY18 Projections</i>		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>		<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
<b>Employee Benefits</b>							
Employee Benefits - Instructional	\$1,057,575	\$956,125	(\$101,449)	\$1,973,963	\$1,971,224	\$1,973,963	\$2,739
Employee Benefits - Acad. Support	\$50,393	\$40,492	(\$9,901)	\$83,404	\$97,474	\$83,404	(\$14,070)
Employee Benefits - Stud. Svcs	\$217,124	\$203,717	(\$13,407)	\$421,340	\$420,094	\$421,340	\$1,246
Employee Benefits - Public Svc.	\$31,118	\$26,262	(\$4,856)	\$53,853	\$62,440	\$53,853	(\$8,587)
Employee Benefits - Maintenance	\$160,026	\$145,374	(\$14,652)	\$301,434	\$324,732	\$301,434	(\$23,298)
Employee Benefits - Inst. Support	\$446,458	\$345,204	(\$101,253)	\$930,711	\$847,755	\$930,711	\$82,956
<b>Total Employee Benefits</b>	<b>\$1,962,693</b>	<b>\$1,717,174</b>	<b>(\$245,519)</b>	<b>\$3,764,705</b>	<b>\$3,723,719</b>	<b>\$3,764,705</b>	<b>\$40,986</b>

Dec-17

**Operations & Maint Restricted--Fund 03**

	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
<b>Revenues:</b>					
Local Sources	1,378,615	1,411,000	(32,385)	1,336,715	1,411,000
Bond Proceeds	-	-	-	-	-
Loan Proceeds	-	-	-	1,300,000	-
Investment Income	15,095	-	15,095	(11,028)	-
<b>Total Revenues</b>	<b>1,393,710</b>	<b>1,411,000</b>	<b>(17,290)</b>	<b>2,625,687</b>	<b>1,411,000</b>
<b>Expenditures:</b>					
Construction Proj : Site Improvemen	-	-	-	210,559	-
PHS Projects : Site Improvements	310,497	529,758	219,261	616,811	529,758
New Site: Sire Improvements	-	-	-	-	-
Other	-	-	-	-	-
<b>Total Expenditures</b>	<b>310,497</b>	<b>529,758</b>	<b>219,261</b>	<b>827,370</b>	<b>529,758</b>
<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>1,083,213</b>	<b>881,242</b>	<b>201,972</b>	<b>1,798,317</b>	<b>881,242</b>

Dec-17	Bond and Interest--Fund 04				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
<b>Revenues:</b>					
General : Local Taxes	6,615,231	6,671,197	(55,966)	5,975,945	6,671,197
General : Investment Income	-	-	-	-	-
General : Transfer from Other Funds	-	-	-	-	160,100
<b>Total Revenues</b>	<b>6,615,231</b>	<b>6,671,197</b>	<b>(55,966)</b>	<b>5,975,945</b>	<b>6,831,297</b>
<b>Expenditures:</b>					
Work Cash Bonds : Debt Principal Pa		-	-	910,000	-
Work Cash Bonds : Interest on Debt		-	-	15,117	-
Work Cash Bonds : Other Fixed Charg		-	-	-	-
Funding Bonds : Debt Principal Paym	6,514,970	6,515,000	30	4,853,110	6,515,000
Funding Bonds : Interest on Debt	174,052	157,148	(16,904)	263,259	314,297
Funding Bonds : Other Fixed Charges		1,000	1,000	426	2,000
Funding Bonds : Bond Is		-	-		-
Administration : Intere	(38,601)	-	38,601		-
<b>Total Expenditures</b>	<b>6,650,422</b>	<b>6,673,148</b>	<b>(22,727)</b>	<b>6,041,912</b>	<b>6,831,297</b>
<b>Excess of Revenues over</b>					
<b>Expenditures &amp; Transfers</b>	<b>(35,191)</b>	<b>(1,951)</b>	<b>(33,240)</b>	<b>(65,967)</b>	<b>0</b>

Dec-17

**Auxillary Enterprise Fund--Fund 05**

	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
<b>Revenues:</b>					
Ag Judging Activity Fees	-	-	-	3,250	6,500
Ag Judging Transfer	-	-	-	11,050	22,200
Auto Shop	506	7,500	(6,994)	1,201	15,000
Athletics	-	-	-	295,569	591,138
Fitness Center	44,179	55,000	(10,821)	51,103	55,000
Bookstore	431,590	363,000	68,590	404,289	506,084
Print Shop	335,242	286,438	48,804	295,699	569,774
Food Service	24,147	12,845	11,302	11,769	22,989
College Farm	2,591	10,000	(7,409)	86,434	75,000
Comm Choir	-	-	-	5,100	5,100
Student Life	-	60,500	(60,500)	68,000	247,697
WLKL Radio Activity fees	-	-	-	550	1,100
Transfer for Tuition Waivers	217,283	261,055	(43,772)	264,055	528,110
<b>Total Revenues</b>	<b>1,055,538</b>	<b>1,056,338</b>	<b>(800)</b>	<b>1,498,069</b>	<b>2,645,691</b>
<b>Expenditures:</b>					
Ag Judging	14,078	14,450	372	19,010	28,700
Auto Shop	676	7,500	6,824	1,141	15,000
Athletics	252,129	264,583	12,455	258,053	488,376
Fitness Center	43,105	55,393	12,287	34,260	101,239
Bookstore	361,507	340,634	(20,873)	350,867	506,346
Print Shop	320,779	300,439	(20,341)	280,270	568,926
Food Service	5,977	6,285	308	5,196	12,244
College Farm	24,272	68,302	44,030	19,179	117,715
Comm Choir	2,193	2,550	357	1,461	5,100
Student Life	104,914	159,082	54,168	101,960	248,672
WLKL Radio	-	200	200	-	1,100
Tuition Waivers	508,334	311,055	(197,279)	558,515	622,110
<b>Total Expenditures</b>	<b>1,637,963</b>	<b>1,530,472</b>	<b>(107,491)</b>	<b>1,629,913</b>	<b>2,715,528</b>
<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>(582,425)</b>	<b>(474,134)</b>	<b>(108,291)</b>	<b>(131,843)</b>	<b>(69,837)</b>

Dec-17

**Restricted Purposes Fund--Fund 06**

	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
<b>Revenues:</b>					
Adult Ed	183,467	209,705	(26,238)	316,050	419,410
Pathways	173,575	191,820	(18,245)	112,189	383,639
Perkins	93,310	141,166	(47,855)	101,212	282,331
WIOA	1,383,525	1,599,256	(215,730)	1,458,583	3,198,511
College Work Study	-	14,486	(14,486)	23,557	74,674
GAST	-	7,000	(7,000)	10,828	14,000
IL Cooperative Work Study	-	-	-	(3,329)	-
John Deere	-	-	-	122,443	-
IPRF Grant	23,312	-	23,312	18,680	-
Veterans Services	54,093	66,401	(12,308)	78,859	202,302
ISAC MAP	437,195	-	437,195	-	-
Department Of Education	2,846,944	2,743,487	103,457	2,755,812	7,106,487
Direct loans	890,812	869,248	21,564	893,575	2,060,000
Corrections	1,148,206	4,075,906	(2,927,701)	813,870	8,185,110
Privately Funded Grant	156,509	42,500	114,009	147,583	85,000
TRIO SSS	114,908	139,471	(24,563)	124,310	275,714
TRIO DC	146,533	145,285	1,248	135,874	284,160
<b>Total Revenues</b>	<b>7,652,389</b>	<b>10,245,730</b>	<b>(2,593,341)</b>	<b>7,110,098</b>	<b>22,571,338</b>
<b>Expenditures:</b>					
Adult Ed	318,579	209,705	(108,874)	297,086	419,410
Pathways	212,950	191,820	(21,130)	212,218	383,639
Perkins	119,194	141,166	21,972	89,023	282,331
WIOA	1,488,874	1,599,256	110,382	1,440,605	3,198,511
College Work Study	21,925	14,486	(7,439)	23,557	74,674
GAST	-	7,000	7,000	(604)	14,000
IL Cooperative Work Study	-	-	-	3,617	-
John Deere	-	-	-	99,480	-
IPRF Grant	9,392	-	(9,392)	4,637	-
Veterans Services	190,728	66,401	(124,327)	245,480	202,302
ISAC MAP	729,710	-	(729,710)	-	-
Department of Education	2,842,775	2,743,487	(99,288)	2,759,504	7,106,487
Direct loans	920,926	869,248	(51,678)	899,145	2,060,000
Corrections	3,071,629	4,075,906	1,004,277	2,755,527	8,185,110
Privately Funded Grant	66,572	42,500	(24,072)	33,908	85,000
TRIO SSS	114,908	139,471	24,563	108,037	275,714
TRIO DC	146,533	145,285	(1,248)	114,737	284,160
<b>Total Expenditures</b>	<b>10,254,695</b>	<b>10,245,730</b>	<b>(8,965)</b>	<b>9,085,958</b>	<b>22,571,338</b>
<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>(2,602,306)</b>	<b>-</b>	<b>(2,602,306)</b>	<b>(1,975,860)</b>	<b>-</b>

Dec-17	Audit Fund--Fund 11				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
<b>Revenues:</b>					
Local Taxes	127,890	129,000	(1,110)	133,637	129,000
<b>Total Revenues</b>	<b>127,890</b>	<b>129,000</b>	<b>(1,110)</b>	<b>133,637</b>	<b>129,000</b>
<b>Expenditures:</b>					
Admin Staff Ful	10,723	11,135	412	9,597	21,446
Support Staff F	9,796	6,928	(2,868)	4,984	13,343
Medical Benefit	2,476	4,266	1,791	3,671	8,533
Life Insurance	10	14	4	18	28
Audit Services	42,750	42,750	-	60,800	42,750
Printing	57	1,000	943	9	1,000
<b>Total Expenditures</b>	<b>65,811</b>	<b>66,094</b>	<b>283</b>	<b>79,079</b>	<b>87,099</b>
<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>62,079</b>	<b>62,906</b>	<b>(827)</b>	<b>54,558</b>	<b>41,901</b>



Dec-17	Tort Fund--Fund 12				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
<b>Revenues:</b>					
Local Taxes	1,784,776	1,800,000	(15,224)	1,790,755	1,800,000
<b>Total Revenues</b>	<b>1,784,776</b>	<b>1,800,000</b>	<b>(15,224)</b>	<b>1,790,755</b>	<b>1,800,000</b>
<b>Expenditures:</b>					
Student Services	49,122	43,826	(5,295)	45,997	94,577
Operations and Maintenance	84,166	82,635	(1,530)	75,200	170,462
Police Dept	217,983	243,688	25,705	196,684	450,841
Institutional Support	47,708	39,983	(7,725)	46,074	87,617
Fixed Charges-ins	557,874	457,746	(100,128)	528,052	905,491
<b>Total Expenditures</b>	<b>956,852</b>	<b>867,879</b>	<b>(88,973)</b>	<b>892,007</b>	<b>1,708,988</b>
<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>827,924</b>	<b>932,121</b>	<b>(104,197)</b>	<b>898,748</b>	<b>91,012</b>

# MEMO

**TO:** Members, Board of Trustees  
Dr. Josh Bullock, President

**FROM:** Jean Anne Grunloh, Senior Executive to the President

**DATE:** February 1, 2017

**RE:** Distinguished Service Award

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The Distinguished Service Award is made annually to honor an individual for outstanding service to Lake Land College. Members of the Distinguished Service Award Selection Committee have completed their review of nominations submitted for consideration of this year's award. The committee is pleased to recommend Dr. Robert (Bob) Luther as a posthumous recipient for this year's award. The selection committee is comprised of Dr. Josh Bullock, President; Mr. Dave Storm, Trustee; Mr. Mike Sullivan, Trustee; Ms. Jackie Joines, Executive Director for College Advancement; and myself.

Please find attached Dr. Luther's nomination in consideration of the College's Distinguished Service Award as submitted by President Bullock. This nomination highlights Dr. Luther's dedicated service and lasting impact to the Lake Land College community. Most notably, Dr. Luther served as the College's fourth president from 1998 until his retirement in 2006. Additionally, he served as a Lake Land College Board of Trustee from 2011 until his death in September 2017. During his 18-year tenure as president, Lake Land College emerged as a leader in technology, new programming, enrollment growth and innovation. His vision for growth and excellence led Lake Land to win numerous state and federal awards in these areas. All the while, he continued to foster a community college culture established by his predecessors in which students always came first. In April 2011, Lake Land honored Dr. Luther for his tremendous impact on the college by renaming the Student Center building the Robert K. Luther Student Center.

Dr. Luther's legacy of dedicated service to the College will be honored during the Commencement Ceremony to be held Friday, May 11, 2018. On behalf of the selection committee, I respectfully request that the Board approve the posthumous selection of Dr. Luther for the 2018 Distinguished Service Award.

Attachment

November 28, 2017

### **Nomination for Distinguished Service Award**

**Name:** Dr. Robert Luther

**Job:** Retired President, and former Board of Trustee member, at Lake Land College.

**If retired, year of retirement:** 2006

**Describe below the significant contributions benefiting Lake Land College or its affiliated organizations (Foundation, Departments, Advisory Committees, Student Organizations, etc.) the nominee has made:**

As a native of Charleston, Illinois, Dr. Luther returned home in 1988 to assume the presidency of Lake Land College. Under his 18 years of leadership, Lake Land College emerged as a trailblazer in online learning, technology usage and state-of-the-art academic programming. His vision for growth and academic excellence led to significant enrollment increases and numerous state and federal awards in innovation, teaching and technology. All the while, Dr. Luther championed the College's student-first culture. Dr. Luther was instrumental in solidifying Lake Land's fiscal footing, taking the College's finances from a deficit of \$1 million to a healthy \$6.2 million surplus at his retirement. Enrollments thrived under his leadership, nearly doubling the number of full-time equivalent students during his time in office. And the campus underwent a substantial makeover under his tutelage. The Kluthe Center, Child Care Center, West Building, Ag Tech Building, Maintenance Building, and Neal Hall were all constructed under his guidance. His passion for excellence led to a beautification of the campus grounds and buildings. Dr. Luther's impact throughout the state was profound. His leadership in key state-wide higher education organizations, in addition to local civic and economic groups, left its indelible mark. He shepherded the lobbying and passage of key legislation focusing on the equitable financing of community colleges and the expansion of student access to education. The recognitions and accolades Dr. Luther earned over his time as Lake Land's leader were numerous, and well deserved. Dr. Luther continued to positively impact the College and our community as a member of the Board of Trustees. His historical knowledge, sage wisdom and thoughtful demeanor were tremendous assets to the College Board.

**Comments:** There are few people associated with Lake Land who have left such a positive and permanent mark on the College and the community it serves. Dr. Luther was a humble public servant whose passion for Lake Land continued until the day of his passing. I can think of no one more deserving of the Distinguished Service Award than Dr. Robert Luther!

**Nominated by:** Josh Bullock, President

**Address:** Lake Land College

**Telephone:** 234-5222

.....

# MEMO

TO: President Josh Bullock and members of the Lake Land College Board of Trustees

FROM: David Cox, Director of Alumni Relations and Annual Giving

DATE: January 19, 2018

RE: Alumnus Achievement Award

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The Alumnus Achievement Award committee met on campus January 18<sup>th</sup> to review this year's nominations. This honor is made annually to a Lake Land College graduate who has attained outstanding success and distinction in his or her field of endeavor. The committee is pleased to recommend Ms. Cari Rincker (One Laker Nation 2000) of Champaign, IL as the 2018 Alumnus Achievement Award recipient.

Cari Rincker is a licensed attorney in Illinois, New York, New Jersey, Connecticut, and Washington D.C. with concentrations in food, farm and family law. She is also a mediator, prolific writer, and articulate speaker and is a nationally recognized food, farm and family attorney. She is currently an adjunct professor at Vermont Law School teaching an online agriculture and environmental law course.

Members of the committee are: Ms. Doris Reynolds and Mr. Mike Sullivan representing the Board of Trustees; Mr. Roger Osthoff and Ms. Hannah Crnkovich representing college alumni; Ms. Cindy Phipps and Ms. Terri Fields representing college faculty and Dr. Josh Bullock representing the President's office.

Ms. Rincker will be honored during the College's Commencement to be held Friday, May 11, 2018. The committee respectfully asks the Board of Trustees to approve the selection of Ms. Cari Rincker as the recipient of this year's Alumnus Achievement Award.

Thank you.

# MEMO

TO: President Josh Bullock and members of the Lake Land College Board of Trustees

FROM: David Cox, Director of Alumni Relations and Annual Giving

DATE: January 19, 2018

RE: Retiree Wall of Fame Award

---

The Retiree Wall of Fame committee met on campus January 18<sup>th</sup> to review this year's nominations. This honor is made annually to Lake Land College individuals that are retired faculty and staff who have made significant contributions to the College and/or who have made contributions through their profession or community at the local, state, regional, or national level that reflect positively on Lake Land College. The committee is pleased to recommend Ms. Kathleen Doebling, Mr. Thomas Kerkhoff, and Mr. Benny Ragle as this year's recipients of the Retiree Wall of Fame Award.

Members of the committee are: Ms. Doris Reynolds and Mr. Mike Sullivan representing the Board of Trustees; Mr. Roger Osthoff and Ms. Hannah Crnkovich representing the Alumni Association Board of Directors; Mr. Tom Wright & Mr. Alan Fedrigo representing the Foundation Board of Directors and Dr. Josh Bullock representing the President's office.

The Retiree Wall of Fame recipients will be honored during the College's Employee Recognition Event. The committee respectfully asks the Board of Trustees to approve the selection of Ms. Kathleen Doebling, Mr. Thomas Kerkhoff, and Mr. Benny Ragle as the recipients of the 2018 Retiree Wall of Fame Award.

Thank you.

**INTERGOVERNMENTAL AGREEMENT BETWEEN  
BOARD OF TRUSTEES OF LAKE LAND COLLEGE DISTRICT NO. 517  
AND  
BOARD OF TRUSTEES OF JOLIET JUNIOR COLLEGE DISTRICT NO. 525**

This Agreement is made and entered into this 1<sup>st</sup> day of January, 2018, by and between the Board of Trustees of Lake Land College No. 517, Mattoon, Illinois ("Lake Land") and the Board of Trustees of Joliet Junior College District No. 525, Joliet, Illinois, ("Joliet") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the Public Community College Act.

**WHEREAS**, Lake Land and Joliet are Illinois Community Colleges organized and existing pursuant to the Illinois Public Community College Act (110 ILCS 805/1-1 *et seq.*) and further governed by the Administrative Rules of the Illinois Community College Board (23 Ill. Admin. Code Part 1501); and

**WHEREAS**, Part 1501.307(g) of the Administrative Rules of the Illinois Community College Board provides that an Illinois Community College District may extend curricula/credit courses into another Illinois Community College District with the approval of that District; and

**WHEREAS**, Lake Land wishes to extend curricula/credit courses pursuant to an agreement with the Illinois Department of Corrections in correctional facilities located outside Lake Land's district boundaries; and

**WHEREAS**, Joliet desires to allow Lake Land to provide courses in Illinois Department of Correction facilities located within Joliet's district; and

**WHEREAS**, Lake Land and Joliet's desire to enter into this Intergovernmental Agreement to allow Lake Land to provide such courses in Illinois Department of Correction facilities located in Joliet's district in accordance with the terms and conditions contained herein.

**NOW, THEREFORE, IT IS AGREED** between the Parties, in consideration of their mutual promises and undertakings as set forth herein and for other good and valuable consideration, as follows:

**Section 1     Incorporation of the Preamble Recitals**

The foregoing recitals are hereby found to be true and correct and are incorporated herein by reference.

**Section 2     Authorization to Offer Programs**

Joliet hereby authorizes Lake Land to provide the Programs as described herein in the identified Illinois Department of Corrections facilities in accordance with the terms of this Agreement.

### **Section 3 Description of Programs to be Offered**

The Parties agree that Lake Land shall provide the following educational programs ("Programs") at the identified Illinois Department of Correction facilities located within Joliet's district:

Joliet Treatment Center:

- Commercial Custodial Maintenance
- Horticulture
- Any other such program requested by IDOC during the term of this agreement.

### **Section 4 Term of Agreement**

The term of this Agreement shall be for five (5) years commencing on January 1, 2018 and terminating on December 30, 2022. Thereafter, this Agreement shall automatically renew unless either Party sends the other Party a written notice of nonrenewal at least 180 days prior to the termination date.

### **Section 5 Early Termination**

Joliet shall have the right to terminate this Agreement prior to the expiration of the initial term or any renewal term should Joliet determine that it wishes to provide the Programs in the identified Illinois Department of Corrections facilities and Joliet has been approved by the Illinois Department of Corrections to offer such programs under the terms and conditions set forth by IDOC. In such event, Joliet shall provide Lake Land with a 180-day written notice of early termination.

In the event of such early termination, Joliet shall allow Lake Land to complete the Contract for Services it has in effect with the Illinois Department of Corrections as of the effective termination date. Lake Land subsequently agrees not to enter into an initial contract, or contract extension with a duration of more than three years to provide educational services to any Illinois Department of Corrections facility covered under this agreement, without the express written consent of Joliet.

### **Section 6 Required Filings**

Joliet and Lake Land agree to cooperate with each other with regard to any and all filings and paperwork which may be required by the Illinois Community College Board, the Illinois Department of Corrections, as well as any other body having jurisdiction over the Programs. The Parties further agree to execute a letter to the Illinois Community College Board in substantially the same form as attached to this Agreement as Exhibit A.

### **Section 7 Miscellaneous Provisions**

- A. **Notices.** All notices required to be sent pursuant to this Agreement shall be sent in writing by means capable of providing confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) an

acknowledged overnight carrier such as Federal Express or UPS with accompanying proof of delivery, or (c) personal service. In addition, notice shall also be sent via email to the Parties as listed below:

LAKE LAND COLLEGE:  
Dr. Josh Bullock  
President  
Lake Land College  
5001 Lake Land Boulevard  
Mattoon, IL 61938  
[jbullock@lakelandcollege.edu](mailto:jbullock@lakelandcollege.edu)

JOLIET JUNIOR COLLEGE:  
Dr. Judy Mitchell  
President  
Joliet Junior College  
1215 Houbolt Road  
Joliet, IL 60431-8938  
[jmitchel@jjc.edu](mailto:jmitchel@jjc.edu)

with a copy to counsel:  
Howard A. Metz  
Robbins-Schwartz  
55 West Monroe Street, Suite 800  
Chicago, IL 60603-5144  
Email: [hmetz@robbins-schwartz.com](mailto:hmetz@robbins-schwartz.com)

- B. **Amendments.** No change, modification or amendment to this Agreement shall be valid unless in writing and approved by the Parties' respective governing boards.
- C. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the State of Illinois.
- D. **Signature in Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

**WHEREFORE,** The Parties by their respective officers have executed this Agreement on the dates set forth below.

Board of Trustees  
Lake Land College  
District No. 517  
Mattoon, Illinois

Board of Trustees  
Joliet Junior College  
District No. 525  
Joliet, Illinois

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Dave Storm, Chairperson



Robert Wunderlich, Chairperson

---

Ann Deters, Secretary



Michael O'Connell, Secretary



# MEMO

TO: Dr. Josh Bullock, President and Dr. Tina Stovall, Vice President for Student Services

FROM: Kelly Allee, Director of Marketing & Public Relations

DATE: January 24, 2018

RE: 2018-2020 College Catalog Bids

---

On December 1, 2017, we distributed bids electronically to 20 printers, posted a bid packet on the college's website and ran a legal notice seeking bids on the printing of the 2018-2020 Lake Land College Catalog.

We received bids from five companies. Two bids were disqualified because they did not meet bid specifications. As noted on the attached Bid Tabulation Sheet, Creasy Printing Services provided an hourly rate for corrections rather than the required per-page rate. Kingery Printing Co. did not provide samples of work as required in the bid packet instructions.

The lowest bidder meeting specifications was Data Reproduction Corporation from Auburn Hills, Michigan for \$15,425.00. This printer previously printed the 2014-2016 college catalog and did a fine job.

Could you please ask the Board of Trustees to respectfully approve the bid from Data Reproductions Corporation of \$15,425.00 to print the 2018-2020 Lake Land College Catalog?

# LAKE LAND COLLEGE

## BID TABULATION

Lake Land College  
5001 Lake Land Boulevard  
Mattoon, Illinois 61938

Lake Land College Catalog Printing Bid Tab  
Project No. 2018-001  
BID DATE: January 17, 2018 - 2:00 PM

CONTRACTOR	Printing	Correction Charges per line/page at blue line	Charges +/- 8 pages in \$ †					
Creasy Printing Services Springfield, IL	\$ 19,022.00	\$100/hr + cost to output new proof (s) *	+1125/-50					
Data Reproductions Corp. Auburn Hills, MI	\$ 15,425.00	\$7/pg	+408/-327					
Kingery Printing Co. ** Effingham, IL	\$ 17,777.00	\$75/pg	+722/-69					
KK Stephens Publishing Co. Astoria, IL	\$ 16,976.74	\$10/pg	+349.94/-188.40					
Premier Print Group Champaign, IL	\$ 22,621.00	***	+706/-706					

† This criteria is for budget considerations only. It was not used to determine successful low bidder.

# Memo

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

**From:** Bryan Gleckler, Vice President for Business Services

**Date:** January 31, 2018

**Re:** Surplus Equipment – Vent Hoods

---

Due to recent renovations in the Chemistry Lab, the below items were removed from the lab and are no longer needed by the College.

3 – Air Clean Vent Hoods – Model # AC8000S, 110v/60Hz, 900W

- Unit A – SN#AC8000S-489
- Unit B – SN#AC8000s-490
- Unit C – SN#AC8000S-491

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

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

# MEMO

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

**FROM:** Emily Ramage, Director of Grants and Academic Operations

**DATE:** February 2, 2018

**RE:** Acceptance of FY18 ICCB Career and Technical Education Leadership Improvement Grant

---

It is my pleasure to inform you that the Illinois Community College Board has selected Lake Land College to receive a Career and Technical Education Leadership Improvement Grant in the amount of \$42,762.55 for supporting the startup of the Lake Land College Apprenticeship Collaboration Project.


To cite the proposal, "Lake Land College has undertaken the ambitious goal of becoming the first downstate Illinois community college to act as a sponsor of USDOL Registered Apprenticeship programs. At this time, only one community college in Illinois operates as an apprenticeship sponsor. All other Illinois community college-based apprenticeships utilize either the partnering business or an intermediary agency to sponsor registered apprenticeships. By acting as a sponsor, Lake Land College will provide an administrative and economical advantage to participating companies."

With this funding, Lake Land will oversee at least 30 new apprenticeships in both the Production Technician and the Plastics Manufacturing programs. The College will also begin recruiting students for registered apprenticeships in the field of finance. Through these apprenticeships, Lake Land College anticipates forming commensal relationships with a minimum of 10 business and industry partners from across the district.

I would like to thank Myra Taylor, Workforce Solutions Project Coordinator, and Dr. Jim Hull, Vice President for Workforce Solutions and Community Education, for their excellent work in developing the project and preparing the proposal.

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

# Memo

To: Dr. Josh Bullock, President 

From: Bryan Gleckler, Vice President for Business Services

Date: February 8, 2018

Re: Renovation of Child Care Lab for Administration

---

As part of the overall expansion and renovation project of the Luther Student Center, it also requires renovation of the current Child Care Lab building to convert to administrative office space. In order to be able to fully accommodate the Student Services staff into one building (in the Luther Student Center), the administrative wing will be relocated into the Child Care Lab building. This project assumes a complete remodel of the existing space, both interior and exterior, connecting the building to the College's geothermal system, and the addition of a Board Room that will better meet the needs of the College and Board of Trustees for board and committee meetings.

For this project, we have engaged CTS Group to develop a preliminary design and cost estimate for this project. We plan on bringing an addendum to their existing contract with Lake Land College to the March Board of Trustees meeting to include a final design for the work proposed for this building, making the necessary connections to convert the heating and cooling to geothermal, and accommodating the project management work that CTS will provide on the Luther Student Center expansion and renovation, including fully converting that building to College's geothermal system as well.

Based on the design that has been provided, the total turn-key preliminary budget for the Child Care Lab renovation and expansion totals \$1,764,490. This project brings many benefits to the College, it allows us to update a building on campus that is outdated and currently serves no functions, it allows the College to be able to fully accommodate the Student Services staff into one building (coupled with the completion of the Student Center rehab and expansion), and it allows for the addition of a true, dedicated Board of Trustees meeting space that will better meet our needs and allow for additional room scheduling flexibility for the College.

Given the above considerations, it is my recommendation that the Board of Trustees approve for the College to move forward with the remodel and expansion of the current Child Care Lab to accommodate the College's administrative staff and add dedicated Board of Trustees meeting space.

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


# FLOOR PLAN

scale:  $1/8'' = 1'-0''$



# Memo

To: Dr. Josh Bullock, President

From: Bryan Gleckler, Vice President for Business Services 

Date: February 6, 2018

Re: Recommendation to Accept Proposal for Architectural & Engineering Services

---

The College has been working with Legat Architects on redefining the scope of the Luther Student Center expansion project. As you know, Legat served as the original architect on this project that was halted due to a lack of state funding. Based on the need to have a more modernized and truly dedicated space for Student Services, plans have been developed to significantly scale back the expansion and incorporate remodeling the existing space of the Luther Student Center.

Legat has submitted a formal proposal to coordinate the Architectural services for this project. Their objective will be to provide programming, design, documentation, bidding assistance, and construction administration as they relate to the needs of Lake Land College's Student Services, Student Life, Bookstore, Police Department, Nurse, and other related spaces.

The proposal is based on a total project budget of \$12 million. This budget includes the cost of renovating the Child Care Lab to move administrative staff from the Student Center. However, the Child Care Lab renovations are not part of the scope of Legat's services. Additionally, fully connecting the existing Student Center building to our geothermal system and replacing the rooftop air handling units are not a part of Legat's scope of services for this project. This portion of the project will be included in a future proposal that will be brought to the Board at a later date and is estimated to cost less than \$2 million. The timeline for substantial completion of the total Student Center project is August 2019.

Based on the professional architectural service needs required for this project, I recommend that Legat Architects' proposal be accepted. Please do not hesitate to contact me if you have any questions or need any further clarification.

# LEGATARCHITECTS

SUSTAINABILITY | PERFORMANCE | DESIGN

February 5, 2018

Mr. Bryan Gleckler  
Vice President for Business Services  
Lake Land College  
5001 Lake Land Blvd.  
Mattoon, IL 61938

RE Luther Student Center Redesign  
Architect's Project Number: BD17-0168  
Proposal to Provide Professional Architectural & Engineering Services

Dear Mr. Gleckler:

Legat Architects ("Architect") is pleased to have the opportunity to continue to provide professional architectural services to Lake Land College ("Client"). The purpose of this letter is to confirm our understanding of the scope of work and to identify the professional services to be provided and related fees.

## 1.0 Project Parameters

1.1 Project Objective: To provide programming, design, documentation, bidding assistance, and construction administration services as they relate to the needs of Lake Land College's Student Services, Student Life, Bookstore, Police Department, Nurse, and other related spaces. The project will involve potential renovations and additions to the Luther Student Center building.

## 1.2 Location:

1.2.1 Luther Student Center  
Lake Land College  
5001 Lake Land Blvd.  
Mattoon, IL 61938



Mr. Bryan Gleckler  
Proposal to Provide Professional Architectural & Engineering Services  
February 5, 2018  
Page 2 of 9

1.3 Project Activities

- 1.3.1 Provide a visual assessment of the existing conditions in work areas identified; and
- 1.3.2 Facilitate programming meetings with users; and
- 1.3.3 Provide design options and development of the selected option; and
- 1.3.4 Provide estimates of probable cost; and
- 1.3.5 Complete drawings and specifications suitable for bidding and construction; and
- 1.3.6 Assist in project bidding and the selection of the most qualified bidder; and
- 1.3.7 Perform construction observation; and
- 1.3.8 Provide construction closeout services

1.4 Physical Parameters

- 1.4.1 Existing Luther Student Center building:
  - 1.4.1.1 Approximately 13,810 SF of demolition and renovations
  - 1.4.1.2 Approximately 9,980 SF of finishes upgrade
  - 1.4.1.3 Approximately 15,165 SF of building addition (new construction)
  - 1.4.1.4 Related site work to accommodate new construction
  - 1.4.1.5 Coordination with the Client's geothermal project that affects a portion of this building but is not in the project scope of the Luther Student Center Redesign project proposed herein.

1.5 Budget Parameters:

- 1.5.1 Total project budget for construction hard cost and other project soft costs: \$12,000,000. This \$12,000,000 budget is to cover construction hard costs and other project soft costs for both the existing Luther Student Center Redesign (as part of the scope of this proposal), as well as the Child Care Lab Renovation & Addition (not in the scope of this proposal). The Architect will coordinate its cost estimating work for the Luther Student Center Redesign with that of the Client's and its Construction Manager's cost estimating for the Child Care Lab Renovation & Addition to reconcile the overall \$12,000,000 budget.

1.6 Schedule Parameters:

- 1.6.1 Luther Student Center: Client desires to begin site work in the summer of 2018, and to begin new construction foundation and structural steel work in the fall of 2018.
- 1.6.2 The Client desires that substantial completion for all work to be achieved by August 2019.

Mr. Bryan Gleckler

Proposal to Provide Professional Architectural & Engineering Services

February 5, 2018

Page 3 of 9

- 1.7 Project Delivery Method: It is the Architect's understanding the Client intends to use a design-bid-build delivery method and award a construction contract(s) through a Construction Manager (Advisor). Three bid packages for various phases of the work are expected to be issued to accommodate the project schedule.

## 2.0 Architect's Scope of Services

### 2.1 Programming Phase

- 2.1.1 The Architect will facilitate programming meetings with selected key personnel to provide input for the project; and
- 2.1.2 The Architect will verify and document the space needs and related information needed to begin the Schematic Design Phase; and
- 2.1.3 The Architect will provide a parameter cost analysis to confirm the project budget

### 2.2 Schematic Design Phase

- 2.2.1 The Architect will review the scope of work line items as proposed by the Client; and
- 2.2.2 The Architect will provide an initial estimate of probable cost for the scope of work line items and reconcile same with the Client's Construction Manager; and
- 2.2.3 The Architect will assist the Client in prioritizing the scope of work line items to match the available funds as identified by the Client; and
- 2.2.4 The Architect will attend a reasonable number of meetings as required to complete this phase and receive initial approval of the scope of work from the Board of Trustees. Six meetings are anticipated.

### 2.3 Design Development Phase:

- 2.3.1 The Architect will assist the Client in obtaining proposals from and selecting specialty consultants which may include, but not be limited to, boundary, topographic and geotechnical surveys, professional environmental testing, engineering and management services, and construction materials testing; and
- 2.3.2 The Architect will provide a visual assessment of the existing conditions affected by the scope of work line items; and
- 2.3.3 The Architect will assist the Client in obtaining proposals from and selecting specialty consultants to perform detailed investigation of the existing conditions if required; and

Mr. Bryan Gleckler

Proposal to Provide Professional Architectural & Engineering Services

February 5, 2018

Page 4 of 9

- 2.3.4 The Architect will assist the Client to modify the scope of work line items as required based on the results of the visual assessment and/or detailed investigations and to assess the impact on the initial estimate of probable cost; and
  - 2.3.5 The Architect will provide an updated estimate of probable cost and reconcile same with the Client's Construction Manager; and
  - 2.3.6 The Architect will attend a reasonable number of meetings as required to complete this phase and receive approval of the scope of work from the Board of Trustees including authorization to prepare and issue drawings and specifications suitable for bidding. Six meetings are anticipated.
- 2.4 Construction Documents Phase:
- 2.4.1 The Architect will complete drawings and specifications suitable for bidding and construction; and
  - 2.4.2 The Architect will consult as required with authorities which may jurisdiction over scope of work line item(s); and
  - 2.4.3 The Architect will facilitate the review of drawings and specifications by the Client at significant milestones as determined by the Client and Architect; and
  - 2.4.4 At 75% completion of this phase, the Architect will provide an updated estimate of probable cost and reconcile same with the Client's Construction Manager.
  - 2.4.5 The following three bid packages are anticipated:
    - 2.4.5.1 Site work and utilities; and
    - 2.4.5.2 Foundations and structural steel; and
    - 2.4.5.3 Balance of the new construction and renovation work
- 2.5 Bidding & Negotiations Phase:
- 2.5.1 The Architect will assist the Client and its Construction Manager in bidding the project and in the selection of the most qualified bidder; and
  - 2.5.2 The Architect will prepare and submit necessary building permit paperwork to authorities having jurisdiction over scope of work line items(s) associated with the design of architectural, mechanical, electrical, and plumbing disciplines; and
  - 2.5.3 The Architect will attend a reasonable number of meetings as required to complete this phase and assist the Client and its Construction Manager with the approval of construction contract(s) by the Board of Trustees.
- 2.6 Construction Administration Phase:
- 2.6.1 The Architect will assist in administering the Contract for Construction; and

Mr. Bryan Gleckler

Proposal to Provide Professional Architectural & Engineering Services

February 5, 2018

Page 5 of 9

- 2.6.2 The Architect will attend Pre-Construction Meetings , Mobilization Meetings, weekly Owner-Architect-General Contractor meetings while construction operations are in progress, and Closeout Coordination Meetings; and
- 2.6.3 The Architect will perform one weekly job-site observation while construction operations are in progress; and
- 2.6.4 The Architect may perform additional observations at instances of critical construction activity; and
- 2.6.5 The Architect will assist the Client with facilitating project closeout.

### 3.0 Deliverables

- 3.1 Construction Documents will consist of drawings and specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work.

### 4.0 Project Schedule

- 4.1 The schedule for design and construction phases will be determined annually and/or on a project specific basis by the Client in conjunction with the Architect and the Client's Construction Manager.
- 4.2 Once established, the project schedule is subject to decisions made in timely manner pertaining to the documents submitted by the Architect for review in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

### 5.0 Compensation

- 5.1 The Client will compensate the Architect for the basic services outlined in AIA Document B101 on a percentage of the construction cost basis as identified in the Contract for Construction and in accordance with the following sliding scale unless otherwise agreed to by the Client and the Architect. Basic services shall include Architectural, Structural, Civil Engineering, MEPFP Engineering, Technology/AV/Security Engineering, and Cost Estimating disciplines. Fees for on-site observation during the construction administration phase are not included in the following basic services fee, and are outlined below in Section 5.2.

Mr. Bryan Gleckler  
 Proposal to Provide Professional Architectural & Engineering Services  
 February 5, 2018  
 Page 6 of 9

CONSTRUCTION COST ESTIMATE	PERCENTAGE FEE
\$ 7,000,000 - \$ 7,999,999 .....	8.13%
\$ 8,000,000 - \$ 8,999,999.....	8.00%
\$ 9,000,000 - \$ 9,999,999.....	7.86%
\$ 10,000,000 - \$ 10,999,999.....	7.79%
\$ 11,000,000 - \$ 11,999,999.....	7.76%
\$ 12,000,000 - \$ 12,999,999.....	7.73%
\$ 13,000,000 - \$ 13,999,999.....	7.69%
\$ 14,000,000 - \$ 14,999,999.....	7.66%
\$ 15,000,000 - \$ 15,999,999.....	7.63%

- 5.1.1 The above percentage of construction cost method to determine the fee shall be used to establish progress payments to the Architect for the Programming and Schematic Design phases only, based on the cost estimates, approved by the Client and the Client's Construction Manager, at the end of each of these two phases. At the end of the Design Development Phase, the fee will be converted to a "fixed lump sum fee" for the remainder of the project, based on the Design Development cost estimate approved by the Client and the Client's Construction Manager. This fixed fee for basic services will be calculated by multiplying the percentage by the construction cost estimate approved by the Client at the end of the Design Development Phase. The construction cost shall include all contingencies, construction manager fees and general conditions.
- 5.1.2 Compensation for Alternates included in the bid packages, but not accepted by the Client and included in the Contract for Construction, shall be billed at 80% of the total cost of the Alternates as identified on the Bid Form of the contractor awarded the Contract for Construction.
- 5.2 The lump sum fees for anticipated additional services are:
- 5.2.1 Programming Phase services.....\$42,600
- 5.2.2 Design, Bidding and Construction Administration of Furniture, Fixtures & Equipment (FFE).....\$59,700
- 5.2.3 Coordination with Client's geothermal project.....\$25,000
- 5.2.4 On-Site Observation Allowance (to be billed at an hourly billable rate of \$120-\$185/hour depending on the personnel; includes a maximum of 3 hours drive time per site visit).....\$100,000 not-to-exceed

Mr. Bryan Gleckler  
Proposal to Provide Professional Architectural & Engineering Services  
February 5, 2018  
Page 7 of 9

- 5.3 When stipulated and approved by the Client for unidentified additional services, the Client will compensate the Architect on a Time and Material basis using the Schedule of Billable Rates attached as "Exhibit A".
- 5.4 Reimbursable Expenses will be in addition to the Architect's compensation and shall be invoiced using the multipliers indicated below times the expenses incurred by Legat Architects.
  - 5.4.1 Postage and delivery charges for bid documents and materials requested by the Client or required by authorities having jurisdiction shall be invoiced at 1.10 times.
  - 5.4.2 Necessary consultants for additional services, as approved by the Client will be invoiced at 1.25 times.
  - 5.4.3 Specialty consultants to provide boundary and topographic surveys and construction materials testing will be invoiced at 1.10 times.
  - 5.4.4 Other specialty consultants as approved by the Client will be invoiced at 1.25 times.
  - 5.4.5 Reproduction costs for drawings, specifications, addenda, reports, etc. required to be submitted at the end of each contractual phase and for bidding purposes shall be invoiced at 1.10 times.

## 6.0 Client's Responsibilities

- 6.1 The Client will provide access to the Project Locations and facilities and to all original construction drawings, as-built documents, etc. that document the existing conditions.
- 6.2 The Client will provide floor plans for each Project Location in a digital format compatible with either Autodesk AutoCAD software or Autodesk Revit software.
- 6.3 The Client will designate a representative authorized to act on the Client's behalf with respect to the projects. The authorized representative will render decisions in a timely manner pertaining to documents submitted by the Architect in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.
- 6.4 The Client will be responsible for contracting directly with a geotechnical survey consultant.

Mr. Bryan Gleckler  
Proposal to Provide Professional Architectural & Engineering Services  
February 5, 2018  
Page 8 of 9

## 7.0 Client's Responsibilities

7.1 Unless otherwise provided in this Agreement, Legat Architects and Legat Architects' consultants will have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.

7.2 Estimates of Probable Cost will be completed by the Architect's Cost Consultant.

When this proposal is approved, we intend to execute a formal contract with Lake Land College using AIA Document B132-2009, Standard Form of Agreement Between Owner and Architect, Construction Manager as Advisor Edition. A sample copy is attached for your review. Until the Agreement is executed, you can authorize Legat Architects to proceed by signing below. Please note that Legat Architects will not begin work until written authorization to proceed is received.

If you have any questions regarding this proposal, please contact me at your earliest convenience. We look forward to working with you again on this important project.

Thank you.

Sincerely,



Jeffrey Sronkosi  
Principal

Legat Architects, Inc.  
651 W. Washington Blvd. – Suite One  
Chicago, IL 60661

ATTACHMENTS    Exhibit A - Schedule of Billable Rates  
                          AIA Document B132-2009

Mr. Bryan Gleckler  
Proposal to Provide Professional Architectural & Engineering Services  
February 5, 2018  
Page 9 of 9

EC

FILENAME

ACCEPTANCE We accept the terms of this Proposal:

OWNER

Lake Land College  
5001 Lake Land Blvd.  
Mattoon, IL 61938

ARCHITECT

Legat Architects, Inc.  
651 W. Washington Blvd. - Suite One  
Chicago, IL 60661

SIGNATURE

PRINT NAME

TITLE


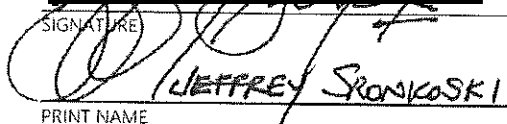
DATE

SIGNATURE

PRINT NAME

TITLE

DATE

  
  
JEFFREY SRONKOSKI

PRINCIPAL

2.5.18



# LEGATARCHITECTS

SUSTAINABILITY | PERFORMANCE | DESIGN

## Schedule of Billable Rates

Exhibit "A"

CLIENT	Lake Land College	DATE	January 12, 2018
PROJECT TITLE	Luther Student Center Redesign	PROJECT NO.	BD17-0168

For the current calendar year, time spent by Legat Architects staff members will be billed at the following hourly rates:

CLASSIFICATION	BASE RATE
Principal.....	\$ 210.00
Project Manager.....	\$ 185.00
Project Associate .....	\$ 120.00
Associate.....	\$120.00
Student / Clerical.....	\$ 80.00

All time spent for traveling by Legat Employee's will be billed at the above rates.

### CONSULTANTS:

Professional services for consultants and their expenses will be billed at 1.25 times the actual cost to the firm. These consultants may include: mechanical, electrical, plumbing, structural and civil engineers, kitchen, landscaping, acoustical, lighting, elevator, traffic, life safety, cost estimating, along with any other consultants that may be required.

### REIMBURSABLE EXPENSES:

Reimbursable expenses are those out-of-pocket expenses incurred by Legat Architects in the course of providing professional services to our clients and will be billed at 1.1 times the actual cost to cover administrative expenses. These expenses may include: transportation, lodging and meals while traveling, postage and delivery charges, reproduction costs for drawings, specifications, addenda, reports, etc. and photography and rendering costs

Note: These rates subject to change annually on December 31.

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 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 12th day of February, 2018.

\*

\*

\*

The meeting was called to order by the Chair, and upon the roll being called, Dave Storm, the Chair, and the following Trustees were physically present at said location:

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\_\_\_\_\_ and \_\_\_\_\_ (non-voting student trustee).

The following Trustees were allowed by a majority of the Trustees of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference:\_\_\_\_\_

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No Trustee was not permitted to attend the meeting by video or audio conference.

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

The Chair announced that the District has developed a list of capital projects for which it reasonably expects to reimburse itself for the expenditures related thereto with

the proceeds of an obligation and that the Board of Trustees would consider the adoption of a resolution expressing its official intent with regard to such expenditures.

Whereupon Trustee \_\_\_\_\_ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Trustees prior to said meeting and to everyone in attendance at said meeting who requested a copy:

## Lake Land College Board of Trustees



RESOLUTION NUMBER: 0218-008

DATE: Feb. 12, 2018

RESOLUTION expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by 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.

\* \* \*

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*"), has developed a list of capital projects described in *Exhibit A* hereto (the "*Projects*"); and

WHEREAS, all or a portion of the expenditures relating to the Projects (the "*Expenditures*") (i) have been paid within the 60 days prior to the passage of this Resolution or (ii) will be paid on or after the passage of this Resolution; and

WHEREAS, the District reasonably expects to reimburse itself for the Expenditures with the proceeds of an obligation:

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. Intent to Reimburse.* The District reasonably expects to reimburse the Expenditures with proceeds of an obligation.

*Section 3. Maximum Amount.* The maximum principal amount of the obligation expected to be issued for the Projects is \$16,500,000.

*Section 4. Ratification.* All actions of the officers, agents and employees of the District that are in conformity with the purposes and intent of this Resolution, whether taken before or after the adoption hereof, are hereby ratified, confirmed and approved.

*Section 5. Severability.* If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

*Section 6. Repeal.* All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted February 12, 2018.

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Chair, Board of Trustees

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Secretary, Board of Trustees

## EXHIBIT A

### DESCRIPTION OF CAPITAL PROJECTS

Renovation, repair, equipment of and additions to the District's student center and conversion of the District's childcare center into an administrative center, including all renovations and equipment relating to same.

Trustee \_\_\_\_\_ moved and Trustee \_\_\_\_\_  
seconded the motion that said resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the Chair directed the Secretary to call the roll for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: \_\_\_\_\_

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and the following Trustees voted NAY: \_\_\_\_\_

Whereupon the Chair declared the motion carried and said resolution adopted, and in open meeting approved and signed said resolution and directed the Secretary to record the same in full in the records 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 said meeting.

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

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Secretary, Board of Trustees



STATE OF ILLINOIS       )  
                                       ) SS  
 COUNTY OF COLES        )

### CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary 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 (the "Board"), and as such official I am the keeper of the records and files of 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 12th day of February, 2018, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by 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 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 72 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that at least one copy of said agenda was continuously available for public review during the entire 72-hour period preceding said meeting, 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 Act and said Act and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 12th day of February, 2018.

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Secretary, Board of Trustees

**LAKE LAND COLLEGE  
BOARD OF TRUSTEES  
HUMAN RESOURCES REPORT  
February 12, 2018**

**The following employees are recommended for leave**

Dogwiler, Gregg	FMLA (Intermittent)	01/15/2018
Kerkhoff, Abigail	FMLA	01/23/2018-01/25/2018

**Additional Appointments**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
McCombe, Joshua	Tech Team Volunteer Primary Position is College Work Study-Business	01/02/2018
<b>Part-time</b>		
Abernathy, Caleb	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	01/08/2018
Abernathy, Caleb	Tutor - Associate Community Education Primary Position is Tutor - Student Lrng Asst	01/08/2018
Carpenter, Nathan	Tutor-Disability Services - Student Primary Position is Chemistry Lab Student Asst	01/17/2018
Carpenter, Nathan	Tutor-Student Community Education Primary Position is Chemistry Lab Student Asst	01/17/2018
Carpenter, Nathan	Tutor - Student Learning Assistance Primary Position is Chemistry Lab Student Asst	01/17/2018
Fitzgerald, Andrew	Adjunct Faculty Technology Division Primary Position is Adult Ed Adjunct Faculty	01/08/2018
Huang, Hsin Hui	Tutor-Disability Services - Student Primary Position is Counseling - Clerical Worker	01/08/2018
Huang, Hsin Hui	Tutor-Student Community Education Primary Position is Counseling - Clerical Worker	01/08/2018
Huang, Hsin Hui	Tutor - Student Learning Assistance Primary Position is Counseling - Clerical Worker	01/08/2018
Jobe, Bryan	Tutor-Associates-Disability Services Primary Position is Tutor – Associate Lrng Asst	12/18/2017
Jobe, Bryan	Tutor - Associate Community Education Primary Position is Tutor – Associate Lrng Asst	12/18/2017
Rothrock, Brett	Bookstore Rush Worker Primary Position is College Work Study-Business	12/13/2017
Walk, Aaron	Adjunct Faculty Social Science Primary Position is Adj Faculty Social Science	01/08/2018

**Part-time - Grant Funded**

Abernathy, Caleb	Tutor-Student Carl Perkins	01/08/2018
	Primary Position is Tutor - Student Lrng Asst	
Carpenter, Nathan	Tutor-Student Carl Perkins	01/17/2018
	Primary Position is Chemistry Lab Student Asst	
Huang, Hsin Hui	Tutor-Student Carl Perkins	01/08/2018
	Primary Position is Counseling - Clerical Worker	
Jobe, Bryan	Tutor - Associate Carl Perkins	12/18/2017
	Primary Position is Tutor - Associate-Lrng Asst	
Plummer, Teresa	Pathways Substitute Instructor	01/19/2018
	Primary Position is Adult Education Instructor	
Shook, Ciara	Pathways Substitute Instructor	01/16/2018
	Primary Position is Adj Reading Instructor	

**College Work Study**

Switzer, Christopher	College Work Study - Business	01/10/2018
	Primary Position is Pathways Teacher Aid II	

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

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Due, Adam	Tutor	12/08/2017
Janes, Thomas	Tutor	12/08/2017
Satterfield, Ryan	Wind Turbine Tech	01/23/2018
Wolfshoefer, Emil	Wind Turbine Tech	01/23/2018

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

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Carr, William	Tech Team Volunteer	01/02/2018
Coe, Beth	Work and Learn - Trio	01/12/2018
Hendrix, John	Assistant Softball Coach Unpaid Volunteer	01/16/2018
Miller, Ashley	Peer to Peer Assistant- Humanities	01/08/2018
Schisler, Davina	Auxiliary Services Volunteer	01/17/2018

**Full-time**

Blazich, Jerri	Administrative Asst to College Advancement	02/15/2018
Dragovan, Nathaniel	Marketing Specialist	02/13/2018

**Full-time - Grant Funded**

McPherson, Deborah	Correctional Ofc Assistant-Illinois River CC	01/16/2018
Spence, Latrina	Correctional Cosmetology Instructor-Vienna CC	01/02/2018

**Part-time**

Abernathy, Caleb	Tutor - Student Learning Assistance	01/08/2018
Arndt, Toni	Adjunct Faculty Technology Division	01/08/2018
Compton, Daniel	CBI Non-credit Instructor	12/14/2017
Friese, Erin	Bookstore Rush Worker	12/20/2017
Helton, Danelle	Admissions and Records Data Entry Asst	01/16/2018
Howard, Ryan	Adjunct Faculty Humanities	01/08/2018
Huang, Hsin Hui	Counseling - Clerical Worker	01/23/2018
Martinez, Yesica	International Student Ambassador	02/02/2018
Padrick, Lynae	Career Services Assistant	01/05/2018
Stephens, Carolyn	Adjunct Faculty Social Science	01/08/2018

**Part-time - Grant Funded**

Adams, Ashley	Adjunct DOC College Funded Instructor	01/08/2018
Calderini, Chris	Adjunct DOC College Funded Instructor	01/08/2018
Dial, John	Adult Education Instructor	01/23/2018
Metzger, Teresa	BNA Clinical Instructor Adult Education	01/08/2018
Morris, Brittany	Outreach Advisor/Mentor, TRIO Destination	11/15/2017
Newton, Dana	Adjunct DOC College Funded Instructor	01/08/2018
Plummer, Teresa	Adult Education Instructor	01/08/2018
Wildman, Rebecca	Adjunct DOC College Funded Instructor	01/08/2018

**College Work Study's**

Beck, Jillian	College Work Study – Math/Science	01/08/2018
Graham, Beth-Anne	College Work Study - Business	01/10/2018
Maxey, Macey	College Work Study - Early Childhood Edu	01/08/2018

**Terminations/Resignations**

**The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Ashcraft, Coartnee	Work and Learn - Adult Education	01/22/2018
Clinton, Melinda	Asst Softball Coach Unpaid	01/29/2018
Clinton, Wayne	Asst Softball Coach Unpaid	01/29/2018
Morris, Cody	Peer to Peer Assistant - Ag	01/25/2018
Porter, Amory	Asst Softball Coach Unpaid	01/29/2018
Schnell, Pennie	Auxiliary Services Volunteer	12/22/2017

**Full-time**

Bradford, James	Corr Commercial Cooking Instr- IYC Harrisburg	01/16/2018
Davis, Brian	Corr Horticulture Instr- IYC Harrisburg	02/16/2018

**Part-time**

Bolin, Marletta	Allied Health BNA Clinical Instr	12/17/2017
Bucher, Michael	Adj Faculty Math/Science	01/10/2018
Cheung, Ho Hon	International Stu Ambassador	12/31/2017

Darimont, Lynn	Adj Reading Instructor	12/17/2017
Efe, Efehan	International Stu Ambassador	12/31/2017
Freeman, Shawn	Adj Doc College Funded Instr	01/03/2018
Gruner, Stephanie	Humanities Unpaid Intern	01/11/2018
Hallett, Trevor	Athletic Trainer	01/29/2018
Huang, Hsin Hui	Counseling - Clerical Worker	12/31/2017
Kwong, Kin Yuen	International Stu Ambassador	12/31/2017
Miller, Danelle	Adj Faculty Math/Science	12/17/2017
Moore, Gerald	Adj Faculty Math/Science	01/10/2018
Patel, Palak	Tutor - Student Lrng Asst	12/08/2017
Pfafman, Tessa	Adj Doc College Funded Instr	12/14/2017
Ray, Zoe	Tutor - Student Lrng Asst	12/13/2017
Rohlinger, Marion	Adj Faculty Math/Science	01/10/2018
Thompson, Bryan	Adj Faculty Math/Science	01/10/2018
Tiffin, Andrea	Allied Health LPN Sub Instructor	12/08/2018
Von Kamecke, Alexandria	Groundskeeper	01/24/2018
Walker, Amanda	Counseling - Student Worker	12/21/2017

### **College Work Study's**

Bannick, Brittany	College Work Study-Counseling	12/21/2017
Haworth, Konnar	College Work Study-Physical Plant	01/23/2018
Lye, Terry	College Work Study-College Advancement	12/23/2017
Minard, Tristin	College Work Study-Physical Plant	01/23/2018
Mumaw, Shayla	College Work Study-Business	12/08/2017
Swartz, Jesse	College Work Study-Business	12/08/2017