

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book

April 13, 2020

Regular Meeting No. 640

Location: **REMOTE MEETING HELD VIA TELECONFERENCE**

(As permitted by Governor Pritzker's Executive Order 2020-18 and 2020-07)

Trustees, citizens, faculty and staff may participate in the teleconference by dialing 1-866-806-7140, when prompted enter conference ID 75526.

Citizens, faculty and staff will be offered an opportunity to speak to the Board during the public comment portion per the agenda and in alignment with Board Policy 03.17 – *Public Comment at Board Meetings*. To facilitate this and not have individuals speaking over one another, the College kindly requests that individuals wishing to address the Board via the conference line during public comment notify the College via email, as noted below, of their intent to address the Board. Alternatively, citizens, faculty and staff may submit public comments by email prior to the Board meeting, to be announced by the College President during the public comment portion of the meeting. Email submissions (notice of intent to speak or comment via email) should be submitted by Noon on Monday, April 13, 2020, and sent to officeofthepresident@lakelandcollege.edu.

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

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



**Regular Meeting No. 640
Monday, April 13, 2020, 6:00 p.m.**

Location: **REMOTE MEETING HELD VIA TELECONFERENCE**
(As permitted by Governor Pritzker's Executive Orders 2020-18 and 2020-07)

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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.)

Approval of the following:

1. Minutes of March 9, 2020, Regular Meeting.
2. Minutes of March 9, 2020, Closed Session.
3. Minutes of March 27, 2020, Special Meeting.
4. Agenda of April 13, 2020, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement. For summary and details of bills refer to:
http://www.lakeland.cc.il.us/col/board_minutes/download.cfm

II. Hearing of Citizens, Faculty and Staff.

III. Adjournment Sine Die.

IV. Organization of the Board.

- A. Call to Order and Appointment of Secretary Pro Tem.
- B. Roll Call.
- C. Appointment of Chairperson Pro Tem.
- D. Appointment of Secretary Pro Tem.
- E. Election of Board Chair and Length of Term.
- F. Election of Board Vice Chair and Length of Term.
- G. Election of Board Secretary and Length of Term.
- H. Approval of Resolution No. 0420-016 - Appointment of College Treasurer and Approval of Approval of Surety Bonds. (Refer to Board Book Pages 28-30).
- I. Approval of Resolution No. 0420-017 – Authorizing College Treasurer to Act as College Fiscal Agent. (Refer to Board Book Pages 31-33)

V. Committee Reports.

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

Including:

	Board Book Page(s)
Curriculum Committee Update	34-36
Calendar of Events	37

VI. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. Phi Theta Kappa All-Illinois/All-USA Academic Team Nominees.	38

B. Action Items.

	Board Book Page Number(s)
1. Approval of Resolution No. 0420-018 – Signatory Card “Corporate Authorization Resolution” and Certificate of Beneficial Owners of Legal Entities for Delivery to Depository Midland States Bank.	39-48
2. Approval of Resolution No. 0420-019– Signatory Cards, “Corporate Authorization Resolution” and Signature List of Personnel for Conducting Ordinary Business for Delivery to Depository First Mid Bank & Trust.	49-61
3. Approval of Resolution No. 0420-020– Non-Corporate Agreement and Certification of Beneficial Owner(s) Forms for Delivery to Depository Wells Fargo Advisors, LLC.	62-69

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|---|---------|
| 4. Approval of Resolution No. 0420-021- “Account Resolutions Certificate for Treasury Management Services” and Commercial Master Signature Card for Delivery to Fifth Third Bank. | 70-80 |
| 5. Approval of Lake Land College Faculty Association Contract. | |
| 6. Certification of Student Trustee and Sophomore Student Government Association Election Results. | 81-83 |
| 7. Acceptance of Reporting of February 2020 Financial Statements. | 84-89 |
| 8. Acceptance of Illinois Public Risk Fund Safety Grant. | 90 |
| 9. Approval of Property, Casualty, and Liability Insurance Renewal. | 91 |
| 10. Acceptance of Gift-In-Kind Donation from the Lake Land College Foundation on behalf of the John Deere Tech Program. | 92-93 |
| 11. Approval of Talented Student Awards for Athletics. | 94-95 |
| 12. Approval of Bid for Forklift for Ag Tech Program. | 96-97 |
| 13. Approval of Bid for Concrete for Loading Dock for Workforce and Community Education Building Project. | 98-99 |
| 14. Approval of Bid for Field House Gym Floor Repair Project. | 100-101 |
| 15. Approval of Human Resources Report. | 102-104 |

VII. Other Business.**VIII. Adjournment.**

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



Regular Board Meeting No. 639
Board and Administration Center, Room 011, Mattoon, IL
March 9, 2020

Minutes

Call to Order.

Chair Reynolds called the March 9, 2020, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board & Administration Center, Mattoon.

Roll Call.

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

Trustees Absent: None.

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

Approval of Consent Items.

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

1. Approval of Minutes of February 10, 2020, Regular Meeting.
2. Approval of Agenda of March 9, 2020, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	322,110.09
Building Fund	\$	22,024.78

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Site & Construction Fund	\$	575,086.35
Bond & Interest Fund	\$	1,000.00
Auxiliary Services Fund	\$	64,524.22
Restricted Purposes Fund	\$	266,608.09
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	23,636.53
Student Accts Receivables	\$	1,782,684.30
Total	\$	3,057,674.36

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

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Presentation of Clem Phipps Exemplary Trustee Award.

Chair Reynolds presented the Clem Phipps Exemplary Trustee Award to Dr. Leland McNeill.

Presentation of Pacesetter Award.

Chair Reynolds presented the Pacesetter Award to Ms. Danelle Jackson.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Sullivan said he had no report at this time. He did state he will be attending an upcoming ICCTA meeting March 13-14, 2020.

Resource & Development.

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Trustee Sullivan, Committee Chair, said the Committee met recently for an in-depth review of items that will appear later in the agenda. He will comment on the Committee's review as the Board discusses the various agenda topics.

Finance.

Trustee Storm, Committee Chair, said the Committee met recently for an in-depth review of items that will appear later in the agenda. He will comment on the Committee's review as the Board discusses the various agenda topics.

Buildings & Site.

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

Foundation.

Chair Reynolds provided an update on the awarding of Foundation scholarships (round 1) and planning underway for the upcoming Foundation golf outing.

Student Report.

Student Trustee Kile provided an update on athletics, SGA voting and SAB activities.

President's Report.

Dr. Bullock said:

- He has followed up with leadership at CTS Group, the performance contractor for the building project, regarding concerns brought forth by a concerned community member during the public comments portion of the February Board meeting. These concerns related to the concrete work for the Foundation and Alumni Center. He said CTS representatives indicate that the report provided by Midwest Engineering and Testing (MET), the independent testing firm hired for on-site observation and testing, has validated the project followed proper procedures and exceeded all specifications.
- For Fiscal Year 2020, a total of \$2,123,932 has been received for services provided through October for the Illinois Department of Corrections contract. A total of \$1,968,164.65 for services billed through January remains outstanding.
- For Fiscal Year 2020, a total of \$143,631 has been received for services provided through October from the Illinois Department of Juvenile Justice contract. A total of \$125,981 for services billed through January remains outstanding.
- The State of Illinois has not issued any credit hour reimbursement payments for FY2020 since our January board meeting but issued a payment of \$477,074 during February for Equalization. A total of \$2,221,751 in credit hour reimbursement and \$2,385,369 in equalization remains outstanding.

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Business Items.

Non-action Items.

Faculty Focus on Advancing Student Success.

Mr. Daniel Allen, Physics Instructor and Ms. Tiffany Maillet-Gibson, Adjunct Faculty for Math & Science, presented on their outreach to area community grade schools. Trustees learned they have collaborated to provide supplementary science instruction to area elementary students and increase their exposure to STEM.

Calendar of Events.

Trustees received a calendar of upcoming events.

Correspondence.

Trustee reviewed one item of correspondence.

Action Items.

Approval of Proposed Revisions to Board Policy 09.14 – *College Keys* and Policy 11.27 – *Photo ID System, College Photo ID Cards and Portraits for Employee Directory.*

Dr. Bullock requested the Board approve proposed revisions to the two above-referenced policies. Trustees reviewed details of the proposed changes which were submitted as first reading in February 2020.

Trustee Sullivan moved and Trustee Curtis seconded to approve as presented proposed revisions to Board Policies 09.14 – *College Keys* and 11.27 – *Photo ID System, College Photo ID Cards and Portraits for Employee Directory.*

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Proposed Revisions to Board Policy 05.04.04- *Work Week.*

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Dr. Bullock requested the Board approve proposed revisions to the above-referenced policy. Trustees reviewed details of the proposed changes which were submitted as first reading in February 2020.

Trustee Cadwell moved and Trustee Storm seconded to approve as presented proposed revisions to Board Policy 05.04.04 – *Work Week*.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Adoption of Board Policy 10.39 – Employee Reimbursement for Non-Travel Expenses.

Dr. Bullock requested the Board adopt the above-referenced policy. Trustees reviewed details of the proposed language which was submitted as first reading in February 2020.

Trustee Walk moved and Trustee Curtis seconded to adopt as presented Board Policy 10.39 – *Employee Reimbursement for Non-Travel Expenses*.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Acceptance of Reporting of January 2020 Financial Statements.

Trustees reviewed the January 2020 Financial Statements and a memorandum from Ms. Madge Shoot, Comptroller, highlighting variances for the statements. Trustees also reviewed corresponding monthly financial spreadsheets which provide a summary of all operational expenditures year to date as compared to budgeted amounts, a salary and benefits summary with FY 2020 projected final spending levels, and year to date spending through December 2019 for the College's other funds (Funds 3, 4, 5, 6, 11 and 12). Mr. Greg Nuxoll, Vice President for Business Services, highlighted significant variances on the spreadsheets.

Trustee Storm, Finance Committee Chair, said the Committee reviewed the January 2020 Financial Statements and the Committee's consensus was to recommend Board acceptance of the January 2020 Financial Statements as presented.

Trustee Storm moved and Trustee Cadwell seconded to approve as presented the January 2020 Financial Statements.

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There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Tuition and Fees Rates for Academic Year 2021.

Trustees reviewed a recommendation from Mr. Nuxoll to adjust tuition and fees rates for Academic Year (AY) 2021. This includes a modest \$5.00 increase in the tuition rate per credit hour and maintaining our current rates for the activity fee of \$2.50 per credit hour, service and rec fee of \$29.67 per credit hour and dual credit fee of \$18.42 per credit hour. Mr. Nuxoll said that although Lake Land College's tuition rate has not increased since Fall 2018, the administration believes a modest increase of \$5 per credit hour for AY 2021 will assist the College in maintaining the quality education our students have come to expect, while addressing the budget uncertainties.

Trustee Storm said the Finance Committee reviewed this recommendation and the Committee's consensus was to recommend the Board approve the proposed Academic Year 2021 tuition and fees rates as presented.

Trustee Storm moved and Trustee Wright seconded to approve as presented Academic Year 2021 tuition and fees rates including a \$5.00 increase in the tuition rate per credit hour and maintaining our current rates for the activity fee of \$2.50 per credit hour, service and rec fee of \$29.67 per credit hour and dual credit fee of \$18.42 per credit hour.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 0320-015 – Supporting the Extension of the City of Charleston Central Area "Downtown" TIF District.

Trustees heard a recommendation from Dr. Bullock for the Board to approve the above-referenced Resolution to support the extension of the City of Charleston Central Area "Downtown" TIF District for an additional 12 years. Trustees reviewed the Resolution and a map of the TIF District. Trustees learned this TIF District was established in 1986 with a life of 23 years and granted a 12 year extension in 2010 that is now set to expire on December 31, 2022. Trustee Sullivan expressed his opinion that he did not support granting another 12 year extension. Trustee Cadwell expressed concern that he believed approved TIF districts were not meant to last for a prolonged period of time.

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Trustee Storm moved and Trustee Curtis seconded to approve as presented Resolution No. 0320-015 – Supporting the Extension of the City of Charleston Central Area “Downtown” TIF District. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Walk and Wright. No: Sullivan. Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Recipients for the Following Awards:

- **Business Partnership Award;**
- **Full-Time Faculty Award.**

Business Partnership Award:

Trustees heard a recommendation from Mr. Jon Althaus, Vice President for Academic Services, for the Board to award the 2020 Lake Land College Business Partnership Award to the Illinois Asphalt Association (IAPA) and forward this nomination to ICCTA in consideration of their statewide award.

Full-Time Faculty Award:

Trustees heard a recommendation from Mr. Althaus to award the 2020 Lake Land College Full-Time Faculty Award to Ms. Deborah Thomason, Director of Dental Hygiene and Dental Hygiene Instructor, and forward this nomination to ICCTA in consideration of their statewide award.

Trustee Curtis moved and Trustee Reynolds seconded approve the naming of the following 2020 award recipients:

- Illinois Asphalt Pavement Association for the Lake Land College Business Partnership Award; and
- Ms. Deborah Thomason, Director of Dental Hygiene and Dental Hygiene Instructor, for the Full-Time Faculty Award.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of ICCB Comprehensive Agreement Regarding the Expansion of Educational Resources (Career).

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Trustees heard a recommendation from Dr. Bullock for the Board to approve the Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER), which was recently updated and approved by ICCB on January 20, 2020. Trustees reviewed details of the proposed Agreement.

Trustee Wright moved and Trustee Sullivan seconded to approve as presented the Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER) with ICCB.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Three Sabbatical Leave Requests.

Trustees heard a recommendation from Dr. Bullock and reviewed a memorandum from Mr. Althaus on behalf of the Sabbatical Leave Committee recommending the Board approve three applications for sabbatical leave. Dr. Bullock said these recommendations follow the guidelines regarding sabbatical leave contained in the CBA with the Lake Land College Faculty Association.

Trustee Sullivan, Resource and Development Committee Chair, reported on the Committee's review and recommendation for the Board to approve the three sabbatical leave requests.

Trustee Sullivan moved and Trustee Curtis seconded to approve sabbatical leave requests as follows:

- Ms. Krista Burrell – Coursework, literature review and research regarding mental health counseling (Fall semester 2020).
- Mr. Shane Rogers – Develop and establish an internship program for Political Science majors (Fall semester 2020).
- Mr. Casey Reynolds – Coursework to learn best practices, current trends and emerging scholarship of technology as it relates to foreign language coursework. (Spring semester 2021).

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Professional Engineering Services Agreement for Neal Hall Remodel.

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Trustees heard a recommendation from Mr. Nuxoll for the Board to approve the above referenced agreement as requested by the Capital Development Board (CDB) with the state. He said Lake Land is partnering with CDB to remodel Neal Hall and we have selected Hanson Professional Services Inc. as the architect-engineer for the project. Trustees learned a formal bidding process is not required due to the professional nature of the architect-engineer services and that, as part of our master facilities plan, the actual renovation of Neal Hall will occur in the summer of 2021.

Trustee Storm moved and Trustee Walk seconded to approve as presented the Professional Services Agreement with the College, Capital Development Board and Hanson Professional Services, Inc. of Springfield, IL, for Hanson Professional Services to perform as the architect-engineer for the Neal Hall renovation project, with a total contract amount of \$82,320.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Bid for West Building Flooring.

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve the bid from TSI Commercial Floor Covering of Champaign, IL, in the amount of \$49,135 for the West Building Flooring Project No. 2020-003. Trustees reviewed the associated bid tabulation sheet.

Trustee Sullivan moved and Trustee Storm seconded to approve as presented the bid from TSI Commercial Floor Covering of Champaign, IL, in the amount of \$49,135 for the West Building Flooring Project No. 2020-003.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Bid for Fire Tank.

Trustees heard a request from Mr. Nuxoll for the Board to approve the bid from FE Moran FPS of Champaign, IL, in the amount of \$58,500 for the Fire Tank Project No. 2020-004 to bring our 100,000 gallon fire tank up to current code and rectify inspection deficiencies. Trustees reviewed the associated bid tabulation sheet.

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Trustee Curtis moved and Trustee Sullivan seconded to approve the bid from FE Moran FPS of Champaign, IL, in the amount of \$58,500 for the Fire Tank Project No. 2020-004.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Bid for Veterans Memorial Park Lighting.

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve the bid from Nadler Electrical Contracting, Inc. of Sullivan, IL, in the amount of \$38,850 for the Veterans Memorial Park Lighting Project No. 2020-005. Trustees reviewed the associated bid tabulation sheet.

Trustee Wright moved and Trustee Sullivan seconded to approve the bid the bid from Nadler Electrical Contracting, Inc. of Sullivan, IL, in the amount of \$38,850 for the Veterans Memorial Park Lighting Project No. 2020-005.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Declaration of Surplus Equipment

Trustees heard a recommendation from Mr. Nuxoll for the Board to declare numerous information technology items surplus as they have become obsolete and have little value now to the College. Trustees reviewed a memorandum from Mr. Lee Spaniol, Director of Information Systems & Services, which detailed each of the 58 information technology items. Mr. Nuxoll said that if these items are approved by the Board as surplus the administration will dispose of these items in a manner most beneficial to the College.

Trustee Storm moved and Trustee Walk seconded to approve as presented the declaration of 58 information technology items as surplus so that these items may be disposed of in a manner most beneficial to the College.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

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Motion carried.

Closed Session.

6:48 p.m. – Trustee Cadwell moved and Trustee Curtis seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (2) to consider the appointment, employment, compensation, performance, discipline or dismissal of specific employees and to discuss collective negotiating matters.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Advisory Vote: Student Trustee Kile voted yes.

Absent: Trustee Curtis.

Motion carried.

Return to Open Session – Roll Call.

7:33 p.m.

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

Trustees Absent: None.

Approval of Faculty Tenure Recommendations as Discussed in Closed Session.

Trustee Sullivan, Resource and Development Committee Chair, reported on the Committee's review and recommendation for the Board to grant tenure to Ms. Tanille Ulm, Early Childhood Educator Instructor, and Ms. Molly Yeske, Medical Assistant Program Coordinator/Instructor.

Trustee Sullivan moved and Trustee Storm seconded to approve as presented the granting of tenure to Ms. Tanille Ulm, Early Childhood Educator Instructor, and Ms. Molly Yeske, Medical Assistant Program Coordinator/Instructor, both effective with the beginning of the fall 2020 semester. This action followed discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Reemployment of Tenured and Non-Tenured Faculty Members as Discussed in Closed Session.

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Trustee Sullivan reported on the Resource and Development Committee's review and recommendation for the Board to approve as presented the reappointment of tenured and non-tenured faculty members for the 2020/21 academic year.

Trustee Sullivan moved and Trustee Curtis seconded to approve as presented the reappointment of tenured and non-tenured faculty members for the 2020/21 academic year.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Appointment of Division Chairs as Discussed in Closed Session.

Trustee Sullivan reported on the Resource and Development Committee's review and recommendation for the Board to appoint or reappoint division chairs as recommended by the administration.

Trustee Sullivan moved and Trustee Cadwell seconded to approve the appointment or reappointment of division chairs for Fall 2020 and Spring 2021 semesters as follows:

- Ryan Orrick, Agriculture Division
- Karla Hardiek, Allied Health Division
- Tynia Kessler, Business Division
- Salisa Hortenstine-Olmsted, Humanities and Communications Division
- Ike Nwosu, Math and Science Division
- Charles Jarrell, Social Science and Education Division
- Michael Beavers, Technology Division.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Agreement for Voluntary Resignation with the Vice President for Student Services effective March 6, 2020, and as Discussed in Closed Session.

Trustee Sullivan moved and Trustee Walk seconded to approve as presented the agreement for the voluntary resignation of Ms. Beth Gerl, Vice President for Student Services, effective March 6, 2020. This action followed discussion on the topic held in closed session.

There was no further discussion.

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Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Appointment of Interim Vice President for Student Services as Discussed in Closed Session.

Trustee Sullivan moved and Trustee Cadwell seconded to appoint Dr. Tina Stovall to the position of Interim Vice President for Student Services effective March 10, 2020. This action followed discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of Human Resources Report as Discussed in Closed Session.

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

Trustee Storm motioned and Trustee Curtis seconded to approve as presented the following Human Resources Report. This action followed discussion on the topic in closed session related only to the resignation of Mr. Kyle Roy, Mathematics Instructor, and the general leave of absence without pay request by Ms. Debra Taylor, a Correctional Office Assistant.

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

Askins, Tonya	FMLA Intermittent	01/31/2020
Epting, Antonio	FMLA Intermittent	01/10/2020
Foreman, Kay	FMLA Intermittent	01/31/2020
Niemerg, Kellie	FMLA	4/06/2020-06/28/2020

The following employee is recommended for General Leave of Absence without pay. Board policy 05.04.14

Taylor, Debra	GLWP	04/17/2020-05/17/2020
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Additional Appointments

The following employees are recommended for additional appointments

Position	Effective Date
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Volunteer Unpaid

Earp, Dave	Interim Head Basketball Coach	03/10/2020
Larry, Julian	Interim Head Basketball Coach	03/10/2020

Part-time

Godinez, Julio	Adjunct Faculty Social Science Primary Position is Baseball Coach	01/13/2020
Maxey, Sara	Tutor-Disability Services - Student Primary Position is Tutor - Student Lrng Asst	01/27/2020
Maxey, Sara	Tutor-Student Community Education Primary Position is Tutor - Student Lrng Asst	01/27/2020

Part-time - Grant Funded

Figueroa, Chaskiesha	Pathways Substitute Instructor Primary Position is Pathways Classroom Asst	02/03/2020
Maxey, Sara	Tutor-Student Carl Perkins Primary Position is Tutor - Student Lrng Asst	01/27/2020

End Additional Appointments

The following employees are ending their additional appointment

Unpaid Volunteer	Position	Effective Date
Christman, Lynnetta	BNA Clinical Instructor	12/02/2018

Part-time

Huddleston, William	Welding Instructor/Adult Education	12/15/2019
Lee, Yu Jin	International Studies Student Asst	12/03/2019

New Hire-Employees

The following employees are recommended for hire

Full-time	Position	Effective Date
Hedges, Jennifer	Financial Aid Loan Specialist	03/23/2020

Full-time - Grant Funded

Brouard, Steve	Corr Career Tech Instr-East Moline CC	02/18/2020
Lowe, Stacy	Correctional Office Asst-Big Muddy CC	03/17/2020
McCullum, William	Associate Dean of Correctional Program- Illinois River CC	02/11/2020
Parks-Parton, Toni	Associate Dean of Correctional Program- IYC Harrisburg	03/02/2020
Saathoff, Sara	Correctional Office Assistant-Graham CC	02/11/2020
Smart, Adam	Correctional Construction Occupations- Pinckneyville CC	02/11/2020

Unpaid Volunteer

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Hale, Tori	Dual Credit Instructor	01/27/2020
Lovell-Hayes, Nicole	Auxiliary Services Volunteer	01/28/2020

Part-time

Gardner, Michelle	Assistant Softball Coach	02/03/2020
Hensley, Beth	Sign Language Interpreter	02/03/2020
Hoene, Katelyn	Print Shop Student Assistant	02/27/2020
Keplar, Vera	Non-Credit Instructor	02/12/2020
Maxey, Sara	Tutor - Student Learning Assistance	01/27/2020

Part-time - Grant Funded

O'Connor, Margaret	Adjunct DOC College Funded Instructor	03/16/2020
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Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Unpaid Volunteer		
Kaczmarek, Tabitha	Peer to Peer Assistant – Adult Education	02/07/2020

Full-time

Columbus, Samuel	Corr Auto Technology Instr-Western IL CC	02/11/2020
Colvin, Brandon	Sports Information/Compliance Coordinator	05/15/2020
Goines, Tim	Corr Mnfg Skills Instr – Murphysboro CC	01/13/2020
Kull, Karen	Director of Kluthe Center-Retiree	02/29/2020
Rawlings, Daniel	Corr Custodial Maintenance – Decatur CC	02/21/2020
Roy, Kyle	Mathematics Instructor	05/18/2020

Part-time

Blades, Chad	Adjunct Doc College Funded Instr	08/12/2018
Davison, Larry	Adult Ed Adjunct Faculty	12/15/2019
Lascelles, Anita	Pathways Classroom Assistant	01/12/2020
Miller, Chad	Adult Education Instructor	12/15/2019

College Work Studys

Begay, Robyn	College Work Study-Adult Education	10/20/2019
Houser, Kyle	College Work Study-Printshop	12/01/2019
Parsons, Riley	College Work Study-Bookstore	02/03/2020

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Browning, Braddi	Academic Scheduling Coordinator (SPT) Transferring From Academic Services Specialist (PP)	04/06/2020

Full-time - Grant Funded

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Gravatt, Tomi	Associate Dean of Correctional Program- Murphysboro Life Skills Transferring From Associate Dean Correctional Program -	03/02/2020
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IYC Harrisburg CC

Part-time

Welch, Christina	Auxiliary Services Office Coordinator Transferring From Bookstore Rush Worker	02/10/2020
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There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Walk moved and Trustee Wright seconded to adjourn the meeting of the Lake Land College Board of Trustees at 7:42 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

 Ms. Doris Reynolds, Board Chair

 Mr. Gary Cadwell, Board Secretary

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

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

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



Special Meeting

Location: REMOTE MEETING HELD VIA TELECONFERENCE
(As permitted by Governor Pritzker's Executive Order 2020-07)
March 27, 2020

Minutes

Call to Order.

Chair Reynolds called the March 27, 2020, special meeting of the Lake Land College Board of Trustees to order at 2:00 p.m. The meeting was held remotely via teleconference and as permitted by Governor Pritzker's Executive Order 2020-07. Citizens, faculty and staff were invited to join the conference call via dialing instructions posted on the agenda.

Roll Call.

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

Trustees Absent: None.

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

Hearing of Citizens, Faculty and Staff.

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

Non-action Item.

COVID-19 Response Plan Funding Update.

Lake Land College Board of Trustees
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Dr. Bullock presented a brief update on the extensive shift of operational procedures due to the COVID-19 pandemic and the costs associated with it. Due to future unknown expenses, he said all budget managers have been asked to suspend non-essential spending at this time, with plans to reallocate these funds. Trustees learned that, although redirected funds will assist with the unanticipated expenses, the administration expects the reallocated funds will not completely cover all COVID-19 related costs. Dr. Bullock said the administration anticipates seeking future Board of Trustees' approval to release monies from fund balance to assist with covering one-time costs associated with our COVID-19 response plan. He said funds will be requested as the expenditure need arises. He asked if there were any concerns with this plan. There were no expressed concerns.

Trustees also reviewed a memorandum from Dr. Bullock highlighting Board Policy 10.23 which outlines the administration's parameters for emergency purchases to restore or maintain vital College services. Dr. Bullock highlighted terms in this policy and said the administration does not anticipate any single emergency item purchase in excess of \$25,000.

Chair Reynolds expressed gratitude on behalf of the Board of Trustees to all faculty and staff for their considerable time and efforts switching to online classes and a virtual college, and assisting Lake Land students impacted by these changes.

Action Items.

Approval of MOU with Sarah Bush Lincoln Health System.

Trustees heard a recommendation from Dr. Bullock for the Board to approve a Memorandum of Understanding (MOU) with Sarah Bush Lincoln Health System. Dr. Bullock said the proposed MOU is a renewal of a MOU previously approved by the Board in 2009 which had expired in 2017. Trustees reviewed the proposed MOU and learned the key purpose is to outline the establishment of a medical surge facility, should the need arise, in the Field House that would be hosted by Lake Land College and managed by Sarah Bush Lincoln Health System. Dr. Bullock said Mr. Jerry Esker, Sarah Bush Lincoln President and CEO, has reassured him that Lake Land College will be added as an additional insured on their insurance policy.

Trustee Cadwell moved and Trustee Storm seconded to approve the MOU with Sarah Bush Lincoln Health System as presented.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Ratification of Administration's Decision to Continue with Certain Current and Future Construction Projects.

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Trustees reviewed a memorandum from Mr. Greg Nuxoll, Vice President for Business Services, and heard a recommendation from Dr. Bullock for the Board to ratify the administration's decision to continue work on five construction projects including the Foundation and Alumni Center building project, Workforce Development Center building project, Neal Hall Roofing project, rooftop solar panel installation project and lighting for Podesta Park and the Veterans Memorial on the main campus. Dr. Bullock highlighted the need for work on each project to continue and said all work for these projects will be conducted outdoors. He also said the administration will coordinate with the contractors and project managers for the safety of everyone involved and for all employees of the contractors to abide by the College's Level 3 Restricted Campus safety measures.

Trustee Wright moved and Trustee Sullivan seconded to ratify the administration's decision to continue work on five construction projects including the Foundation and Alumni Center building project, Workforce Development Center building project, Neal Hall Roofing project, rooftop solar panel installation project and lighting for Podesta Park and the Veterans Memorial on the main campus.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of MOU with the Lake Land College Faculty Association.

Dr. Bullock highlighted the basis and key points in the proposed MOU with the Lake Land College Faculty Association and in response to operational changes resulting from the COVID-19 pandemic. Trustees reviewed details of the proposed MOU.

Trustee Curtis moved and Trustee Walk seconded to approve the MOU as presented with the Lake Land College Faculty Association.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of MOU with the Lake Land College Paraprofessionals Association.

Dr. Bullock highlighted the basis and key points in the proposed MOU with the Lake Land College Paraprofessionals Association and in response to operational changes resulting from the COVID-19 pandemic. Trustees reviewed details of the proposed MOU.

Lake Land College Board of Trustees
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Trustee Sullivan moved and Trustee Storm seconded to approve the MOU as presented with the Lake Land College Paraprofessionals Association.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of MOU with the Lake Land College Custodial Association.

Dr. Bullock highlighted the basis and key points in the proposed MOU with the Lake Land College Custodial Association and in response to operational changes resulting from the COVID-19 pandemic. Trustees reviewed details of the proposed MOU.

Trustee Cadwell moved and Trustee Storm seconded to approve the MOU as presented with the Lake Land College Custodial Association.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of MOU with the Illinois Department of Corrections.

Dr. Bullock highlighted the basis and key points in the proposed MOU with the Illinois Department of Corrections and in response to operational changes resulting from the COVID-19 pandemic. Trustees reviewed details of the proposed MOU.

Trustee Wright moved and Trustee Curtis seconded to approve the MOU with the Illinois Department of Corrections.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Approval of MOU with the American Federation of State, County, and Municipal Employees (AFSCME).

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Dr. Bullock highlighted the basis and key points in the proposed MOU with the American Federation of State, County, and Municipal Employees and in response to operational changes resulting from the COVID-19 pandemic. Trustees reviewed details of the proposed MOU.

Trustee Cadwell moved and Trustee Sullivan seconded to approve the MOU as presented with the American Federation of State, County, and Municipal Employees.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None.

Advisory Vote: Student Trustee Kile voted yes.

Absent: None.

Motion carried.

Adjournment.

Trustee Walk moved and Trustee Curtis seconded to adjourn the special meeting of the Lake Land College Board of Trustees at 2:30 p.m.

Motion carried with unanimous voice vote approval.

Approved by:

Ms. Doris Reynolds, Board Chair

Mr. Gary Cadwell, Board Secretary

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

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0420-016

DATE: April 13, 2020

RESOLUTION FOR APPOINTMENT OF TREASURER AND APPROVAL OF TREASURER'S SURETY BONDS

WHEREAS, the Board of Trustees of Lake Land College, Community College District No. 517 (the "College") is authorized by the Public Community College Act (the "Act") to oversee the financial affairs of the College and to appoint a College Treasurer, the faithful discharge of whose duties shall be secured by a surety bond(s) in accordance with Sections 3-18 and 3-19 of the Act, 110 ILCS 805/3-18 and -/3-19; and

WHEREAS, in October 2019 the Board appointed Ms. Jean Anne Grunloh, Senior Executive to the President, as Treasurer following the resignation of Mr. Bryan Gleckler, former Treasurer and Vice President for Business Services, until a new Vice President for Business Services could be appointed by the Board; and

WHEREAS, in February 2020 the Board appointed Mr. Greg Nuxoll as the Vice President for Business Services; and

WHEREAS, as part of the Annual Organizational Meeting the Board has the need to appoint the College Treasurer, revoke prior appointments and approve a surety bond(s) for the newly appointed Treasurer;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 517, Counties of Christian, Clark, Clay, Coles, Crawford,

Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby, State of Illinois (the "Board") as follows:

Section 1. The Board hereby appoints Mr. Greg Nuxoll to serve as Treasurer at the pleasure of the Board for no additional compensation.

Section 2. The Board hereby approves the Treasurer's Bonds, copies of which will be attached to and made a part of this Resolution, and authorizes the Chair and Secretary of the Board to sign the Bonds on the Board's behalf. The Surety Bonds will also be posted on the web page of the Lake Land College Board of Trustees.

Section 3. This Resolution shall take effect immediately upon passage.

ADOPTED this 13th day of April, 2020 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution for Appointment of Treasurer and Approval of Treasurer's Surety Bond(s) is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 13th day of April, 2020.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 13th day of April, 2020.

Secretary, Board of Trustees

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0420-017

DATE: April 13, 2020

RESOLUTION FOR COLLEGE TREASURER TO ACT AS FISCAL AGENT

WHEREAS, the Board of Trustees of Lake Land College, Community College District No. 517 (the "College") is authorized by the Illinois Public Community College Act to oversee the financial affairs of the College; and

WHEREAS, bank accounts are established in the name of the College for depositing and investing monies; and

WHEREAS, daily financial transactions are conducted to support the business needs of the College; and

WHEREAS, the Board of Trustees has elected Mr. Greg Nuxoll as Treasurer to oversee the business of the College; and

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

Section 1: The Treasurer be authorized and directed to open bank accounts in the name of the College. Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit.

Section 2: The Treasurer be authorized and directed to borrow money on behalf and in the name of the College, sign, execute and deliver promissory notes or other evidences of indebtedness. The Treasurer be authorized and directed to endorse, assign, transfer, mortgage or pledge property now owned or hereafter acquired by the College as security for sums borrowed.

Section 3: The Treasurer and President sign all documents of promissory notes or other evidence of indebtedness.

Section 4: The Treasurer be authorized and directed to enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box on behalf and in the name of the College.

ADOPTED this 13th day of April, 2020 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution for College Treasurer to Act as Fiscal Agent is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 13th day of April, 2020.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 13TH day of April, 2020.

Secretary, Board of Trustees



MEMO

TO: Dr. Jonathan Bullock, President
FROM: Jon Althaus, Vice President for Academic Services
DATE: March 24, 2020
RE: Curriculum Committee Activity

Attached is a listing of new courses and curricula as well as changes in current courses and curricula that have been approved by the Curriculum Committee from October 2010 to February 2020.

Please share this listing with the Board of Trustees at their regular meeting of April 13. I will be available to answer any questions you or the Board may have.

Attachment

Curriculum Committee Highlights October 2019 – February 2020

Course Changes

- AGR 040 Agriculture Mathematics-Credit Hour
- EET 057 Computer Systems-Title Change
- CIS 170-Object-Oriented Programming III-Title Change
- BIO 245 Biology Seminar-New Course
- MAP 070 Med Assist Pathophysiology I-Credit Hour
- MAP 072 Med Assist Skills I Lecture/Lab Hours
- MAP 074 Medical Office Procedures I-New Course
- MAP 076 Medical Office Procedures II-New Course
- MAP 078 Med Assist Pharmacology I-New Course
- MAP 082 Med Assist Skills II- Lecture/Lab Hours
- MAP 086 Med Assist Seminar-Credit hour
- MAP 088 Med Assist Pharmacology II-New Course
- MAP 090 Med Assist Externship-Credit Hour

DOC Course Changes

- ATO 041 Introduction to Auto Service-Title Change
- ATO 042 Vehicle Fundamentals-Title Change and Credit Hour
- ATO 043 Vehicle Electrical Systems I-Title Change and Credit Hour
- ATO 044 Steering, Suspension & Alignment-Title Change
- ATO 046 Basic Brake Systems-Title Change and Credit Hour
- ATO 047 Drive Trains & Axles-Title change
- ATO 055 Engine Rebuilding-Title Change and Credit Hour
- ATO058 Engine Performance-Credit hour
- ATO 048 Basic Vehicle Service-New Course
- ATO 049 Vehicle Electrical Systems II-New Course
- ATO 050 Vehicle Heating & Colling Systems-New Course
- ATO 051 Vehicle Electrical Systems III-New Course
- ATO 052 New Vehicle Technology-New Course

Program Changes

- AAS.AGPWR-change title to Diesel & Ag Power Technology
- CRT.AGPWR-change title to Diesel & Ag Power Technology
- AAS.HRT-change title to Horticulture Production & Landscape
- CRT.AGBUS-decreased credit hours to 30.
- AAS.AGPWR-decreased credit hours to 65.
- CRT.AGPWR-decreased credit hours to 30.
- AA.AGR-change title to Agriculture Transfer.
- AAS.AGBUS-decreased credit hours to 65.
- AAS.AGPRO-decreased credit hours to 65.5.

- CRT.CROP-increase credit hours to 15.
- AAS.HRT-decreased credit hours to 65.5.
- CRT.HRT-decrease credit hours to 30.
- AAS.JDAT-decreased credit hours to 65.
- CRT.LVST-decreased credit hours to 29.5.
- AAS.MAP Medical Assistant-Electives
- CRT.MAP Medical Assistant- Course changes

Add ENG 119 and/or MAT 115 co-reqs to list of courses:

- CRT.AGBUS
- AAS.AGPWR
- AAS.AGR
- AAS.AGBUS
- AAS.AGPRO
- CRT.CROP
- AAS.HRT
- AAS.JDAT
- CRT.LVST
- AA.PVET

DOC Program Changes

NDP.XAM-Automotive Service Technician-Title Change and Credit Hour
CRT.XBAC-Automotive Repair Technician-Title Change and Credit Hour
CRT.XATO3-Automotive Mechanics-New Program
AAS.XATO-Automotive Mechanics-New Program

Calendar of Events

Monday, April 13, 2020	6 p.m. – Board Meeting – Via teleconference
Thursday, May 7, 2020	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, May 11, 2020	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Wednesday, May 20, 2020	11:30 a.m. – 4 p.m. Board Retreat and Board Self Evaluation with ICCTA Board & Administration Center Board Room
Thursday, June 4, 2020	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, June 8, 2020	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, July 9, 2020	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, July 13, 2020	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011
Thursday, August 6, 2020	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Friday, August 7, 2020	Lake Land College Foundation Golf Classic
Monday, August 10, 2020	5:15 p.m. – Board Dinner – Kluthe Center Room 219 6 p.m. – Board Meeting – Kluthe Center Room 220
Thursday, September 10, 2020	Resource and Development Committee Meeting 8 a.m. – Board & Administration Center 011 Finance Committee Meeting 9 a.m. – Board & Administration Center 011
Monday, September 14, 2020	5:15 p.m. – Board Dinner – Board & Administration Center 011 6 p.m. – Board Meeting – Board & Administration Center 011

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Interim Vice President for Student Services

DATE: April 6, 2020

RE: All-Illinois Community College Academic Team Nominees

Each year, Lake Land College has the opportunity to nominate four students for the All-Illinois Community College Academic Team. The nominations, submitted by the Phi Theta Kappa Honors Society Advisor, are based on academic achievement, leadership skills and participation in campus and community activities.

This year, the following students were nominated and recognized as members of the All-Illinois Academic Team. The slides included in the Trustees' electronic folders provide an opportunity to learn a little more about each of the students.

Tanner Clark – Engineering Science, Strasburg	Trevor Elder – Clinical Laboratory Sciences, Sullivan
Breanna Moore – Cosmetology, Mattoon	Ryan Radloff – Automotive Technology, Dieterich

Students named to the All-Illinois Academic Team are also considered for the All-USA Community College Academic Team. I am excited to share that based on the score he received in the All-USA competition, for which 2,000 applications were received this year, Tanner Clark was selected as a Gold Scholar on Coca-Cola's 2020 Academic Team. Only 50 students from across the country received this designation. Tanner will receive a \$1,500 scholarship from the Coca-Cola Scholar's Foundation and be recognized at the PTK Catalyst Annual Convention being held virtually this year.

Records indicate that Tanner is the first Lake Land College student to be designated a Gold Scholar in at least the last decade. Four other students were recognized as Silver or Bronze Scholars during that time.

I would like to recognize the outstanding achievements of all four of these talented students. They are all outstanding representatives of Lake Land College

Thank you.

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0420-018

DATE: April 13, 2020

RESOLUTION APPROVING SIGNATURE CARD, "CORPORATION AUTHORIZATION RESOLUTION" AND CERTIFICATION OF BENEFICIAL OWNERS OF LEGAL ENTITIES FOR DELIVERY TO DEPOSITORY MIDLAND STATES BANK

WHEREAS, the Board of Trustees of Lake Land College, Community College District No. 517 (the "College") is authorized by the Public Community College Act (the "Act") to oversee the financial affairs of the College, and has in that capacity previously designated Midland States Bank (the "Bank") as a depository bank for the College; and

WHEREAS, it is necessary and appropriate at this time to update the Signature Card, "Corporation Authorization Resolution" and Certification of Beneficial Owners of Legal Entities provided to the Bank;

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

Section 1. The Board hereby approves the provisions and form of the Signature Card as shown on the copy of said document which, as completed and signed on behalf of the College by Board Treasurer Greg Nuxoll and College President Dr. Jonathan Bullock, is attached as Exhibit A to and hereby made a part of this Resolution.

Section 2. The Board further hereby approves the provisions and form of the Corporate Authorization Resolution as shown on the copy of said document which, as completed and signed by Board Secretary Gary Cadwell, College Vice President for Business

Services/Board Treasurer Greg Nuxoll, and College President Dr. Jonathan Bullock, is attached as Exhibit B to and hereby made a part of this Resolution.

Section 3. The Board further hereby approves the provisions and form of the Certification of Beneficial Owners of Legal Entities as shown on the copy of said document which, as completed and signed by Board Treasurer Greg Nuxoll, and College President Dr. Jonathan Bullock, is attached as Exhibit C to and hereby made a part of this Resolution.

Section 4. The Secretary of the Board shall cause the originals of the Signature Card, Corporate Authorization Resolution, and Certification of Beneficial Owners of Legal Entities to be delivered to Midland States Bank.

Section 5. This Resolution shall take effect immediately upon passage, and shall supersede and replace all Resolutions previously adopted by the Board which pertain to the subject matter hereof.

ADOPTED this 13th day of April, 2020 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolutions Approving Signature Card, Corporation Authorization Resolution, and Certification of Beneficial Owners of Legal Entities for Delivery to Midland States Bank is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 13th day of April, 2020.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 13th day of April, 2020.

Secretary, Board of Trustees

Account Agreement

Date: 03/11/2020

Institution Name & Address
 Midland States Bank
 Effingham Main
 110 S 5th St
 Effingham, IL 62401-0000

Internal Use 106000713
Account Title & Address
 LAKE LAND COLLEGE
 5001 LAKE LAND BLVD
 MATTOON, IL 61938

Owner/Signer Information 1

Name: JONATHAN B BULLOCK
 Relationship: Authorized Signer
 Address: [REDACTED]
 Mailing Address (if different):
 Gov't Issued Photo ID (type, number, state, issue date, exp. date): [REDACTED]
 Other ID (description, details): [REDACTED]
 Employer:
 Previous Financial Inst.:
 E-Mail: JBULLOCK@LAKELANDCOLLEGE.EDU
 Work Phone: (217) 234-5012
 Home Phone: Mobile Phone:
 Birth Date: SSN/TIN:

Enter **Non-Individual Owner Information** on page 2. There is additional **Owner/Signer Information** space on page 2.

If checked, this is a temporary account agreement.
 Number of signatures required for withdrawal: _____

Signature(s)

The undersigned authorize the financial institution to investigate credit and employment history and obtain reports from consumer reporting agency(ies) on them as individuals. Except as otherwise provided by law or other documents, each of the undersigned is authorized to make withdrawals from the account(s), provided the required number of signatures indicated above is satisfied. The undersigned personally and as, or on behalf of, the account owner(s) agree to the terms of, and acknowledge receipt of copy(ies) of, this document and the following:

Terms & Conditions Truth in Savings Funds Availability
 Electronic Fund Transfers Privacy Substitute Checks
 Common Features Service Fees

Ownership of Account

The specified ownership will remain the same for all accounts.

Individual
 Joint with Survivorship (not as tenants in common)
 Joint with No Survivorship (as tenants in common)

Sole Proprietorship or Single Member LLC Partnership
 LLC-enter tax classification (C Corp S Corp Partnership)
 C Corporation S Corporation Public Funds
 Trust-Separate Agreement Dated: _____

Authorized Signer (See Owner/Signer Information for Authorized Signer designation(s).)

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Beneficiary Designation
 (Check appropriate ownership above.)

Revocable Trust Pay-On-Death (POD)

Beneficiary Name(s), Address(es), and SSN(s)
 (Check appropriate beneficiary designation above.)

(1): [X]
 JONATHAN B BULLOCK
 I.D. # [REDACTED] D.O.B. [REDACTED]

(2): [X]
 GREG J NUXOLL
 I.D. # [REDACTED] D.O.B. [REDACTED]

(3): [X]
 I.D. # _____ D.O.B. _____

(4): [X]
 I.D. # _____ D.O.B. _____

Corporate Authorization Resolution



Midland States Bank
Effingham Main
110 S 5th St
Effingham, IL 62401-0000

By: LAKE LAND COLLEGE
5001 LAKE LAND BLVD
MATTOON, IL 61938

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, [REDACTED], certify that I am Secretary (clerk) of the above named corporation organized under the laws of ILLINOIS, Federal Employer I.D. Number 37-0896233, engaged in business under the trade name of LAKE LAND COLLEGE, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 04/13/2020 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

Agents. Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature <i>(if used)</i>
JONATHAN BULLOCK		
A. _____	X _____	X _____
GREG NUXOLL		
B. _____	X _____	X _____
C. _____	X _____	X _____
D. _____	X _____	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____

- (5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Corporation acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Corporation acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Corporation with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Corporation authorizes each Agent to have custody of the Corporation's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Effect on Previous Resolutions. This resolution supersedes resolution dated 04/13/2020 . If not completed, all resolutions remain in effect.

Certification of Authority

I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions stated above and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on 04/13/2020 (date).

Secretary

Attest by One Other Officer

For Financial Institution Use Only		SLT001
Acknowledged and received on	03/11/2020	(date) by _____ (initials)
<input type="checkbox"/> This resolution is superseded by resolution dated _____		
Comments:		

Certification of Beneficial Owners of Legal Entities

Financial Institution Name: Midland States Bank Effingham Main		Financial Institution Location: 110 S 5th St Effingham, IL 62401
Financial Institution Contact Person: Shellie Travis	Contact Phone Number: (855) 696-4352	Customer Portfolio/Identifier: LAA1786

I. GENERAL INSTRUCTIONS

What is this form?

To help the government fight financial crime, Federal regulation requires certain financial institutions to obtain, verify, and record information about the beneficial owners of legal entity customers. Legal entities can be abused to disguise involvement in terrorist financing, money laundering, tax evasion, corruption, fraud, and other financial crimes. Requiring the disclosure of key individuals who own or control a legal entity (i.e., the beneficial owners) helps law enforcement investigate and prosecute these crimes.

Who has to complete this form?

This form must be completed by the person opening a new account on behalf of a legal entity with any of the following U.S. financial institutions: (i) a bank or credit union; (ii) a broker or dealer in securities; (iii) a mutual fund; (iv) a futures commission merchant; or (v) an introducing broker in commodities.

For the purposes of this form, a **legal entity** includes a corporation, limited liability company, or other entity that is created by a filing of a public document with a Secretary of State or similar office, a general partnership, and any similar business entity formed in the United States or a foreign country. **Legal entity** does not include sole proprietorships, unincorporated associations, or natural persons opening accounts on their own behalf.

What information do I have to provide?

This form requires you to provide the name, address, date of birth and Social Security number (or passport number or other similar information, in the case of Non-U.S. persons) for the following individuals (i.e., the **beneficial owners**):

- (i) Each individual, if any, who owns, directly or indirectly, 25 percent or more of the equity interests of the legal entity customer (e.g., each natural person that owns 25 percent or more of the shares of a corporation); **and**
- (ii) An individual with significant responsibility for managing the legal entity customer (e.g., a Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, or Treasurer).

The number of individuals that satisfy this definition of "beneficial owner" may vary. Under section (i), depending on the factual circumstances, up to four individuals (but as few as zero) may need to be identified. Regardless of the number of individuals identified under section (i), you must provide the identifying information of one individual under section (ii). It is possible that in some circumstances the same individual might be identified under both sections (e.g., the President of Acme, Inc. who also holds a 30% equity interest). Thus, a completed form will contain the identifying information of at least one individual (under section (ii)), and up to five individuals (i.e., one individual under section (ii) and four 25 percent equity holders under section (i)). The financial institution may also ask to see a copy of a driver's license or other identifying document for each beneficial owner listed on this form.

Provide the following information for one individual with significant responsibility for managing the legal entity listed above, such as:

- ◆ An executive officer or senior manager (e.g., Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, Treasurer); or
- ◆ Any other individual who regularly performs similar functions.

(If appropriate, an individual listed under the ownership section above may also be listed in the section below).

Name/Title (of Person with Control)		Date of Birth	Address (Residential or Business Street Address)	For U.S. Persons: Social Security Number	For Non-U.S. Persons: Social Security Number, Passport Number and country of issuance, or other similar identification number ¹
First Greg	M.I.		Street		Number
Last Nuxoll	Suffix		City		Country of Issuance
Title VP for Business Services/Treasurer			State & Zip		

¹ In lieu of a passport number, Non-U.S. Persons may also provide a Social Security Number, an alien identification card number, or number and country of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard.

I, *(name of natural person opening account),*
 hereby certify, to the best of my knowledge, that the information provided above is complete and correct. Also,
 the Legal Entity named above agrees to notify the Financial Institution of any change in the beneficial ownership
 information on this Certification.

Signature: _____ Date: _____

For Institution Use Only:

Name of Beneficial Owner	Type of Document	Document ID Number	Place of Issuance	Date of Issuance	Expiration Date
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				

Certification of Beneficial Owners of Legal Entities

Financial Institution Name: Midland States Bank Effingham Main		Financial Institution Location: 110 S 5th St Effingham, IL 62401
Financial Institution Contact Person: Shellie Travis	Contact Phone Number: (855) 696-4352	Customer Portfolio/Identifier: LAA1786

I. GENERAL INSTRUCTIONS

What is this form?

To help the government fight financial crime, Federal regulation requires certain financial institutions to obtain, verify, and record information about the beneficial owners of legal entity customers. Legal entities can be abused to disguise involvement in terrorist financing, money laundering, tax evasion, corruption, fraud, and other financial crimes. Requiring the disclosure of key individuals who own or control a legal entity (i.e., the beneficial owners) helps law enforcement investigate and prosecute these crimes.

Who has to complete this form?

This form must be completed by the person opening a new account on behalf of a legal entity with any of the following U.S. financial institutions: (i) a bank or credit union; (ii) a broker or dealer in securities; (iii) a mutual fund; (iv) a futures commission merchant; or (v) an introducing broker in commodities.

For the purposes of this form, a **legal entity** includes a corporation, limited liability company, or other entity that is created by a filing of a public document with a Secretary of State or similar office, a general partnership, and any similar business entity formed in the United States or a foreign country. **Legal entity** does not include sole proprietorships, unincorporated associations, or natural persons opening accounts on their own behalf.

What information do I have to provide?

This form requires you to provide the name, address, date of birth and Social Security number (or passport number or other similar information, in the case of Non-U.S. persons) for the following individuals (i.e., the **beneficial owners**):

- (i) Each individual, if any, who owns, directly or indirectly, 25 percent or more of the equity interests of the legal entity customer (e.g., each natural person that owns 25 percent or more of the shares of a corporation); **and**
- (ii) An individual with significant responsibility for managing the legal entity customer (e.g., a Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, or Treasurer).

The number of individuals that satisfy this definition of "beneficial owner" may vary. Under section (i), depending on the factual circumstances, up to four individuals (but as few as zero) may need to be identified. Regardless of the number of individuals identified under section (i), you must provide the identifying information of one individual under section (ii). It is possible that in some circumstances the same individual might be identified under both sections (e.g., the President of Acme, Inc. who also holds a 30% equity interest). Thus, a completed form will contain the identifying information of at least one individual (under section (ii)), and up to five individuals (i.e., one individual under section (ii) and four 25 percent equity holders under section (i)). The financial institution may also ask to see a copy of a driver's license or other identifying document for each beneficial owner listed on this form.

Provide the following information for one individual with significant responsibility for managing the legal entity listed above, such as:

- ◆ An executive officer or senior manager (e.g., Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, Treasurer); or
- ◆ Any other individual who regularly performs similar functions.

(If appropriate, an individual listed under the ownership section above may also be listed in the section below).

Name/Title (of Person with Control)		Date of Birth	Address (Residential or Business Street Address)	For U.S. Persons: Social Security Number	For Non-U.S. Persons: Social Security Number, Passport Number and country of issuance, or other similar identification number ¹
First	M.I.		Street		Number
Greg					
Last	Suffix		City		Country of Issuance
Nuxoll			State & Zip		
Title					
VP for Business Services/Treasurer					

¹ In lieu of a passport number, Non-U.S. Persons may also provide a Social Security Number, an alien identification card number, or number and country of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard.

I, _____ (*name of natural person opening account*), hereby certify, to the best of my knowledge, that the information provided above is complete and correct. Also, the Legal Entity named above agrees to notify the Financial Institution of any change in the beneficial ownership information on this Certification.

Signature: _____ Date: _____

Additional Information (For Institutional Use Only):

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0420-019

DATE: April 13, 2020

RESOLUTION APPROVING SIGNATURE CARDS, "CORPORATION AUTHORIZATION RESOLUTION" AND SIGNATURE LIST OF PERSONNEL FOR CONDUCTING ORDINARY BUSINESS FOR DELIVERY TO DEPOSITORY FIRST MID BANK & TRUST

WHEREAS, the Board of Trustees of Lake Land College, Community College District No. 517 (the "College") is authorized by the Public Community College Act (the "Act") to oversee the financial affairs of the College, and has in that capacity previously designated First Mid Bank & Trust (the "Bank") as a depository bank for the College; and

WHEREAS, it is necessary and appropriate at this time to update the Signature Cards, "Corporation Authorization Resolution" and Signature List of Personnel for Conducting Ordinary Business provided to the Bank;

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

Section 1. The Board hereby approves the provisions and form of the Signature Cards as shown on the copy of said document which, as completed and signed on behalf of the College by Board Treasurer Greg Nuxoll and College President Dr. Jonathan Bullock, is attached as Exhibit A to and hereby made a part of this Resolution.

Section 2. The Board further hereby approves the provisions and form of the Corporate Authorization Resolution as shown on the copy of said document which, as completed and signed by Board Secretary Gary Cadwell, College Vice President for Business

Services/Board Treasurer Greg Nuxoll, and College President Dr. Jonathan Bullock, is attached as Exhibit B to and hereby made a part of this Resolution.

Section 3. The Board further hereby approves the provisions and form of the Signature List of Personnel for Conducting Ordinary Business as shown on the copy of said document which, as completed and signed by Board Secretary Gary Cadwell, Board Treasurer Greg Nuxoll, and College President Dr. Jonathan Bullock, is attached as Exhibit C to and hereby made a part of this Resolution.

Section 4. The Secretary of the Board shall cause the originals of the Signature Cards, Corporate Authorization Resolution, and Signature List of Personnel for Conducting Ordinary Business to be delivered to First Mid Bank & Trust.

Section 5. This Resolution shall take effect immediately upon passage, and shall supersede and replace all Resolutions previously adopted by the Board which pertain to the subject matter hereof.

ADOPTED this 13th day of April, 2020 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolutions Approving Signature Cards, Corporation Authorization Resolution, and Signature List of Personnel for Conducting Ordinary Business for Delivery to First Mid Bank & Trust is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 13th day of April, 2020.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 13th day of April, 2020.

Secretary, Board of Trustees

ACCOUNT AGREEMENT

FIRST MID BANK & TRUST

PO BOX 499
MATTOON, IL 61938

Agreement Date: 02/27/2020 By: Tylene Alexander

EXISTING Account - This agreement replaces previous agreement(s).

Account Description: (52) Now Public Fund

Checking Savings NOW
Initial Deposit \$ 20,000.00 Source: On file

Ownership of Account - CONSUMER Purpose

- Individual
Joint - With Survivorship
Joint - No Survivorship
Trust - Separate Agreement

Revocable Trust or Pay-on-Death Designation
(Name and Address of Beneficiaries):

Ownership of Account - BUSINESS Purpose

- Sole Proprietorship Single-Member LLC Partnership
LLC
C Corporation S Corporation Non-Profit
Corporation

Business: LAKE LAND COLLEGE

Backup Withholding Certifications

By signing at right, I, LAKE LAND COLLEGE, certify under penalties of perjury that the statements made in this section are true.

TIN: 37-0896233 The Taxpayer Identification Number (TIN) shown is my correct taxpayer identification number.

Not Subject to Backup Withholding. I am NOT subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.

Exempt Recipient. I am an exempt recipient under the Internal Revenue Service Regulations. Exempt payee code (if any)

FATCA Code. The FATCA code entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

U.S. Person. I am a U.S. citizen or other U.S. person (as defined in the instructions).

Account Account Number:
Number: Port Number:

Account Owner(s) Name & Address
LAKE LAND COLLEGE
PAYROLL CASH
PAYROLL ACCOUNT D

C/O GREG NUXOLL
5001 LAKE LAND BLVD
MATTOON IL 61938-9366

Additional Information: Amendment to 21289 opened on 09/09/1977.

Reason for amendment: Changing account signers.WILL CHANGE UPON RECEIPT OF FORMS PREPARED 02/27/2020

Signature(s). The undersigned certifies the accuracy of the information he/she has provided and acknowledges receipt of a completed copy of this form. The undersigned authorizes the financial institution to verify credit and employment history and/or have a credit reporting agency prepare a credit report on the undersigned, as individuals. The undersigned also acknowledge the receipt of a copy and agree to the terms of the following agreement(s) and/or disclosure(s):

- Terms & Conditions Truth in Savings Funds Availability
Electronic Fund Transfers Privacy Substitute Checks
Common Features

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

(1): Jonathan Bullock
I.D. # D.O.B.

(2): Greg J Nuxoll
I.D. # D.O.B.

(3):
I.D. # D.O.B.

(4):
I.D. # D.O.B.

Authorized Signer (Individual Accounts Only)

X
I.D. # D.O.B.

ACCOUNT AGREEMENT

FIRST MID BANK & TRUST

PO BOX 499
MATTOON, IL 61938

Agreement Date: 02/27/2020 By: Tylene Alexander

EXISTING Account - This agreement replaces previous agreement(s).

Account Description: (52) Now Public Fund

Checking Savings NOW _____
Initial Deposit \$ 81.87 Source: On file

Ownership of Account - CONSUMER Purpose

- Individual _____
- Joint - With Survivorship *(and not as tenants in common)*
- Joint - No Survivorship *(as tenants in common)*
- Trust - Separate Agreement: _____
- Revocable Trust or Pay-on-Death Designation as Defined in this Agreement
(Name and Address of Beneficiaries): _____

Ownership of Account - BUSINESS Purpose

- Sole Proprietorship Single-Member LLC Partnership
 - LLC *(LLC tax classification: C Corp S Corp Partnership)*
 - C Corporation S Corporation Non-Profit
 - Corporation
- Business: LAKE LAND COLLEGE

Backup Withholding Certifications (Non-"U.S. Persons" - Use separate Form W-8)

- By signing at right, I, LAKE LAND COLLEGE**, certify under penalties of perjury that the statements made in this section are true.
- TIN: 37-0896233** The Taxpayer Identification Number (TIN) shown is my correct taxpayer identification number.
- Not Subject to Backup Withholding.** I am NOT subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.
- Exempt Recipient.** I am an exempt recipient under the Internal Revenue Service Regulations. Exempt payee code (if any) _____
- FATCA Code.** The FATCA code entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
- U.S. Person.** I am a U.S. citizen or other U.S. person (as defined in the instructions).

Account Account Number: [REDACTED]
Number: Port Number: [REDACTED]

Account Owner(s) Name & Address
LAKE LAND COLLEGE
WORKING CASH FUND

C/O GREG NUXOLL
5001 LAKE LAND BLVD
MATTOON IL 61938-9366

Additional Information: CHANGING SIGNERS ON ACCOUNT WILL CHANGE UPON RECEIPT OF FORMS PREPARED 02/27/2020

Signature(s). The undersigned certifies the accuracy of the information he/she has provided and acknowledges receipt of a completed copy of this form. The undersigned authorizes the financial institution to verify credit and employment history and/or have a credit reporting agency prepare a credit report on the undersigned, as individuals. The undersigned also acknowledge the receipt of a copy and agree to the terms of the following agreement(s) and/or disclosure(s):

- Terms & Conditions Truth in Savings Funds Availability
- Electronic Fund Transfers Privacy Substitute Checks
- Common Features _____

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

- (1): [REDACTED]
GREG NUXOLL
I.D. # [REDACTED] D.O.B. [REDACTED]
- (2): [REDACTED]
JONATHAN BULLOCK
I.D. # [REDACTED] D.O.B. [REDACTED]
- (3): [REDACTED]
I.D. # _____ D.O.B. _____
- (4): [REDACTED]
I.D. # _____ D.O.B. _____
- Authorized Signer (Individual Accounts Only)
- [REDACTED]
I.D. # _____ D.O.B. _____

ACCOUNT AGREEMENT

FIRST MID BANK & TRUST

PO BOX 499
MATTOON, IL 61938

Account Account Number: [REDACTED]
Number: Port Number: [REDACTED]

Account Owner(s) Name & Address
LAKE LAND COLLEGE
CREDIT CARD ACCOUNT

C/O GREG NUXOLL
5001 LAKE LAND BLVD
MATTOON IL 61938-9366

Agreement Date: 02/27/2020 By: Tylene Alexander

EXISTING Account - This agreement replaces previous agreement(s).

Account Description: (52) Now Public Fund

Checking Savings NOW _____
Initial Deposit \$ 2.00 Source: On file

Additional Information: CHANGING SIGNERS ON ACCOUNT WILL CHANGE UPON RECEIPT OF FORMS PREPARED 02/27/2020

Ownership of Account - CONSUMER Purpose

Individual _____
 Joint - With Survivorship (and not as tenants in common)
 Joint - No Survivorship (as tenants in common)
 Trust - Separate Agreement:

 Revocable Trust or Pay-on-Death Designation as Defined in this Agreement
(Name and Address of Beneficiaries):

Signature(s). The undersigned certifies the accuracy of the information he/she has provided and acknowledges receipt of a completed copy of this form. The undersigned authorizes the financial institution to verify credit and employment history and/or have a credit reporting agency prepare a credit report on the undersigned, as individuals. The undersigned also acknowledges the receipt of a copy and agree to the terms of the following agreement(s) and/or disclosure(s):

- Terms & Conditions Truth in Savings Funds Availability
- Electronic Fund Transfers Privacy Substitute Checks
- Common Features _____

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Ownership of Account - BUSINESS Purpose

Sole Proprietorship Single-Member LLC Partnership
 LLC (LLC tax classification: C Corp S Corp Partnership)
 C Corporation S Corporation Non-Profit
 Corporation
Business: LAKE LAND COLLEGE

(1): [REDACTED]

GREG NUXOLL
I.D. # [REDACTED] D.O.B. [REDACTED]

(2): [REDACTED]

JONATHAN BULLOCK
I.D. # [REDACTED] D.O.B. [REDACTED]

Backup Withholding Certifications (Non-"U.S. Persons" - Use separate Form W-8)

By signing at right, I, LAKE LAND COLLEGE, certify, under penalties of perjury that the statements made in this section are true.

TIN: 37-0896233 The Taxpayer Identification Number (TIN) shown is my correct taxpayer identification number.

Not Subject to Backup Withholding. I am NOT subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.

Exempt Recipient. I am an exempt recipient under the Internal Revenue Service Regulations. Exempt payee code (if any) _____

FATCA Code. The FATCA code entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

U.S. Person. I am a U.S. citizen or other U.S. person (as defined in the instructions).

(3): [REDACTED]

I.D. # _____ D.O.B. _____

(4): [REDACTED]

I.D. # _____ D.O.B. _____

Authorized Signer (Individual Accounts Only)

[REDACTED]

I.D. # _____ D.O.B. _____

ACCOUNT AGREEMENT

FIRST MID BANK & TRUST

PO BOX 499
MATTOON, IL 61938

Agreement Date: 02/27/2020 By: Tylene Alexander

EXISTING Account - This agreement replaces previous agreement(s).

Account Description: (52) Now Public Fund

Checking Savings NOW _____
Initial Deposit \$ 8,818.29 Source: On file

Ownership of Account - CONSUMER Purpose

- Individual _____
- Joint - With Survivorship *(and not as tenants in common)*
- Joint - No Survivorship *(as tenants in common)*
- Trust - Separate Agreement: _____
- Revocable Trust or Pay-on-Death Designation as Defined in this Agreement
(Name and Address of Beneficiaries): _____

Ownership of Account - BUSINESS Purpose

- Sole Proprietorship Single-Member LLC Partnership
 - LLC *(LLC tax classification: C Corp S Corp Partnership)*
 - C Corporation S Corporation Non-Profit
 - Corporation
- Business: LAKE LAND COLLEGE

Backup Withholding Certifications (Non-"U.S. Persons" - Use separate Form W-8)

- By signing at right, I, LAKE LAND COLLEGE**, certify under penalties of perjury that the statements made in this section are true.
- TIN: 37-0896233** The Taxpayer Identification Number (TIN) shown is my correct taxpayer identification number.
- Not Subject to Backup Withholding.** I am NOT subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.
- Exempt Recipient.** I am an exempt recipient under the Internal Revenue Service Regulations. Exempt payee code (if any) _____
- FATCA Code.** The FATCA code entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
- U.S. Person.** I am a U.S. citizen or other U.S. person (as defined in the instructions).

Account Account Number: [REDACTED]
Number: Port Number: [REDACTED]

Account Owner(s) Name & Address
LAKE LAND COLLEGE
NDSL FED FUNDS 1349

C/O GREG NUXOLL
5001 LAKE LAND BLVD
MATTOON IL 61938-9366

Additional Information: CHANGING SIGNERS ON ACCOUNT WILL CHANGE UPON RECEIPT OF FORMS PREPARED 02/27/2020

Signature(s). The undersigned certifies the accuracy of the information he/she has provided and acknowledges receipt of a completed copy of this form. The undersigned authorizes the financial institution to verify credit and employment history and/or have a credit reporting agency prepare a credit report on the undersigned, as individuals. The undersigned also acknowledges the receipt of a copy and agree to the terms of the following agreement(s) and/or disclosure(s):

- Terms & Conditions Truth in Savings Funds Availability
- Electronic Fund Transfers Privacy Substitute Checks
- Common Features _____

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

(1): [REDACTED]

GREG NUXOLL
I.D. # [REDACTED] D.O.B. [REDACTED]

(2): [REDACTED]

JONATHAN BULLOCK
I.D. # [REDACTED] D.O.B. [REDACTED]

(3): [REDACTED]

I.D. # _____ D.O.B. _____

(4): [REDACTED]

I.D. # _____ D.O.B. _____

Authorized Signer (Individual Accounts Only)

[REDACTED]

I.D. # _____ D.O.B. _____

ACCOUNT AGREEMENT

FIRST MID BANK & TRUST

PO BOX 499
MATTOON, IL 61938

Agreement Date: 02/27/2020 By: Tylene Alexander

EXISTING Account - This agreement replaces previous agreement(s).

Account Description: (52) Now Public Fund

Checking Savings NOW _____
Initial Deposit \$ 1.00 Source: On file

Ownership of Account - CONSUMER Purpose

- Individual _____
- Joint - With Survivorship *(and not as tenants in common)*
- Joint - No Survivorship *(as tenants in common)*
- Trust - Separate Agreement:

Revocable Trust or Pay-on-Death Designation
as Defined in this Agreement
(Name and Address of Beneficiaries):

Ownership of Account - BUSINESS Purpose

- Sole Proprietorship Single-Member LLC Partnership
- LLC *(LLC tax classification: C Corp S Corp Partnership)*
- C Corporation S Corporation Non-Profit
- Corporation

Business: LAKE LAND COLLEGE

Backup Withholding Certifications *(Non-"U.S. Persons" - Use separate Form W-8)*

By signing at right, I, LAKE LAND COLLEGE
certify under penalties of perjury that the statements made in this section are true.

TIN: 37-0896233 The Taxpayer Identification
Number (TIN) shown is my correct taxpayer identification number.

Not Subject to Backup Withholding. I am NOT subject to backup
withholding either because I have not been notified that I am subject to backup
withholding as a result of a failure to report all interest or dividends, or the Internal
Revenue Service has notified me that I am no longer subject to backup withholding.

Exempt Recipient. I am an exempt recipient under the Internal Revenue
Service Regulations. Exempt payee code (if any) _____

FATCA Code. The FATCA code entered on this form (if any) indicating that I am
exempt from FATCA reporting is correct.

U.S. Person. I am a U.S. citizen or other U.S. person (as defined
in the instructions).

Account Account Number: [REDACTED]
Number: Port Number: [REDACTED]

Account Owner(s) Name & Address
LAKE LAND COLLEGE
FLEX SPENDING

C/O GREG NUXOLL
5001 LAKE LAND BLVD
MATTOON IL 61938-9366

Additional Information: CHANGING SIGNERS ON ACCOUNT WILL
CHANGE UPON RECEIPT OF FORMS PREPARED 02/27/2020

Signature(s). The undersigned certifies the accuracy of the information he/she has
provided and acknowledges receipt of a completed copy of this form. The undersigned
authorizes the financial institution to verify credit and employment history and/or have
a credit reporting agency prepare a credit report on the undersigned, as individuals.
The undersigned also acknowledges the receipt of a copy and agree to the terms of the
following agreement(s) and/or disclosure(s):

- Terms & Conditions Truth in Savings Funds Availability
- Electronic Fund Transfers Privacy Substitute Checks
- Common Features _____

The Internal Revenue Service does not require your consent to any
provision of this document other than the certifications required to
avoid backup withholding.

(1): [REDACTED]
GREG NUXOLL
I.D. # [REDACTED] D.O.B. [REDACTED]

(2): [REDACTED]
JONATHAN BULLOCK
I.D. # [REDACTED] D.O.B. [REDACTED]

(3): [REDACTED]
I.D. # _____ D.O.B. _____

(4): [REDACTED]
I.D. # _____ D.O.B. _____

Authorized Signer (Individual Accounts Only)
 [REDACTED]

I.D. # _____ D.O.B. _____

ACCOUNT AGREEMENT

FIRST MID BANK & TRUST

PO BOX 499
MATTOON, IL 61938

Agreement Date: 02/27/2020 By: Tylene Alexander

EXISTING Account - This agreement replaces previous agreement(s).

Account Description: (52) Now Public Fund

Checking Savings NOW _____
Initial Deposit \$ 1,000.00 Source: On file

Ownership of Account - CONSUMER Purpose

- Individual _____
- Joint - With Survivorship *(and not as tenants in common)*
- Joint - No Survivorship *(as tenants in common)*
- Trust - Separate Agreement:

Revocable Trust or Pay-on-Death Designation
as Defined in this Agreement
(Name and Address of Beneficiaries):

Ownership of Account - BUSINESS Purpose

- Sole Proprietorship Single-Member LLC Partnership
- LLC *(LLC tax classification: C Corp S Corp Partnership)*
- C Corporation S Corporation Non-Profit
- Corporation

Business: LAKE LAND COLLEGE

Backup Withholding Certifications *(Non-"U.S. Persons" - Use separate Form W-8)*

By signing at right, I, LAKE LAND COLLEGE
certify under penalties of perjury that the statements made in this section are true.

TIN: 37-0896233 The Taxpayer Identification
Number (TIN) shown is my correct taxpayer identification number.

Not Subject to Backup Withholding. I am NOT subject to backup
withholding either because I have not been notified that I am subject to backup
withholding as a result of a failure to report all interest or dividends, or the Internal
Revenue Service has notified me that I am no longer subject to backup withholding.

Exempt Recipient. I am an exempt recipient under the Internal Revenue
Service Regulations. Exempt payee code (if any) _____

FATCA Code. The FATCA code entered on this form (if any) indicating that I am
exempt from FATCA reporting is correct.

U.S. Person. I am a U.S. citizen or other U.S. person (as defined
in the instructions).

Account Number: _____
Number: Port Number: _____

Account Owner(s) Name & Address
LAKE LAND COLLEGE

5001 LAKE LAND BLVD
MATTOON IL 61938-9366

Additional Information: CHANGING SIGNERS ON ACCOUNT WILL
CHANGE UPON RECEIPT OF FORMS PREPARED 02/27/2020

Signature(s). The undersigned certifies the accuracy of the information he/she has
provided and acknowledges receipt of a completed copy of this form. The undersigned
authorizes the financial institution to verify credit and employment history and/or have
a credit reporting agency prepare a credit report on the undersigned, as individuals.
The undersigned also acknowledge the receipt of a copy and agree to the terms of the
following agreement(s) and/or disclosure(s):

- Terms & Conditions Truth in Savings Funds Availability
- Electronic Fund Transfers Privacy Substitute Checks
- Common Features _____

The Internal Revenue Service does not require your consent to any
provision of this document other than the certifications required to
avoid backup withholding.

(1): _____
GREG NOXOLL

I.D. # _____ D.O.B. _____

(2): _____
JONATHAN BULLOCK

I.D. # _____ D.O.B. _____

(3): _____

I.D. # _____ D.O.B. _____

(4): _____

I.D. # _____ D.O.B. _____

Authorized Signer (Individual Accounts Only)

I.D. # _____ D.O.B. _____

Corporate Authorization Resolution

FIRST MID BANK & TRUST

By: LAKE LAND COLLEGE
PAYROLL CASH
PAYROLL ACCOUNT D
5001 LAKE LAND BLVD
MATTOON IL 61938-9366



PO BOX 499
MATTOON, IL 61938

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, _____, certify that I am Secretary (clerk) of the above named corporation organized under the laws of ILLINOIS _____, Federal Employer I.D. Number 37-0896233, engaged in business under the trade name of LAKE LAND COLLEGE, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on _____ (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

Agents. Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
A. JONATHAN BULLOCK	X 	X _____
B. GREG J NUXOLL TREA	X 	X _____
C. _____	X _____	X _____
D. _____	X _____	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____

Powers Granted. (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
N/A	(1) Exercise all of the powers listed in this resolution.	N/A
A B	(2) Open any deposit or share account(s) in the name of the Corporation.	1
A B	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	1
N/A	(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	N/A
N/A	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	N/A
_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
_____	(7) Other:	_____

Limitations on Powers. The following are the Corporation's express limitations on the powers granted under this resolution.

Resolutions

The Corporation named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Board of Directors of the Corporation and certified to the Financial Institution as governing the operation of this corporation's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Corporation. Any Agent, so long as they act in a representative capacity as an Agent of the Corporation, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated in this resolution, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.

- (5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Corporation acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Corporation acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Corporation with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Corporation authorizes each Agent to have custody of the Corporation's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Effect on Previous Resolutions. This resolution supersedes resolution dated _____ N/A . If not completed, all resolutions remain in effect. # 21289, 50032, 168601, 1204774, 9429886

Certification of Authority

I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions stated above and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on _____ (date).

Secretary

Attest by One Other Officer

For Financial Institution Use Only

Acknowledged and received on _____ (date) by _____ (initials)

This resolution is superseded by resolution dated _____

Comments:



Relationship Name: _LAKE LAND COLLEGE 17-64344

Signature List of Personnel For Conducting Ordinary Business

The following personnel are authorized to conduct ordinary Fiduciary services:

Table with 3 columns: Name, Title, Specimen Signature. Includes entries for Dana Bullock (President) and Greg Nuxoll (VP for Business Services/Treasurer).

I verify that the above personnel are authorized to conduct ordinary business.

Date: _____

Signed: _____

Name printed or typed: Garth A. Zell

Title: Board Secretary

Corporate Seal:

Eastern Region Center
224 South Sixth St.
Marshall, Illinois 62441
217-826-8490

The Kluthe Center for Higher Education and Technology
1204 Network Center Blvd.
Effingham, Illinois 62401
217-540-3555

Lake Land College
5001 Lake Land Blvd.
Mattoon, Illinois 61938
217-234-5253
lakelandcollege.edu

Western Region Center
600 East First St.
Pana, Illinois 62557
217-562-5000

Workforce Development Center
305 Richmond Ave. East
Mattoon, Illinois 61938
217-235-2222

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0420-020

DATE: April 13, 2020

RESOLUTION APPROVING NON-CORPORATE AGREEMENT AND CERTIFICATION OF BENEFICIAL OWNER(S) FORMS FOR DELIVERY TO DEPOSITORY WELLS FARGO ADVISORS, LLC

WHEREAS, the Board of Trustees of Lake Land College, Community College District No. 517 (the "College") is authorized by the Public Community College Act (the "Act") to oversee the financial affairs of the College, and has in that capacity previously designated Wells Fargo Advisors, LLC (the "Investment Service") as an investment service for the College; and

WHEREAS, it is necessary and appropriate at this time to update the Non-Corporate Agreements and Associated Person Information Forms provided to the Investment Service;

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

Section 1. The Board hereby approves the provisions and form of the Non-Corporate Agreement as shown on the copy of said document which, as completed and signed on behalf of the College by Board Secretary Gary Cadwell, College President Dr. Jonathan Bullock and Board Treasurer Greg Nuxoll, is attached as Exhibit A to and hereby made a part of this Resolution.

Section 2. The Board further hereby approves the provisions and form of the Certification of Beneficial Owner(s) forms as shown on the copy of said document which, as completed and signed by College President Dr. Jonathan Bullock and College Vice President

for Business Services/Board Treasurer Greg Nuxoll, is attached as Exhibit B to and hereby made a part of this Resolution.

Section 3. The Secretary of the Board shall cause the originals of the Non-Corporate Agreements and the Associated Person Information Forms to be delivered to Wells Fargo Advisors, LLC.

Section 4. This Resolution shall take effect immediately upon passage, and shall supersede and replace all Resolutions previously adopted by the Board which pertain to the subject matter hereof.

ADOPTED this 13th day of April, 2020 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Non-Corporate Agreement and Certification of Beneficial Owner(s) Forms to Wells Fargo Advisors, LLC is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 13th day of April, 2020.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 13th day of April, 2020.

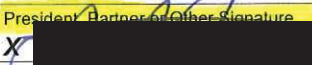
Secretary, Board of Trustees

Non-Corporate Agreement

Sub Firm #	BR Code	FA Code	Account Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Office Use Only)

The undersigned Non-Corporate Organization Greg Nuxoll (herein called the "Organization"), by its President, Partner or other Chief Officer, pursuant to the resolutions, certified by the Secretary, hereby authorizes you to open an account in the name of said Organization; and the undersigned also agrees to the terms of the Account Agreement signed under separate cover. This authorization shall continue in force until revoked by the undersigned Organization by a written notice received by you.

President, Partner or Other Signature <i>X</i> 	President, Partner or Other Name and Title President	Date 3-17-20
---	---	-----------------

Resolved, that the President or any Vice President of this Organization (or any similarly titled Officer or Partner) or any other officer or person whose name is provided on the certification on the front of this resolution, be and they hereby are, and each of them hereby is, authorized and empowered, for and on behalf of this Organization to establish and maintain one or more accounts, with (herein called the "Brokers") and to deposit funds in any of said accounts and to deliver to the Brokers for said accounts any and all forms of securities (including within the meaning of such terms as used herein, but not by way of limitation, shares, stocks, bonds, debentures, notes, scrip, participation certificates, rights to subscribe, option warrants, certificates of deposit, mortgages, chooses in action, evidences of indebtedness, commercial paper, certificates of indebtedness and certificates of interest of any and every kind and nature whatsoever, secured or unsecured, whether represented by trust, participating and/or other certificates or otherwise); to sell any and all forms of securities which may be in the possession of the Brokers and which they may be carrying for the Organization in any of said accounts; and to buy any and all forms of securities for the account of the Organization.

The fullest authority at all times with respect to any such commitment or with respect to any transaction deemed by any of the said officers and/or agents to be proper in connection therewith is hereby conferred, including authority (without limiting the generality of the foregoing) to give written or oral instructions to the brokers with respect to said transactions; to bind and obligate the Organization to and for the carrying out of any contract, arrangement, or transaction, which shall be entered into by any such officer and/or agent for and on behalf of the Organization with or through the Brokers; to pay in cash or by checks and/or drafts drawn upon the funds of the Organization such sums as may be necessary in connection with any of the said account; to order the transfer or delivery of funds or securities to any other person whatsoever, including to the President, Vice President or other officer giving such instructions or to any officer of the Organization, or to the account of any officer of the Organization or to any account in which they may have an interest; and/or to order the transfer of record of any securities to any name selected by any of the said officers or agents; to affix the corporate seal to any documents or agreements, or otherwise; to endorse any securities in order to pass title thereto; to direct the sale or exercise of any rights with respect to any securities; to sign for the Organization all releases, powers of attorney and/or other documents in connection with any such account, and to agree to any terms or conditions to control any such account; to direct the Brokers to surrender any securities to the proper agent or party for the purpose of effecting any exchange or conversion, or for the purpose of deposit with any protective or similar committee, or otherwise; to accept delivery of any securities; to appoint any other person or persons to do any and all things which any of the said officers and/or agents is hereby empowered to do, and generally to do and take all action necessary in connection with the account, or considered desirable by such officer and/or agent with respect thereto.

Further Resolved, that the Brokers may deal with any and all of the persons directly or indirectly by the foregoing resolution empowered, as though they were dealing with the Corporation directly.


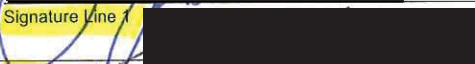
Further Resolved, that the Secretary of the Organization be and he/she hereby is authorized, empowered and directed to certify, under the seal of the Organization, or otherwise, to the Brokers: (a) a true copy of these resolutions; (b) specimen signatures of each and every person by these resolutions empowered; and (c) a certificate (which, if required by the Brokers, shall be supported by an opinion of the general counsel of the Organization, or other counsel satisfactory to the Brokers) that the Organization is duly organized and existing, that its charter empowers it to transact the business by these resolutions defined, and that no limitation has been imposed upon such powers by the By-Laws or otherwise.

Further Resolved, that the Brokers may rely upon any certification given in accordance with these resolutions, as continuing fully effective unless and until the Brokers shall receive due written notice of a change in or the rescission of authority as evidenced, and the dispatch or receipt of any other form of notice shall not constitute a waiver of this provision, nor shall the fact that any person hereby empowered ceases to be an officer of the Organization or becomes an officer under some other title in any way affect the powers hereby conferred. The failure to supply any specimen signature shall not invalidate any transaction if the transaction is in accordance with authority actually granted.

Further Resolved, that in the event of any change in the office or powers of persons hereby empowered. The Secretary shall certify such changes to the Brokers in writing in the manner hereinabove provided, which notification, when received, shall be adequate both to terminate the powers of the persons theretofore authorized, and to empower the persons thereby substituted.

Further Resolved, that the foregoing resolutions and the certificates actually furnished to the Brokers by the Secretary of the Organization pursuant thereto, be and they hereby are made irrevocable until written notice of the revocation thereof shall have been received by the Brokers.

I further certify that each of the following has been duly elected and is now legally holding the office set opposite his name and is authorized to give any instructions on behalf of the Organization as indicated on the resolutions above or pursuant to other currently effective authorization of the Organization.

	<u>Jonathan B. Bullock, President</u>
Signature Line 1	Name and Title (please print)
	<u>Greg Nuxoll, Treasurer</u>
Signature Line 2	Name and Title (please print)
Signature Line 3	Name and Title (please print)
Signature Line 4	Name and Title (please print)

I do further certify that the said Organization is duly organized and existing, and has the power to take the action called for by the aforesaid resolutions.

IN WITNESS WHEREOF, I have hereunto affixed my hand and the seal of the said corporation, this _____ day of _____, _____

Secretary or Other Authorized Person's Signature

Certification of Beneficial Owner(s) - General Instructions

What is this form?

To protect investors and combat financial crime, Federal regulation requires Wells Fargo Advisors to obtain, verify, and record information about the beneficial owners of legal entity customers at the time of account opening or when there are changes to beneficial owners on the account.

Failure to return this completed and signed Certifications of Beneficial Owner(s) form will result in restrictions to your ability to transact on the account.

Who has to complete this form?

The person who provided the information on this form, used to open the account or modify the existing account, is required to sign the form.

For the purposes of this form, a **legal entity** includes a corporation, limited liability company, or other entity that is created by a filing of a public document with a Secretary of State or similar office, a general partnership, and any similar business entity formed in the United States or a foreign country unless the legal entity qualifies for an exemption.

What information do I have to provide?

You will need to complete the date of birth (all) and Social Security number (as applicable) for each beneficial owner listed on the attached form prior to **signing** and returning to Wells Fargo Advisors. Wells Fargo Advisors is required by Federal regulations to obtain for display on this form the name, address, date of birth, and Social Security number (or passport number or other similar information for non-U.S. persons) for each **beneficial owner** of the legal entity.

Although you already provided this information, the **date of birth and Social Security number fields have not been pre-populated on the attached form** in order to protect this personal information (see insert below). Please see instructions at the bottom of this page on how to return this form securely. All information must be completed on the form; this page is for instruction only.

1.	Full Legal Name <i>Jane Marie Doe</i>			
	Date of Birth <i>MM/DD/YYYY</i> <small>(complete this section for all persons)</small>	Social Security Number (for U.S. Persons)* <i>XXX-XX-XXXX</i> <small>(If non-US Person, leave blank)</small>	Government ID Type** <i>Passport or government ID type</i> <small>(If US Person, leave blank)</small>	ID/Place of Issuance** <i>Passport or government ID number and place of issuance (If US person, leave blank)</i>
	Physical Address (Cannot be a P.O. Box) <i>Jane Doe's complete physical address (Street, city, state, zip)</i>			

The form will not be considered complete unless all the identifying information (name, address, date of birth, and Social Security number (or for non-U.S. persons, passport number or other similar information)) is displayed for each beneficial owner on the form.

Beneficial owners are defined as:

- (i) Each individual, if any, who (1) owns, directly or indirectly, 10 percent or more of the equity interests of the legal entity customer (e.g., each natural person that owns 10 percent or more of the shares of a corporation) or (2) serves as a trustee for a trust that owns, directly or indirectly, 10 percent or more of the equity interests of the legal entity customer; **and**
- (ii) An individual with significant responsibility for managing the legal entity customer (e.g., a Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, or Treasurer).

The number of individuals that satisfy this definition of "beneficial owner" may vary, and the same individual might be identified under both sections. A completed form will contain all the identifying information of **all** beneficial owners identified on the account, with a minimum of at least one individual (under section D), and up to ten additional individuals (under section C if they meet the 10% requirement described above).

To protect the personal information displayed on this form, Wells Fargo Advisors recommends you utilize one of the following secure methods to return the signed, completed form:

- In person with your Financial Advisor;
- Electronically by encrypted email or fax; or
- Secure mail via USPS or other common carrier (domestic or international) with automated tracking and tamper evident packaging

Investment and Insurance Products:

Not Insured by FDIC or any Federal Government Agency | May Lose Value | Not a Deposit of or Guaranteed by a Bank or any Bank Affiliate

Wells Fargo Advisors is a trade name used by Wells Fargo Clearing Services, LLC (WFCS) and Wells Fargo Advisors Financial Network, LLC, separate registered broker-dealers and non-bank affiliates of Wells Fargo & Company. WellsTrade brokerage accounts are offered through WFCS under the trade name Wells Fargo Advisors.

Certification of Beneficial Owner(s)

Sub Firm #	BR Code	FA Code	Account Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Office Use Only)

Persons opening/modifying an account on behalf of a legal entity must provide the following information. Please re-confirm the Date of Birth and Social Security Number for each individual listed in C and D below by completing the blank fields. This information is required.

A. Full Legal Name of individual opening/modifying the Account on behalf of legal entity (i.e., the individual providing the beneficial ownership information used to open/modify the account):

Full Legal Name JONATHAN BULLOCK	Title PRESIDENT
--	---------------------------

B. Legal Name, Business Type, and Address of legal entity for which the Account is being opened/modified:

Legal Name LAKE LAND COLLEGE
Business Type RELIGIOUS /NONPROFIT
Physical Address (Cannot be a P.O. Box) 5001 LAKE LAND BLVD MATTOON IL 61938

C. The following information for each of the following individuals, if any, who:

- Own, directly or indirectly, through any contract, understanding, relationship, or otherwise, 10 percent or more of the equity interests of the legal entity listed above
- Serve as the trustee of a trust that owns, directly or indirectly, through any contract, understanding, relationship, or otherwise, 10 percent or more of the equity interests of the legal entity listed above

1.	Full Legal Name <input type="text"/>
	Date of Birth <input type="text"/> Social Security No. (for U.S. Persons)* <input type="text"/> Government ID Type** <input type="text"/> ID/Place of Issuance** <input type="text"/>
	Physical Address (Cannot be a P.O. Box) <input type="text"/>
2.	Full Legal Name <input type="text"/>
	Date of Birth <input type="text"/> Social Security No. (for U.S. Persons)* <input type="text"/> Government ID Type** <input type="text"/> ID/Place of Issuance** <input type="text"/>
	Physical Address (Cannot be a P.O. Box) <input type="text"/>
3.	Full Legal Name <input type="text"/>
	Date of Birth <input type="text"/> Social Security No. (for U.S. Persons)* <input type="text"/> Government ID Type** <input type="text"/> ID/Place of Issuance** <input type="text"/>
	Physical Address (Cannot be a P.O. Box) <input type="text"/>
4.	Full Legal Name <input type="text"/>
	Date of Birth <input type="text"/> Social Security No. (for U.S. Persons)* <input type="text"/> Government ID Type** <input type="text"/> ID/Place of Issuance** <input type="text"/>
	Physical Address (Cannot be a P.O. Box) <input type="text"/>
5.	Full Legal Name <input type="text"/>
	Date of Birth <input type="text"/> Social Security No. (for U.S. Persons)* <input type="text"/> Government ID Type** <input type="text"/> ID/Place of Issuance** <input type="text"/>
	Physical Address (Cannot be a P.O. Box) <input type="text"/>
6.	Full Legal Name <input type="text"/>
	Date of Birth <input type="text"/> Social Security No. (for U.S. Persons)* <input type="text"/> Government ID Type** <input type="text"/> ID/Place of Issuance** <input type="text"/>
	Physical Address (Cannot be a P.O. Box) <input type="text"/>
7.	Full Legal Name <input type="text"/>
	Date of Birth <input type="text"/> Social Security No. (for U.S. Persons)* <input type="text"/> Government ID Type** <input type="text"/> ID/Place of Issuance** <input type="text"/>
	Physical Address (Cannot be a P.O. Box) <input type="text"/>

* For U.S. Persons: Social Security Number
 ** For non-U.S. Persons: Passport Number and Country of Issuance, or other similar identification number (In lieu of a passport number, non-U.S. persons may also provide an alien identification card number, or number and country of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard.)

Sub Firm #	BR Code	FA Code	Account Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Office Use Only)

8.	Full Legal Name			
	Date of Birth	Social Security No. (for U.S. Persons)*	Government ID Type**	ID/Place of Issuance**
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Physical Address (Cannot be a P.O. Box)			
9.	Full Legal Name			
	Date of Birth	Social Security No. (for U.S. Persons)*	Government ID Type**	ID/Place of Issuance**
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Physical Address (Cannot be a P.O. Box)			
10.	Full Legal Name			
	Date of Birth	Social Security No. (for U.S. Persons)*	Government ID Type**	ID/Place of Issuance**
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Physical Address (Cannot be a P.O. Box)			

* For U.S. Persons: Social Security Number
 ** For Non-U.S. Persons: Passport Number and Country of Issuance, or other similar identification number (In lieu of a passport number, non-U.S. persons may also provide an alien identification card number, or number and country of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard.)

D. The following information is required for all individuals identified, minimum of at least one individual with significant responsibility for managing the legal entity listed above, such as:

- An executive officer or senior manager (e.g., chief executive officer, chief financial officer, chief operating officer, managing member, general partner, president, vice president, treasurer, other executive officer, other senior manager); or
- Any other individual who regularly performs similar functions.

For the purposes of this section, appropriate titles include: chief executive officer, chief financial officer, chief operating officer, managing member, general partner, president, vice president, treasurer, other executive officer, or other senior manager.

(If appropriate, an individual listed under section C above may also be listed in this section D.)

1.	Full Legal Name			
	JONATHAN BULLOCK			
	Title			
	PRESIDENT			
Date of Birth	Social Security No. (for U.S. Persons)*	Government ID Type**	ID/Place of Issuance**	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Physical Address (Cannot be a P.O. Box)				
<input type="text"/>				

2.	Full Legal Name			
	GREG NUXOLL			
	Title			
	VP FOR BUSINESS SERVICES/TREASURER			
Date of Birth	Social Security No. (for U.S. Persons)*	Government ID Type**	ID/Place of Issuance**	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Physical Address (Cannot be a P.O. Box)				
<input type="text"/>				

3.	Full Legal Name			
	Title			
Date of Birth	Social Security No. (for U.S. Persons)*	Government ID Type**	ID/Place of Issuance**	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Physical Address (Cannot be a P.O. Box)				
<input type="text"/>				

4.	Full Legal Name			
	Title			
Date of Birth	Social Security No. (for U.S. Persons)*	Government ID Type**	ID/Place of Issuance**	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Physical Address (Cannot be a P.O. Box)				
<input type="text"/>				

* For U.S. Persons: Social Security Number
 ** For Non-U.S. Persons: Passport Number and Country of Issuance, or other similar identification number (In lieu of a passport number, non-U.S. persons may also provide an alien identification card number, or number and country of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard.)

Sub Firm #	BR Code	FA Code	Account Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Office Use Only)

5.	Full Legal Name			
	Title			
	Date of Birth	Social Security No. (for U.S. Persons)*	Government ID Type**	ID/Place of Issuance**
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Physical Address (Cannot be a P.O. Box)			
6.	Full Legal Name			
	Title			
	Date of Birth	Social Security No. (for U.S. Persons)*	Government ID Type**	ID/Place of Issuance**
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Physical Address (Cannot be a P.O. Box)			
7.	Full Legal Name			
	Title			
	Date of Birth	Social Security No. (for U.S. Persons)*	Government ID Type**	ID/Place of Issuance**
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Physical Address (Cannot be a P.O. Box)			
8.	Full Legal Name			
	Title			
	Date of Birth	Social Security No. (for U.S. Persons)*	Government ID Type**	ID/Place of Issuance**
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Physical Address (Cannot be a P.O. Box)			

* For U.S. Persons: Social Security Number

** For Non-U.S. Persons: Passport Number and Country of Issuance, or other similar identification number (In lieu of a passport number, non-U.S. persons may also provide an alien identification card number, or number and country of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard.)

I, **JONATHAN BULLOCK**, hereby certify, Full legal name of individual opening Account on behalf of legal entity (i.e., the individual providing the beneficial ownership information used to open the account)
to the best of my knowledge, that the information provided above is complete and correct.

X _____
Signature Date

Note: Please return this form promptly. Newly-opened accounts will remain restricted until the completed and signed Certification of Beneficial Owner(s) is on file. Existing accounts will be subject to a trading restriction if the completed and signed Certification of Beneficial Owner(s) is not on file within 30 days of the account modification date. Please contact your Financial Advisor listed on your brokerage statement for more information.

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0420-021

DATE: April 13, 2020

RESOLUTION APPROVING "ACCOUNT RESOLUTIONS CERTIFICATE FOR TREASURY MANAGEMENT SERVICES (GOVERNMENT ENTITY)" AND COMMERCIAL MASTER SIGNATURE CARD FOR DELIVERY TO DEPOSITORY FIFTH THIRD BANK

WHEREAS, the Board of Trustees of Lake Land College, Community College District No. 517 (the "College") is authorized by the Public Community College Act (the "Act") to oversee the financial affairs of the College, and has in that capacity previously designated Fifth Third Bank (the "Bank") as a depository bank for the College; and

WHEREAS, it is necessary and appropriate at this time to update the Corporate Authorization Resolution and Signature Card provided to the Bank;

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

Section 1. The Board hereby approves the provisions and form of the Account Resolutions Certificate for Treasury Management Services (Government Entity) as shown on the copy of said document which, as completed and signed on behalf of the College by Board Treasurer Greg Nuxoll and College President Jonathan Bullock, is attached as Exhibit A to and hereby made a part of this Resolution.

Section 2. The Board further hereby approves the provisions and form of the Commercial Master Signature Card as shown on the copy of said document which, as completed and signed by College Vice President for Business Services/Board Treasurer Greg

Nuxoll and College President Jonathan Bullock, is attached as Exhibit B to and hereby made a part of this Resolution.

Section 3. The Secretary of the Board shall cause the originals of the Account Resolutions Certificate for Treasury Management Services (Government Entity) and the Commercial Master Signature Card to be delivered to Fifth Third Bank.

Section 4. This Resolution shall take effect immediately upon passage, and shall supersede and replace all Resolutions previously adopted by the Board which pertain to the subject matter hereof.

ADOPTED this 13th day of April, 2020 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution Approving Account Resolutions Certificate for Treasury Management Services (Government Entity) and Commercial Master Signature Card for Delivery to Fifth Third Bank is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 13th day of April, 2020.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 13th day of April, 2020.

Secretary, Board of Trustees



FIFTH THIRD BANK

Account Resolutions Certificate for Treasury Management Services (Government Entity)

To Fifth Third Bank, N.A.:

I HEREBY CERTIFY THAT:

I am the duly elected or appointed and currently serving official, manager or trustee (the “Official”) of the governing body or governmental entity identified below (the “Governmental Entity”);

I am duly authorized to make the following certifications to you; and

The following resolutions (“Account Resolutions”) were duly adopted by the governing body of the Governmental Entity in accordance with applicable law, are the binding resolutions and statements of the Governmental Entity, are in full force and effect, and have not been rescinded or modified:

RESOLVED, Fifth Third Bank, National Association, is hereby designated as an authorized depository of this Governmental Entity and that one or more checking, savings or other deposit accounts (“Accounts”) be opened and maintained with Fifth Third Bank in the name of the Governmental Entity;

RESOLVED FURTHER, that the opening and maintaining of the Accounts, all transactions in connection with the Accounts and all related services will be governed by written agreements provided by Fifth Third Bank, and by such rules, regulations and policies as Fifth Third Bank shall from time to time establish;

RESOLVED FURTHER, this Governmental Entity is authorized to obtain banking services from Fifth Third Bank including treasury management and corporate card services, and to enter into such agreement or agreements and documentation for such services as are required by Fifth Third Bank, National Association, from time to time, including a Master Treasury Management Agreement, Terms and Conditions for various banking services, Signature Card, Commercial Card Agreement and Commercial Account Rules (“Banking Agreements”) each of which, when accepted or signed by an Authorized Person described below is approved and authorized in all respects;

RESOLVED FURTHER, that the Governmental Entity is authorized to incur and repay indebtedness, grant or give security, and incur and perform related liabilities and obligations to Fifth Third Bank, National Association, in connection with the banking services obtained by the Governmental Entity under the relevant Banking Agreements, including, without limiting the foregoing, with respect to: (a) transactions executed for the Governmental Entity by Fifth Third Bank, (b) credit card services under the Commercial Card Agreement, and (c) import and export services for letters of credit as provided in the Terms and Conditions for such import and export services and related reimbursement, financing and security or collateral arrangements;

RESOLVED FURTHER, that the Governmental Entity is authorized to enter into, execute and deliver to Fifth Third Bank applications, documents, notes and agreements reflecting or evidencing such indebtedness, security, liabilities and obligations including those related to letters of credit,



FIFTH THIRD BANK

confirmation and payment services, reimbursement arrangements and related loans, lines of credit or similar financing arrangements, and security and collateralization arrangements, and a note or notes, security, pledge or similar agreement evidencing or securing such arrangements (“*Banking Services Financing Agreements*”) each of which, when submitted, accepted or signed by an Authorized Person is authorized and approved in all respects;

RESOLVED FURTHER: that (a) each of the individuals identified in the table entitled “*Authorized Persons*” appearing below and (b) any other person designated by any such individual whose identity and signature are provided to Fifth Third Bank, National Association (each, an “*Authorized Person*” and for purposes of certain Banking Agreements, an “*Authorized Agent*”) is authorized on behalf of the Governmental Entity and in its name to do any of the following:

- ***Accounts and Agreements.*** Open or close any deposit or other Account and execute on behalf of the Governmental Entity signature cards (and designate persons with check signing authority), application forms, authorization, set-up and other documentation and agreements with Fifth Third Bank, National Association, with respect to the Accounts and any services related to the Accounts including each of the Banking Agreements and Banking Services Financing Agreements;
- ***Payment Instructions.*** Issue, and designate persons with the authority to issue written, telephonic, electronic, internet-based or oral instructions and payment orders for the transfer or payment of funds of the Governmental Entity on deposit with Fifth Third Bank (or at any other financial institution) including by wire transfer, automated clearing house debit, book transfer and other physical and electronic means;
- ***Implementation and Setup.*** Select the services the Governmental Entity will obtain from Fifth Third Bank, N.A., and instruct Fifth Third Bank, N.A., on service options and features desired by the Governmental Entity, and the set-up, implementation and security procedures relating to the services selected; and,
- ***Authorization.*** Designate, and advise Fifth Third Bank, N.A., of the identity of persons (including officers and employees of this Governmental Entity or its service providers) who have some or all of the authority of an Authorized Person with respect to one or more Accounts of the Governmental Entity or services utilized by the Governmental Entity, and limitations on the scope of such authority, if any, including a person or persons who will serve as administrator or service administrator with respect to a service or services obtained by the Governmental Entity and will have authority to: manage the service on behalf of the Governmental Entity; select and administer security and operating procedures; designate persons as authorized users of a service; and, enable and administer user identification codes, passwords and other identification data.

RESOLVED FURTHER, that all actions of the Authorized Persons, and all agreements, applications, documents and authorizations executed and delivered by the Authorized Persons prior to the date of these resolutions and in connection with the transactions contemplated by these resolutions are ratified, confirmed and approved in all respects;



FIFTH THIRD BANK

RESOLVED FURTHER: Fifth Third Bank is authorized to rely on the full and unrestricted authority as provided in these resolutions of any one Authorized Person unless otherwise certified to Fifth Third Bank by the Official;

RESOLVED FURTHER, that the Official is authorized to deliver a certified copy of these Resolutions to Fifth Third Bank and certify to Fifth Third Bank the name, title and specimen signature of each Authorized Person.

I further certify that:

- these resolutions do not conflict with or contravene the laws, rules, regulations or ordinances creating, authorizing or empowering the Governmental Entity or governing the organization or management of the Governmental Entity or similar governing documents of, or any agreement, law or regulation applicable to the Governmental Entity; and
- each of the following persons has been designated by the Governing Entity as an Authorized Person with the authority specified in the foregoing resolutions, and the signatures indicated below are genuine signatures of the indicated persons:

AUTHORIZED PERSONS		
Name of Authorized Person:	Title of Authorized Person:	Specimen Signature of Authorized Person:
1. Greg Nuxoll	VP for Business Services/Treasurer	
2. Jonathan Bullock	President	
3.		
4.		
5.		
6.		

****EXECUTION PAGE FOLLOWS****



FIFTH THIRD BANK

IN WITNESS WHEREOF, I have subscribed my name to this Certificate on behalf of the following Governmental Entity:

Exact Name of Governmental Entity: Lake Land College

Acting under the laws of: Illinois

Signature: _____

Print Name: Greg Nuxoll

Title: President

Date: _____

Note: a "Governmental Entity" includes any federal, state, county or municipal governing body or entity, or any of their respective branches, departments, agencies, or divisions.



FIFTH THIRD BANK

COMMERCIAL MASTER SIGNATURE CARD

This Signature Card is delivered to Fifth Third Bank by the customer identified below (the "Customer") in connection with the opening and ongoing use of the Customer's accounts identified on this page (and on the attached Exhibit A, if applicable). By using the Accounts, or by signing and delivering this Signature Card to Fifth Third Bank, National Association, the Customer acknowledges receipt of, and agrees to, the Fifth Third Bank Commercial Account Rules governing the Accounts (as amended or updated), and agrees to the related operating policies in effect at Fifth Third Bank with respect to these Accounts. To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents. If applicable, we will also ask for the business entity name, principal address, employer identification number and other information.

Choose one: **New Account** **Replace Existing Signature Card**

Full Legal Name of Customer: Lake Land College	Optional Naming Extension: Choose an item:
Optional Naming Extension: Choose an item:	Optional Naming Extension: Choose an item:
Physical Street Address: 5001 Lake Land Boulevard	
City/State/Zip Code/Country: Mattoon, IL 61938	Account Type: 125 Commercial Maxsaver Account
Employer Identification Number: 37-0896233	Phone Number: 217-234-5224
Type of Organization: Government If "Other"	Formed Under the Laws of (State or Country): Illinois

Fifth Third Bank, N.A. is authorized and directed to recognize the signatures of the persons listed on this page (and Exhibit A, if applicable) on checks drawn on the account(s), for the withdrawal of funds, and for the transaction of any other business (including closing the account(s)) regarding the indicated account(s), until such time as Customer gives written notice of a change in authorization and Fifth Third Bank has a reasonable opportunity to act on that notice. Fifth Third Bank is also authorized in its discretion to accept changes and updates to this Signature Card in a separate, written instrument signed by an authorized representative of the Customer.

SIGNATURE OF AUTHORIZED PERSON LISTED IN ACCOUNT RESOLUTIONS	
I certify that I am duly authorized by the Customer named above to execute and deliver this Master Signature Card, and further certify that the Individual(s) below (and, if applicable, those on the attached Exhibit A) is/are authorized to transact on the listed account(s). Furthermore, if a public funds account type has been selected above, I attest that the Customer is a government, quasi-government, or non-profit that qualifies and the funds held in such account(s) are eligible to be collateralized under applicable state and federal law.	
Signature: _____	Date: _____
Name: <u>Greg Nuxoll</u>	Title: <u>VP for Business Services/Treasurer</u>

ACCOUNT NUMBER(S):				
x0567				
<input type="checkbox"/> Additional account numbers – please see Schedule 1				
Signers below are authorized for all listed accounts (including Schedule 1 if applicable), unless otherwise noted.				

For each signer, **EITHER** DOB or Personal address are required, except where customer is exempt from the Bank's Customer Information Program (Publicly Traded entity, Government, or Financial Institution).

AUTHORIZED SIGNER (TYPE OR PRINT)	APPLICABLE ACCOUNT(S) #:
Name: <u>Greg Nuxoll</u> DOB: _____ Personal Street Address: _____ City: _____ State: <u>Illinois</u> Zip: _____ Country: <u>US</u>	<input type="checkbox"/> ONLY authorized on the following accounts:
Name: _____ DOB: _____ Personal Street Address: _____ City: _____ State: Choose an item: Zip: _____ Country: _____	<input type="checkbox"/> ONLY authorized on the following accounts:

Additional signers on Exhibit A (see page 2)



FIFTH THIRD BANK

**EXHIBIT A
TO COMMERCIAL MASTER SIGNATURE CARD – ADDITIONAL SIGNERS
FOR: Lake Land College**

ACCOUNT NUMBER(S):			
X0567			
<input type="checkbox"/> Additional account numbers – please see Schedule 1			
Signers below are authorized for all listed accounts (including Schedule 1 if applicable), unless otherwise noted.			

For each signer, **EITHER** DOB or Personal address are required, except where customer is exempt from the Bank's Customer Information Program (Publicly Traded entity, Government, or Financial Institution).

AUTHORIZED SIGNER (TYPE OR PRINT)	APPLICABLE ACCOUNT(S) #:
Name: Jonathan Bullock DOB: _____ Personal Street Address: _____ City: _____ State: Illinois Zip: _____ Country: US	<input type="checkbox"/> ONLY authorized on the following accounts:
Name: _____ DOB: _____ Personal Street Address: _____ City: _____ State: Choose an item: Zip: _____ Country: _____	<input type="checkbox"/> ONLY authorized on the following accounts:
Name: _____ DOB: _____ Personal Street Address: _____ City: _____ State: Choose an item: Zip: _____ Country: _____	<input type="checkbox"/> ONLY authorized on the following accounts:
Name: _____ DOB: _____ Personal Street Address: _____ City: _____ State: Choose an item: Zip: _____ Country: _____	<input type="checkbox"/> ONLY authorized on the following accounts:
Name: _____ DOB: _____ Personal Street Address: _____ City: _____ State: Choose an item: Zip: _____ Country: _____	<input type="checkbox"/> ONLY authorized on the following accounts:
Name: _____ DOB: _____ Personal Street Address: _____ City: _____ State: Choose an item: Zip: _____ Country: _____	<input type="checkbox"/> ONLY authorized on the following accounts:
Name: _____ DOB: _____ Personal Street Address: _____ City: _____ State: Choose an item: Zip: _____ Country: _____	<input type="checkbox"/> ONLY authorized on the following accounts:

Note: For additional signers on this account(s) attach separate copies of this Exhibit A.



FIFTH THIRD BANK

SCHEDULE 1 TO EXHIBIT A

Note: Complete this Schedule 1 if an authorized signer listed on Exhibit A is authorized on additional accounts for the Customer.

Additional Account Authorization For: _____

Print name(s) of signer(s)

Account Numbers:	
-------------------------	--

Additional Account Authorization For: _____

Print name(s) of signer(s)

Account Numbers:	
-------------------------	--

DATE: _____ PAGE: _____ OF _____



FIFTH THIRD BANK

EXHIBIT B TO CHANGE / DELETE EXISTING COMMERCIAL MASTER SIGNATURE CARD

FOR: Lake Land College

New Signer

New Account

Delete Signer

Delete Account

This Signature Card is delivered to Fifth Third Bank, National Association, by the customer identified below (the "Customer") in connection with the opening and ongoing use of the Customer's accounts identified on this page (and on the attached Exhibit A, if applicable). By using the Accounts, or by signing and delivering this Signature Card to Fifth Third Bank, the Customer acknowledges receipt of, and agrees to, the Fifth Third Bank Commercial Account Rules governing the Accounts (as amended or updated), and agrees to the related operating policies in effect at Fifth Third Bank with respect to these Accounts.

Full Legal Name of Customer: Lake Land College	Optional Naming Extension: Choose an item:
Optional Naming Extension: Choose an item:	Optional Naming Extension: Choose an item:
Employer Identification Number: 37-0896233	Account Type: 125 Commercial Maxsaver Account

Fifth Third Bank, National Association, is authorized and directed to recognize the signatures of the persons listed on this page (and Exhibit A, if applicable) on checks drawn on the account(s), for the withdrawal of funds, and for the transaction of any other business (including closing the account(s)) regarding the indicated account(s), until such time as Customer gives written notice of a change in authorization and Fifth Third Bank has a reasonable opportunity to act on that notice. Fifth Third Bank is also authorized in its discretion to accept changes and updates to this Signature Card in a separate, written instrument signed by an authorized representative of the Customer.

SIGNATURE OF AUTHORIZED PERSON LISTED IN ACCOUNT RESOLUTIONS:

I certify that I am duly authorized by the Customer named above to execute and deliver this Master Signature Card, and further certify that the Individual(s) below (and, if applicable, those on the attached Exhibit A) is/are authorized to transact on the listed account(s). Furthermore, if a public funds account type has been selected above, I attest that the Customer is a government, quasi-government, or non-profit that qualifies and the funds held in such account(s) are eligible to be collateralized under applicable state and federal law.

Signature: _____ Date: _____
Name: Greg Nuxoll Title: VP for Business Services/Treasurer

ACCOUNT NUMBER(S):

X0567

Additional account numbers – please see Schedule 1

Signers below are authorized for all listed accounts (including Schedule 1 if applicable), unless otherwise noted.

Check if all signers from existing Master Signature Card on file apply to all accounts listed above.

AUTHORIZED SIGNER (TYPE OR PRINT)	APPLICABLE ACCOUNT(S) #:
Name: <u>Bryan Gleckler</u> DOB: _____ Personal Street Address: _____ City: _____ State: <u>Choose an item:</u> Zip: _____ Country: _____	<input type="checkbox"/> ONLY authorized on the following accounts:
Name: _____ DOB: _____ Personal Street Address: _____ City: _____ State: <u>Choose an item:</u> Zip: _____ Country: _____	<input type="checkbox"/> ONLY authorized on the following accounts:

Additional signers on Exhibit A

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President
 FROM: Tina Stovall, Interim Vice President for Student Services
 DATE: April 6, 2020
 RE: Student Elections

On March 18 and 19, 2020, the Student Government Association (SGA) conducted an election for the 2020-2021 sophomore members of Student Government Association and the Student Member of the Board of Trustees. Lake Land College students were informed about the election through the online student HUB, printed flyers distributed throughout campus, announcements in classes, the Lake Land Facebook page, and WLKL radio announcements. A total of 93 students participated in the election.

The list below identifies the students elected to SGA and the Student Trustee position. Official election results are attached to present for certification at the April meeting of the Board of Trustees. Please contact me if you have questions. Thank you.

Sophomore Student Government Association:

Suhyun Moon – Pre-Nursing, Gimhue, South Korea
 Emmalee Sherwood – Elementary Education, Charleston
 Brianna Ulmer – Agriculture Transfer, Greenville
 Cassie Peters – Agriculture Transfer, Crescent City
 Caralee Hayes – Business Administration, Effingham
 Calandra Donley – Psychology, Mattoon
 Jaycie Schertz – Agriculture Business Transfer, El Paso
 Austin Mason – Radio/TV Broadcasting, Paris

NOTE: Students will be invited to apply and be interviewed to fill one additional open position.

Student Trustee:

Lucas Dudit – Pre-Engineering, Pana

Judges Certifying the Election:

Eusebio Briseno, President, Student Government Association, 2019-2020
Shelbie Kile, Student Trustee, 2019-2020
Valerie Lynch, Director of Student Life

LAKE LAND COLLEGE

MEMO

TO: Dr. Tina Stovall
 FROM: Valerie Lynch, Director of Student Life
 DATE: March 20, 2020
 RE: Student Government Elections 2020

The Elections for Sophomore Student Government Association and Student Trustee were held on Wednesday, March 18 & Thursday, March 19, 2020 online through the HUB. The students were informed about the elections through fliers on the tables in the commons areas of the buildings, announcements in classrooms, WLKL radio ads, through the HUB, and on Lake Land College's Facebook page. Students were allowed to vote for up to five candidates for sophomore SGA, and one vote for student trustee. A total of nine students ran for the nine positions available on the board. A total of 93 students cast votes in the election. The following are the results of the elections.

*Indicates a position on the respective board.

Student Trustee

*Lucas Dudit	47
Cameron Griffith	22
Calandra Donley	21

Sophomore Student Government Association results:

Lucas Dudit	47
*Suyhun Moon	44
*Emmalee Sherwood	43
*Brianna Ulmer	40

[Select Date]

*Cassie Peters	40
*Caralee Hayes	35
*Calandra Donley	28
*Jaycie Schertz	24
*Austin Mason	17

Write-Ins:

Bernie Sanders	1
Harambe	1
Kourtney Cordes	1
Lucas Duduit	1
Timothy Lawyer	1

Valerie Lynch
Director of Student Life

Eusebio Briseno
SGA President

Shelbie Kile
Student Trustee

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

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

DATE: April 2, 2020

RE: February 2020 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of February for Fiscal Year 2020.

Areas of Concern:

- We do not feel we have any significant budgetary areas of concern at this point in FY2020. We are closely monitoring the COVID-19 Pandemic situation and the impact on our financials in all respects and will keep the Board informed as developments arise in the future.

Overall Variances:

- *Revenue* – Total February revenue was \$722,035 resulting in an unfavorable variance of \$400,890 compared to the budgeted level. Year to date, total revenue is unfavorable to budget by \$2,640,108 mainly due to a timing issue associated with the bonds proceeds as we budgeted the \$2,500,000 bond proceeds for February 2020 but the bond proceeds will now be received in March 2020.
- *Expenditures* – Total February expenditures were \$3,190,946 resulting in an overall unfavorable variance of \$253,450. Year to date, expenditures remain favorable overall by \$3,849,086 with \$2,500,000 of the favorable variance being explained by the timing of the bond transaction and the remainder is mainly attributable mostly from a favorable variance in general materials and supplies

Revenue Variances:

- *Local Sources* – A monthly favorable variance exists of \$11,359 while the Year to date variance is favorable by \$307,053.
- *ICCB Credit Hour Grant* – We did not receive credit hour payments in February 2020 resulting in an unfavorable variance of \$360,154. This area is favorable 405,302 YTD. The variances are timing related as we typically receive a larger payment in the 1st

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

- *ICCB Equalization Grant* – We did receive a \$477,074 equalization payment in February resulting in an unfavorable monthly variance of \$15,811. This area is unfavorable \$603,561 YTD. The unfavorable variance is more timing related based on a slow payment process from the State of Illinois but are hopeful it will normalize by year end since two equalization payments are vouchered on the comptroller's website.
- *Tuition & Fees* – February had an unfavorable variance for tuition of \$11,821 while fees were unfavorable by \$36,477. Year to date, there is an unfavorable variance for tuition of \$55,144 and a favorable variance for fees of \$423,600. The favorable variance in fees is a result of more textbook fees than were budgeted and more IDOT classes offered than had been budgeted.
- *Other State Sources* – The Year to Date variance in this area is unfavorable by \$573,057. The unfavorable variance is due to timing of not receiving any CTE payments from the State of Illinois as of yet this fiscal year. The first payment was expected in July and the second payment in January. A payment was vouchered on the comptroller's website on February 8, 2020 but no payment has been made as of yet. We expect this line item will normalize with the budgeted amounts over the course of the year as state payments are received as expected.
- *Other Revenue* – Year to date other revenue is unfavorable by \$44,302. It is likely the unfavorable amount will increase as the fiscal year transpires considering the CBI and CDL classes were cancelled due to the COVID-19 pandemic in March 2020 with uncertainty on course status through the rest of the spring semester.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall, the salary and wage lines had a favorable variance in February of \$3,608. Year to date the salary and wage area is favorable by \$1,138,247. The YTD variance is high due to timing of the faculty overload being later than normal and we expect it should even out more as the year progresses.
- *Employee Benefits (overall)* – Overall, there was a favorable variance in employee benefits in February in the amount of \$41,020. Year to date this area is favorable by \$183,902.
- *Instructional* – The Instructional expenditures had favorable variance in February of \$68,313 and is favorable \$1,303,649 for the year. The YTD variance is mainly attributable to the timing faculty overload discussed in overall salary and wages.
- *Academic Support* – The Academic Support expenditures had a favorable variance in February of \$5,199. Year to date, the Academic Support expenditures are favorable by \$202,082.

- *Student Services* – The Student Services expenditures had a favorable variance in February of \$6,532. Year to date, the Student Service expenditures are favorable by \$142,087.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had an unfavorable February variance of \$9,618. Year to date, this area is unfavorable by \$25,289.
- *Operations & Maintenance* – The Operations and Maintenance expenditures had a favorable overall February variance of \$72,276. Year to date, this area is unfavorable by \$1,105,805 as a result of recording \$1,336,730 YTD in the well field expenses. The well field expenses were originally budgeted for the 2019 fiscal year but due to various delays, the actual expenditures occurred in the 2020 fiscal year.
- *Institutional Support* – The Institutional Support expenditures had an unfavorable February variance of \$381,130. The area as a whole is favorable by \$2,862,355 for the year with \$2,500,000 of the favorable variance being timing of the bond proceeds.
- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had a unfavorable variance for February of \$15,021. Year to date, this area is favorable \$470,007. The favorable variance is attributable to timing as when waivers are posted to student accounts. Also, we created an enrollment incentive line for \$100k but only \$27k of it has been spent so far this year.

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
1,529,929.62	1,533,537.26	3,607.64	Salary and Wages	12,029,632.48	13,167,879.83	1,138,247.35
332,775.17	373,795.36	41,020.19	Employee Benefits	2,711,011.86	2,894,914.07	183,902.21
104,353.41	149,668.87	45,315.46	Contractual Services	778,122.77	971,817.84	193,695.07
121,714.98	87,490.75	(34,224.23)	General Materials and Supplies	1,480,974.46	2,468,991.23	988,016.77
14,388.35	27,770.16	13,381.81	Travel and Meeting Expenses	112,633.67	235,149.81	122,516.14
26,504.38	37,382.51	10,878.13	Fixed Charges	447,054.39	473,000.58	25,946.19
48,097.12	98,658.03	50,560.91	Utilities	691,907.40	830,949.09	139,041.69
-	608.00	608.00	Capital Outlay	1,340,462.78	61,446.00	(1,279,016.78)
13,398.55	3,585.00	(9,813.55)	Contingency Funds	66,170.48	221,982.53	155,812.05
798,707.07	625,000.00	(173,707.07)	Other Expenditures	803,207.07	3,128,750.00	2,325,542.93
2,989,868.65	2,937,495.94	(52,372.71)	Total	20,461,177.36	24,454,880.98	3,993,703.63

Lake Land College

FY2020 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2020 Budgeted	FY20 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$7,849,762	\$8,349,766	\$500,004	\$11,763,802	\$11,480,620	\$11,763,802	\$283,182
Salary and Wages - Acad. Support	\$367,053	\$468,138	\$101,085	\$385,484	\$359,532	\$385,484	\$25,952
Salary and Wages - Stud. Svcs	\$1,027,799	\$1,133,281	\$105,482	\$1,633,591	\$1,471,328	\$1,633,591	\$162,263
Salary and Wages - Public Svc.	\$244,073	\$210,284	(\$33,789)	\$321,611	\$436,234	\$321,611	(\$114,623)
Salary and Wages - Maintenance	\$636,683	\$717,241	\$80,558	\$1,086,925	\$979,651	\$1,086,925	\$107,274
Salary and Wages - Inst. Support	\$1,904,263	\$2,289,169	\$384,906	\$3,499,494	\$3,697,141	\$3,499,494	(\$197,647)
Total Salary and Wages	\$12,029,632	\$13,167,880	\$1,138,247	\$18,690,907	\$18,424,506	\$18,690,907	\$266,401

Employee Benefits	Year to Date			FY2020 Budgeted	FY20 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$1,359,459	\$1,752,720	\$393,261	\$2,701,468	\$2,176,361	\$2,701,468	\$525,107
Employee Benefits - Acad. Support	\$78,693	\$85,036	\$6,343	\$84,218	\$121,844	\$84,218	(\$37,626)
Employee Benefits - Stud. Svcs	\$260,278	\$251,510	(\$8,768)	\$382,148	\$375,933	\$382,148	\$6,215
Employee Benefits - Public Svc.	\$43,762	\$33,006	(\$10,756)	\$50,156	\$51,983	\$50,156	(\$1,827)
Employee Benefits - Maintenance	\$199,269	\$226,202	\$26,933	\$342,483	\$328,402	\$342,483	\$14,081
Employee Benefits - Inst. Support	\$769,552	\$546,441	(\$223,111)	\$833,446	\$851,919	\$833,446	(\$18,473)
Total Employee Benefits	\$2,711,012	\$2,894,914	\$183,902	\$4,393,919	\$3,906,441	\$4,393,919	\$487,478

LAKE LAND COLLEGE

MEMO

TO: Dr. Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: Greg Nuxoll, Vice President for Business Services

DATE: March 31, 2020

RE: IPRF Safety Grant

I would like to request that the Board of Trustees accept the IPRF Safety & Education Grant Award. This grant is provided by the Illinois Public Risk Fund, who administers our workers compensation program. This grant is for \$16,955 and is designed to ease the burden of safety-related expenses. This grant will cover products that are identified by IPRF Loss Control agents that will assist in reducing injuries or illness.

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: April 6, 2020

RE: Property & Casualty Insurance Policy

Dimond Bros., the property and casualty insurance consultant for Lake Land College, recently solicited bids from various insurance providers for the College's property & casualty insurance coverage. Through this process, Dimond Bros. solicited bids from five (5) different insurance providers with three (3) actually providing quotes.

Hanover is our current provider with an annual premium amount of \$152,794.

The results of the bid process are as follows:

- Hanover (renewal) - \$146,381
- Illinois Counties Risk Management Trust (ICRMT) - \$177,384
- Liberty Mutual - \$139,950

All of the proposals are based off of similar coverage limits that we currently have in place for the College.

Our recommendation, along with Dimond Bros. is to stay with our current provider, Hanover, as our property & casualty insurance provider for the upcoming year (policy runs 4/15/2020-4/15/2021). The proposal from Hanover represents a \$6,413 reduction in costs from our current policy that expires on April 15, 2020.

We recommend Hanover's premium despite being \$6,431 higher than Liberty Mutual for the following rationale:

- Additional or enhanced property coverage compared to Liberty Mutual
- Additional coverage in relation to storm sewer issues and debris removal
- Favorable deductibles in select coverages such as sexual misconduct and employee benefit liability
- Consistency of loss control, underwriting and excellent customer service over the last year
- Reasonable pricing in relation to Liberty Mutual

Please do not hesitate to contact us should you have any questions, thank you.

LAKE LAND
COLLEGE

FOUNDATION

MEMO

TO: Lake Land College Board of Trustees

FROM: Christi Donsbach, Executive Director for College Advancement 

CC: Dr. Josh Bullock, President

DATE: March 9, 2020

RE: John Deere Gift-in-Kind

The Foundation office recently received a John Deere transmission (\$41,482) and engine (\$29,879). This gift was received by the Foundation, thanks to Russell Neu, Technology Instructor for John Deere. The equipment will be used for educational purposes for students in the John Deere Tech Program.

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



Gift-in-Kind Certification

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

Donor's Name John Deere Organization _____
 Address 10789 S Ridgeview Rd City Olathe State/Zip KS
 Telephone (913) 310-8100 Fax _____
 Donor's Estimated Value \$ 71,361.00

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

Description Transmission (\$41,482) and Engine (\$29,879)

Location of Item JD Tech Program Transportation Cost _____

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

Unit Receiving Gift _____ Donor intent/restrictions _____

Gift Usage Plan:

Use/holding/Maintenance (including operating/storage cost) To be used by JD Tech Program

Sale/disposition of gift (including cost) _____

By signing this form the donor attests that they are relinquishing rights to said property

Donor Signature: _____ Date: 07 Feb 2020

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

CERTIFICATION BY RECEIVING OFFICIAL

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

Gift Receiver _____ Date: 2-7-20

ACADEMIC/FOUNDATION REVIEW
Division Chair _____ Date: 2-13-20

Vice President _____ Date: 2-14-20

Foundation CEO _____ Date: 2-14-20

Foundation Treasurer _____ Date: 3-9-20

FOUNDATION REVIEW/APPROVAL

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

Foundation President _____ Date: 03/06/20

BOARD OF TRUSTEE APPROVAL

Lake Land College President _____ Date: _____

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

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Tina Stovall, Interim Vice President for Student Services

DATE: April 6, 2020

RE: Talented Student Awards – Athletics for 2020-2021

On April 3, 2020, the National Junior College Athletics Association (NJCAA) released several decisions regarding the impact of COVID-19 on student athletes and member colleges.

In accordance with NCAA and NAIA, NJCAA has defined the Spring 2020 sport season as a season of non-participation for all spring sport athletes. As such, the NJCAA approved an amendment to the number of Letters of Intent (LOI) allowed for the Spring 2021 sport season allowing any second-season student-athletes enrolled at an NJCAA member college who were signed to a spring sport LOI in Spring 2020 to receive a scholarship at the same institution for the 2020-2021 academic year. These scholarships will not be counted against the College's scholarship limit. Also in accordance with NCAA and NAIA, NJCAA stated an intent to maintain their standard academic progress requirements with adjustments made as deemed appropriate.

These NJCAA decisions impact both Lake Land College spring sports: Baseball and Softball. Accordingly, coaches of these teams can now offer a 2020-2021 LOI to current second-season students who were signed to an LOI in Spring 2020, allowing the students to have an additional year of participation and scholarship at Lake Land.

Currently the Athletic Scholarship Guidelines, approved by the Board of Trustees in accordance with Board Policy 07.12 Talented Student Scholarships, limit the number of scholarships that each team can annually award to 24, the NJCAA standard limit. With the recent decision by NJCAA to allow additional scholarships for 2020-2021, the Athletic Department has requested approval to award up to 6 additional Athletic Scholarships for both Baseball and Softball in order to accommodate those second-season athletes receiving a scholarship during Spring 2020 who would most benefit from another year at Lake Land. The additional 6 scholarships would bring the total number of scholarships for 2020-2021 to 30 for each sport. In accordance with the Athletic Scholarship Guidelines, at least 8 of the scholarships would be reserved for in-district high school graduates.

The additional 6 scholarships for each team would allow the coaches to work with each second-season athlete to determine the best plan of action for them while also maintaining a manageable team size of 30 or fewer athletes. To receive an additional scholarship, a second-season athlete would be required to meet all current NJCAA and Lake Land College academic progress requirements and be

recommended by the coach for an additional year. The coach may choose to award more or fewer than 6 scholarships for an additional year to second-season athletes but in no case could a coach award more than 30 total scholarships or award more than 24 scholarships to athletes who were not second-season scholarship recipients at Lake Land in Spring 2020 in accordance with NJCAA requirements.

With your approval, I would like to present this recommendation to the Board of Trustees at their April 13 meeting and ask that they approve a temporary revision to the Athletic Scholarship Guidelines allowing an additional 6 Talented Student Scholarships - Athletic to be awarded to both Baseball and Softball for the 2020-2021 year only in accordance with NJCAA Guidelines.

I am happy to provide additional information and answer any questions you may have. Thank you.

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: March 24, 2020

RE: Approval of Bid for Purchase of Forklift

The College recently solicited bids for a forklift for the Ag Tech Program.

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

<u>Name</u>	<u>Total Bid</u>
Toyota-Lift of Southern Illinois Effingham, Illinois	\$31,807
Technology International, Inc. Lake Mary, Florida	\$31,250
Tiles in Style LLC, DBA Taza Supplies Naperville, Illinois	\$41,900

Based on the bids received, it is my recommendation that we award this bid to Toyota-Lift of Southern Illinois, of Effingham Illinois, for the Forklift. Toyota-Lift of Southern Illinois is able to deliver in 90 days while Technology International is not able to deliver for 120-150 days. With delivery of the Fork Lift within 90 days, the Fork Lift can be paid for and recorded within the current 2020 fiscal year as planned. Additionally, Toyota-Lift of Southern Illinois resides in the College's district, and due to the close proximity is able to provide service and maintenance quickly while the competing bidder is located in Florida.

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

**LAKE LAND
COLLEGE
BID TABULATION**

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College Forklift Bid Tab
Project No. 2020-006
BID DATE: March 24, 2020 - 2:00 PM

CONTRACTOR	Total Bid					
Toyota-Lift of Southern Illinois Effingham, Illinois	\$31,807					
Technology International, Inc. Lake Mary, Florida	\$31,250					
Tiles in Style LLC, DBA Taza Supplies Naperville, Illinois	\$41,900					

LAKE LAND COLLEGE

MEMO

To: Dr. Josh Bullock, President
From: Greg Nuxoll, Vice President for Business Services
Date: March 27, 2020
Subject: Workforce and Community Education Building –
 Concrete Portion of Loading Dock Leveler

Memo

The College has previously released bids and awarded contracts for the construction of the new Workforce and Community Education Building. The College decided it would like to add a loading dock to the south side of the Workforce and Community Education Building to enhance training and instruction. The College recently issued bids for the concrete portion of the loading dock leveler.

For the bidding process, we advertised in major daily in-district newspapers, and the architect and project manager each engaged various vendors they have prior experience with. Below is a listing of the bids that were received for the concrete portion of the loading dock:

<u>Name</u>	<u>Bid Price</u>
Integrity Concrete & Excavation, LLC Paxton, Illinois	\$32,870.00

It is my recommendation that we award the bid for the concrete for the loading dock for the Workforce and Community Education Building project to Integrity Concrete & Excavation, LLC in the total amount of \$32,870.00.

Bid Log Concrete Contractor

Project:		LLC Workforce Dock Addition		Proposed Start Date:			Spring 2020	
#	Bid Date	Contractor	Initial Bid	Bond	Final Bid	Qualifications	Notes	
1	3/27/2020	Integrity Concrete & Excavation, LLC Paxton, Illinois	\$ 32,870.00	\$ -	\$ 32,870.00	<input type="checkbox"/> Bid Bond <input checked="" type="checkbox"/> Insurance		
2			\$ -	\$ -	\$ -	<input type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance		
3			\$	\$	\$ -	<input type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance		
4			\$	\$	\$ -	<input type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance		
5			\$	\$	\$ -	<input type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance		
6			\$	\$	\$ -	<input type="checkbox"/> Bid Bond <input type="checkbox"/> Insurance		

Notes:

- 1
- 2

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: March 30, 2020

RE: Approval of Bid for Field House Gym Floor Repair Project

The College recently solicited bids for the Field House gym floor repair project. The Field House gym floors will be repaired, resurfaced and repainted with new court lines, markings and logos.

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

<u>Name</u>	<u>Total Bid</u>
Stalker Sports Floors New London, Wisconsin	\$33,240.00
Victory Gym Floors Pierson, Michigan	\$38,065.20
Allred's Floor Service Shelbyville, Illinois	\$48,600.00

Based on the bids received, it is my recommendation that we award this bid to Stalker Sports Floors, New London, Wisconsin, for the Field House Gym Floor Repair Project.

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

LAKE LAND COLLEGE BID TABULATION

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College Gym Floor Repairs Bid Tab
Project No. 2020-007
BID DATE: March 27, 2020 - 2:00 PM

CONTRACTOR	Total Bid					
Stalker Sports Floors New London, Wisconsin	\$33,240					
Victory Gym Floors Pierson, Michigan	\$38,065.20					
Allred's Floor Service Shelbyville, Illinois	\$48,600					

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
April 13, 2020**

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

Harris, Mark	FMLA & Intermittent	03/01/2020-03/10/2020
Hull, James	FMLA	02/17/2020-04/30/2020
Pollitt, Kevin	Intermittent	03/01/2020-09/08/2020
Vansegghi, Kassandra	FMLA	05/26/2020-08/24/2020

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Brummet, Brenton	Tutor - Student Learning Assistance Ce	01/27/2020
	Primary Position is Perkins Student Worker - Business	
Hackman, Jessica	Tutor-Disability Services - Student	06/08/2020
	Primary Position is Tutor - Student Lrng Asst	
Titus, Timothy	Tutor-Disability Services - Student	01/31/2020
	Primary Position is Tutor - Student Lrng Asst	
Titus, Timothy	Tutor-Student Community Education	01/31/2020
	Primary Position is Tutor - Student Lrng Asst	

Part-time - Grant Funded

Hackman, Jessica	Tutor-Student Carl Perkins	06/08/2020
	Primary Position is Tutor - Student Lrng Asst	
Riker, Kara	Adjunct DOC College Funded Instructor	03/16/2020
	Primary Position is Associate Dean - Lawrence CC	
Titus, Timothy	Tutor-Student Carl Perkins	01/31/2020
	Primary Position is Tutor - Student Lrng Asst	
Froese, Morgan	College Work Study - Early Childhood E	01/13/2020
	Primary Position is Newspaper Ed Student News	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Clodfelter, Alan	Tutor	06/30/2019
Dal Pozzo, Thomas	Tutor	05/19/2019
Gradle, Scott	Tutor	04/09/2017
Niebrugge, Stephen	Adjunct Instructor Technology	03/26/2020
Walk, Emmalyn	AG Intern	02/09/2020

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

	Position	Effective Date
Full-time - Grant Funded		
Smith, Andrew	Correctional Occupations Instructor- IYC St Charles	03/16/2020
Part-time		
Bowen, Mercury	Marketing Communications Specialist	03/06/2020
Dyer, Brett	CBI Non-credit Instructor	03/26/2020
Hackman, Jessica	Tutor - Student Learning Assistance	06/08/2020
Potts, Tonya	IDOC CPR Instructor	03/05/2020
Titus, Timothy	Tutor - Student Learning Assistance	01/31/2020
Part-time - Grant Funded		
Bowlin, DeAnna	TRIO SSS Student Assistant	02/24/2020
Lee, Christina	Adjunct DOC College Funded Instructor	03/17/2020
Merryman, Reilly	Pathways Classroom Assistant	03/03/2020
Reeder, Sandra	Adjunct DOC College Funded Instructor	03/16/2020
Stucka, Jennifer	Adjunct DOC College Funded Instructor	03/16/2020

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

	Position	Effective Date
Unpaid Volunteer		
Hank, Gage	Ag Volunteer	06/30/2018
Headrick, Sierra	Counseling Services Unpaid Intern	12/23/2019
Lumley, Harley	Peer to Peer Assistant - Ag	06/30/2019
Schumaker, Zackery	Ag Volunteer	06/30/2018
Full-time		
Baxter, William	Maintenance-Retiree	04/30/2020
Harrington, Elizabeth	Adm Asst to Dean Correctional Programs	02/14/2020
McDevitt, Steve	Maintenance-Retiree	04/30/2020
Miller, Tara	Corr Office Assistant – Lincoln CC	02/17/2020
Schlechte, Gerry	Director of Workforce Investment-Retiree	04/30/2020
Part-time		
Davis, Breanna	Marketing Communications Specialist	03/06/2020
Frost, Christine	Dual Credit Coordinator	03/09/2020
Griesemer, Wendy	Dual Credit Coordinator	03/09/2020
Heath, Emma	Agriculture Education Intern	06/30/2019
Hoekstra, Lisa	Dual Credit Coordinator	03/09/2020
Moon, Leigh	Adjunct Faculty Business	05/19/2019
Nelson, Hannah	Agriculture Education Intern	06/30/2019
Peters, Cassie	Agriculture Education Intern	06/30/2019
Seal, Clarissa	Lab Assistant for Map	02/24/2020
Smith, Lucille	Agriculture Education Intern	06/30/2019
Vergara, Mandy	Cosmetology Clinical Instructor	11/03/2019

Wright, Teresa	Adm Asst Marshall Ext Center	02/28/2020
Zientara, Richard	Tutor - Associate-Lrng Asst	12/15/2019

College Work Studys

Houser, Kyle	College Work Study-Printshop	12/01/2019
Parsons, Riley	College Work Study Bookstore	02/03/2020

Transfers/Promotions

The following employee is recommended for a change in position

Position	Effective Date
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Full-time - Grant Funded

Corda Hadjaoui, Jamie	Director of Workforce Investment (FT) Transferring from Perkins Specialist (FT)	04/14/2020
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