

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book

April 18, 2022

Regular Meeting No. 664

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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. 664
Monday, April 18, 2022, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon

Agenda

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Items.

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

1. Approval of Minutes of March 14, 2022, Regular Meeting.
2. Approval of Agenda of April 18, 2022, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses.
For summary and details of bills refer to:
<https://www.lakelandcollege.edu/board-of-trustees/>
4. Destruction of Tape Recording of October 12, 2020 Closed Session.

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. 0422-006 - Appointment of College Treasurer and Approval of Approval of Surety Bonds. (Refer to Board Book Pages 22-24).
- I. Approval of Resolution No. 0422-007 – Authorizing College Treasurer to Act as College Fiscal Agent. (Refer to Board Book Pages 25-27)

V. Committee Reports.

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

VI. Business Items.

A. Non-Action Items.

- 1. Acknowledgement of Community College Month.
- 2. Faculty Focus on Advancing Student Success – Technology Upgrades to the College's Broadcasting Lab.
- 3. Spring 2022 Commencement.

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| 4. Monthly Data Point Discussion: Data for Decision Makers Publication. | 30-47 |
| 5. Phi Theta Kappa All-Illinois Academic Team Nominees. | 48 |
| 6. Curriculum Committee Update. | 49-53 |
| 7. Proposed Revisions to Board Policy 03.09 – <i>Quorum of the Board</i> . | 54-56 |
| 8. Correction to Board Policy 11.17 – <i>Food Service and Catering</i> . | 57-58 |
| 9. Calendar of Events. | 59-60 |

B. Action Items.

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| 1. Acceptance of February 2022 Financial Statements. | 61-66 |
| 2. Certification of Student Trustee and Sophomore Student Government Association Election Results. | 67-69 |
| 3. Approval of Spring Marketing Campaign Contract. | 70-77 |
| 4. Approval of Financial Advisory Agreement with PMA Securities, LLC. | 78-89 |
| 5. Declaration of Surplus Item from EMS Program. | 90 |
| 6. Acceptance of FY 2022 ICCB Developmental Education Innovation Grant. | 91 |
| 7. Approval of Bid for Greenhouse Utilities Connection. | 92-93 |
| 8. Approval of Bid for Fitness Center Flooring. | 94-95 |
| 9. Approval of Contract with Architect of Record. | |
| 10. Approval to Increase Mileage Reimbursement Rate to Federal Mileage Reimbursement Rate. | 96 |
| 11. Approval of Data Center UPS. | 97-105 |
| 12. Approval of Contract Extension with ISS Project Manager. | 106-107 |
| 13. Approval of Contract Extension with ISS System Administrator. | 106-107 |
| 14. Closed Session.
Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(5) and (8), closed session is called to consider the purchase or lease of real property for the use of the College and to discuss security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. | |

[Return to Open Session - Roll Call]

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| 15. Approval of Veeam Backup Solution as Discussed in Closed Session. | |
| 16. Approval of Human Resources Report. | 108-109 |

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VII. Other Business. (Non-action)

VIII. Adjournment.

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



Regular Board Meeting No. 663
Board and Administration Center, Room 011
Mattoon, IL
March 14, 2022

Minutes

Call to Order.

Chair Sullivan called the March 14, 2022, 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, IL.

Roll Call.

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

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

Others Present: Dr. Jonathan Bullock, President; Mr. Jon Althaus, Vice President for Academic Services; Ms. Jean Anne Grunloh, Chief of Staff; Ms. Seirra Laughhunn, Executive Assistant to the President's Office; Mr. Greg Nuxoll, Vice President for Business Services; and members of the staff.

Approval of Consent Items.

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

1. Approval of Minutes of February 14, 2022, Regular Meeting.
2. Approval of Minutes of February 14, 2022, Closed Session Meeting.
3. Approval of Agenda of March 14, 2022, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

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Education Fund	\$	607,300.52
Building Fund	\$	11,847.24
Site & Construction Fund	\$	-
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	21,030.51
Restricted Purposes Fund	\$	375,506.87
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	19,454.74
Student Accts Receivables	\$	446,520.62
Total	\$	1,481,660.50

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

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk said she is planning to attend an upcoming ICCTA meeting on March 25 which will be focused on strengthening partnerships with our high schools districts. She also said the administration is closely monitoring pending state legislative bills that could impact higher education if passed into law.

Resource & Development.

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

Finance.

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

Buildings & Site.

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

Foundation.

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

- February wrapped up the Foundation's 2nd annual Love A Laker Giving Day which proved to be a huge success. Students were provided cookies to learn more about the Foundation and giving day this year. There was a 35% increase in monetary donations and a 90% increase in the number of donors compared to last year.
- The Foundation is very much looking forward to the return on our in person events this year including our annual golf outing which is set for Friday, September 30th and a Donor & Alumni Awards reception set for Thursday, October 20th.

Student Report.

Student Trustee Katie Greuel reported the mental health speaker that the Student Activity Board hosted this month was very popular and she reported that they had a lot of positive feedback from the event. She said they would also be planning more events similar to this one. Ms. Greuel said that they are busy planning many more students events now that they are able to have gatherings on campus such as the upcoming Spring Carnival.

President's Report.

- Lake Land received a payment of \$614, 242 in February from the Illinois Department of Corrections (IDOC) and \$83,448 from the Illinois Department of Juvenile Justice (IDJJ) toward the FY2022 outstanding balance. A total of \$403,147 remains outstanding for IDOC and \$41,340 for IDJJ.
- In February, the College received payments from the State of Illinois for FY 2022 credit hour reimbursement of \$333,617 and equalization payments of \$505,251. A balance of \$1.9 million remains outstanding for credit hour reimbursement and \$2.0 million for equalization.
- The College received property tax payments in February totaling \$177,854.

Business Items.

Non-action Items.

Faculty Focus on Advancing Student Success – STEM Recruitment.

Dr. Mike Rudibaugh, Geography/Earth Science Instructor and incoming Math/Science Division Chair, shared his vision on Science, Technology, Engineering and Math (STEM) recruitment.

Update from Campus Police Department.

Chief Jeff Branson provided an update on the Campus Police Department, data showing the Department's role to support our College community, proactive efforts by the Department to comply with the sweeping criminal justice reform legislation passed last year, and how the Department is being proactive to update our emergency preparedness planning efforts.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock highlighted the Employee Recognition Luncheon on March 30, 2022, and the April regular Board meeting on April 18, which is the third Monday instead of the second Monday to accommodate an administrative scheduling conflict. He also mentioned our in-person Commencement on May 13 and the Board Retreat on May 19, 2022.

Action Items.

Approval of Tuition and Fees Rates for Summer 2022, Fall 2022 and Spring 2023.

Trustees heard a recommendation from Dr. Bullock for the in-district tuition to be lowered from \$110.50 to \$100 per credit hour for the upcoming academic year. He said this is a historic initiative to expand access to a college education for future students while giving back to current students and the community. He said that each Trustee received an analysis of potential costs to the College for this initiative. Dr. Bullock said that although Lake Land College is already one of the most affordable community colleges in the state, we know our students and so many in the community have been impacted by the pandemic and the financial strain of increasing inflation. He also said that the new tuition rate, which represents a near 10% reduction, is a show of support that we are 100 percent behind our community during these challenging economic times.

Dr. Bullock noted that this would be a one-year reduction covering the Summer and Fall 2022 and Spring 2023 terms.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the tuition and fees rates for Academic Year 2023, with in-district tuition being lowered from \$110.50 per credit hour to \$100 per credit hour, out-of-district and out-of-state tuition rates remaining the same as Academic Year 2022 rates and fees rates remaining the same as Academic Year 2022 rates.

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 Greuel voted yes.

Absent: None.

Motion carried.

Approval of FY 2023-2027 Strategic Plan Matrix.

Trustees heard a recommendation from Ms. Jean Anne Grunloh, Chief of Staff, asking the Board to approve as presented the FY 2023-2027 Strategic Plan Matrix, with focus areas, goals and objectives for the next planning cycle. Ms. Grunloh provided Trustees with information highlighting the Cabinet's extensive review of internal and external stakeholder feedback to provide the proposed focus areas, goals and objectives. She also noted that the Cabinet has vetted the proposed Planning Matrix with the various leadership teams throughout the College.

Trustee Reynolds moved and Trustee Storm seconded to approve as presented the FY 2023-2027 Strategic Plan Matrix, with focus areas, goals and objectives for the next planning cycle.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Revisions to Board Policy 07.01.01 – Admission of International Students.

Trustees heard a recommendation from Dr. Bullock regarding proposed revisions to Board Policy 07.01.01 – *Admission of International Students* on behalf of the Academic Standards Committee. Dr. Bullock said each Trustee was provided with the details of the recommended changes, which will correct the title for the U.S. Citizenship and Immigration Services and also correct the title for the College's position of Coordinator of International Studies Program.

Dr. Bullock said this was presented as first reading during the February 2022 regular Board meeting and since that time there had been no questions or concerns about the proposed revisions.

Trustee Storm moved and Trustee Curtis seconded to approve as presented proposed revisions to Board Policy 07.01.01 - *Admission of International Students*.

There was no further discussion.

Roll Call Vote:

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

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No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Recipient for the Outstanding Full-Time Faculty Award.

Trustees heard a recommendation from Mr. Jon Althaus, Vice President for Academic Services, for the Board to approve the naming of Ms. Bambi Jones, Mathematics Instructor, for the College's 2022 Full-Time Faculty Award.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the naming of Ms. Bambi Jones, Mathematics Instructor, for the College's 2022 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 Greuel voted yes.

Absent: None.

Motion carried.

Acceptance of Reporting of January 2022 Financial Statements.

Trustees reviewed the January 2022 Financial Statements and heard from Mr. Greg Nuxoll, Vice President for Business Services, who highlighted the Financial Statements and significant variances.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the January 2022 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Acceptance of Gift-in-kind Donation from the Lake Land College Foundation.

Trustees heard a presentation from President Bullock that the Board accept the gift-in-kind donation of 26 gasoline engines valued at \$38,959.66 from the Lake Land College Foundation. He said these items will be used by the John Deere Tech Program. Dr. Bullock thanked Mr. Russell Neu, John Deere Tech Instructor, for his efforts to secure this donation from John Deere & Co. of Olathe, Kansas on behalf of the John Deere Tech Program.

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Trustee Curtis moved and Trustee Cadwell seconded to accept as presented the gift-in-kind donation of 26 gasoline engines valued at \$38,959.66 from the Lake Land College Foundation for use by the John Deere Tech Program. Chair Sullivan expressed the Board's appreciation to John Deere & Co. of Olathe, Kansas, for originally donating these items to the Foundation.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Declaration of Surplus Items from the Agriculture Department.

Trustees heard a recommendation from Mr. Nuxoll that the Board declare four various items as surplus that are from the Agriculture Department. He said that details of the items were included in the Board Book. Mr. Nuxoll said these items have become obsolete and have little value to the College. He said if these items are approved by the Board as surplus, then the items will be disposed of in a manner most beneficial to the College.

Trustee Walk moved and Trustee Curtis seconded to declare as surplus four various items as presented that are from the Agriculture Department 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 Greuel voted yes.

Absent: None.

Motion carried.

Approval of Faculty Tenure Recommendations.

Trustees heard a recommendation from Mr. Althaus that the Board grant tenure to five full-time faculty including: Mr. David Chambers, Criminal Justice Instructor; Ms. Mackenzie Floyd, Nursing Instructor; Ms. Sarah Harley, Mathematics Instructor; Ms. Tarah Haskenherm, Nursing Instructor and Mr. Hayden Wilder, Agriculture Instructor/Livestock Judging Coach. Mr. Althaus said each of these instructors received either a unanimous or majority vote recommendation from tenured faculty within their respective divisions that they each be granted tenure. Dr. Bullock said he concurs with these recommendations and respectfully requested the Board grant tenure to all five instructors.

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Trustee Cadwell moved and Trustee Walk seconded to approve as presented the granting of tenure effective with the beginning of the Fall 2022 semester to five full-time faculty including: Mr. David Chambers, Criminal Justice Instructor; Ms. Mackenzie Floyd, Nursing Instructor; Ms. Sarah Harley, Mathematics Instructor; Ms. Tarah Haskenherm, Nursing Instructor and Mr. Hayden Wilder, Agriculture Instructor/Livestock Judging Coach.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Reemployment of Tenured and Non-Tenured Faculty Members.

Trustees heard a recommendation from Mr. Althaus that the Board approve the reemployment of tenured and non-tenured faculty members for the 2022/23 academic year.

Trustee Storm moved and Trustee Curtis seconded to approve to as presented the reappointment of tenured and non-tenured faculty members for the 2022/23 academic year 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 Greuel voted yes.

Absent: None.

Motion carried.

Approval of Appointment or Reappointment of Division Chairs.

Trustees heard a recommendation from Mr. Althaus for the Board to approve the appointment of seven division chairs for academic year 2022/2023. He said that six of the seven positions are re-appointments, and the seventh is a new appointment for Dr. Mike Rudibaugh to replace Mr. Ike Nwosu, Incoming Vice President for Academic Services, as the Math/Science Division Chair. Dr. Bullock said he concurs with Mr. Althaus' recommendations and respectfully requested the Board to approve the appointment of seven division chairs as presented.

Trustee Walk moved and Trustee Cadwell approved as presented the appointment or reappointment of division chairs for academic year 2022/2023 as follows:

- Mr. Ryan Orrick, Agriculture Division
- Ms. Erin Swingler, Allied Health Division
- Ms. Tynia Kessler, Business Division
- Ms. Salisa Hortenstine-Olmsted, Humanities and Communications Division

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- Dr. Mike Rudibaugh, Math and Science Division
- Mr. Charles Jarrell, Social Science and Education Division
- Mr. 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 Greuel voted yes.

Absent: None.

Motion carried.

Approval of Bid for Forklifts for Use at the Hill Correctional Center.

Trustees heard a request from Mr. Nuxoll for the Board to award the bid from Hupp ToyotaLife of Peoria in the amount of \$85,660 for the purchase of two forklifts to be used by our Department of Corrections Warehousing Program at the Hill Correctional Center. He said Trustees were provided the bid tabulation sheet. This shows Hupp ToyotaLift as the sole bidder and details the separate costs for one sit-down forklift and one stand-up forklift.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the bid from Hupp Toyotalift of Peoria, in the amount of \$85,660, for the purchase of two forklifts to be used by our Department of Corrections Warehousing Program at the Hill Correctional Center.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Bid for Forklifts for Use at the Sheridan Correctional Center.

Trustees heard a recommendation from Mr. Nuxoll for the Board to award the bid from Hupp ToyotaLife of Peoria in the amount of \$85,660 for the purchase of two forklifts to be used by our Department of Corrections Warehousing Program at the Sheridan Correctional Center. He said Trustees were provided the bid tabulation sheet. This shows Hupp ToyotaLift as the sole bidder and details the separate costs for one sit-down forklift and one stand-up forklift.

Trustee Curtis motioned and Trustee Cadwell seconded to approve as presented the bid from Hupp ToyotaLift of Peoria, in the amount of \$85,660 for the purchase of two forklifts to be used by our Department of Corrections Warehousing Program at the Sheridan Correctional Center.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Professional Services Agreement with Capital Development Board and The Upchurch Group, Inc. for the Replacement of Parking Lot A.

Mr. Nuxoll reminded the Trustees that the Capital Development Board (CDB) previously approved and awarded funds to the College to reconstruct and resurface Parking Lot A, the lot to the North of Neal Hall and east of the Fieldhouse. He said that CDB has also awarded the engineering and design work for the project to Upchurch Group, and in late 2021 representatives from the Capital Development Board, Upchurch Group, Inc. and the College met on Campus for an initial planning meeting on the project, which included walking Parking Lot A and discussing various aspects of the project.

Mr. Nuxoll gave his recommendation for the Board to approve a proposed Professional Services Agreement with the Upchurch Group, Inc. of Mattoon so that they may start the actual design work for this project. He said the proposed Agreement was provided to each Trustee. It covers architectural and engineering services commencing with preparation of Construction Documents (plans, specifications), and continuing with bid phase, construction administration and construction closeout services. Mr. Nuxoll reported the architectural and engineering fees associated with this agreement amount to \$183,400.

Trustee Walk motioned and Trustee Reynolds seconded to approve as presented the Professional Services Agreement with the Upchurch Group, Inc. of Mattoon, and the Capital Development Board, as part of the CDB Parking Lot A project, project number 414-9-9.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Farm Cash Rent Agreement.

Trustees heard a recommendation from Mr. Nuxoll that the Board approve a three-year Farm Cash Rent Agreement between the College as tenant, and Phillips Investments, LLC, as lessor, for the College to continue farming 27.5 acres located adjacent to the Lake Land Living Apartments at a cost of \$375 per acre or \$10,312.50 per year.

Mr. Nuxoll reported the College has been farming this ground for many years under a previous agreement calling for cash rent paid to Phillips Investments along with a donation equal to the

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cash rent paid to the College's Foundation. However, he said this process was no longer being followed and both parties decided it would be best for the College to cash rent this ground under the proposed Agreement, which was provided to each Trustee.

Trustee Cadwell motioned and Trustee Walk seconded to approve as presented the three-year Farm Cash Rent Agreement between the College, as tenant, and Phillips Investments, LLC, as lessor, for the College to continue farming 27.5 acres located adjacent to the Lake Land Living Apartments at a cost of \$375 per acre or \$10,312.50 per 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 Greuel voted yes.

Absent: None.

Approval of Property, Casualty and Liability Insurance.

Trustees heard a recommendation from Mr. Nuxoll that the Board accept the bid from Employers Mutual Casualty (EMC), as our Property and Casualty insurance provider for the upcoming year (policy runs 4/15/2022-4/15/2023) at a cost of \$185,416. He highlighted how Dimond Bros., the retained insurance consultant for Lake Land College, recently solicited bids from various insurance providers for the College's property & casualty insurance coverage.

Mr. Nuxoll said the proposed renewal policy with EMC has been made publicly available via the Board of Trustees web page and Trustees reviewed details of the proposal. Trustees learned the current year proposed bid for the period April 15, 2022 to April 15, 2023 reflects an increase of \$18,929, or 11.4%, compared to the expiring policy year.

Mr. Nuxoll said the College is still awaiting the earthquake coverage premium from EMC. He said the prior year earthquake premium was \$23,919 and Dimond Bros. believes the current year premium would rise similar to the Property and Casualty Policy. He said the administration believes that it would be acceptable to move forward with the earthquake coverage as long as the proposed premium does not exceed a 20% increase over the prior year premium of \$23,919. Trustee Walk motioned and Trustee Cadwell seconded to accept the bid from Employers Mutual Casualty (EMC), as our Property and Casualty insurance provider for the upcoming year (policy runs 4/15/2022-4/15/2023) at a cost of \$185,416, and to approve the additional earthquake coverage with EMC, provided the earthquake coverage does not exceed a 20% increase over the prior year premium of \$23,919.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Approval of Human Resources Report as Discussed in Closed Session.

Trustees reviewed the Human Resources Report. Dr. Bullock requested the Board approve the Report as presented and he highlighted some of the recommended personnel changes.

Trustee Storm motioned and Trustee Curtis seconded to approve as presented the standard Human Resources Report.

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

Harris, Mark	11/22/21-2/10/22
Shoot, James	2/21/22-3/20/22

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Ennis, Emily	Tutor-Student Community Education Primary Position-Tutor-Disability Services	2/24/22
Matheny, Andrew	Tutor-Disability Services - Student Primary Position- Tutor- Learning Asst	2/14/22
Reed, Kaleb	Admissions and Records Data Entry Asst Primary Position- Perkins Student Worker	3/1/22
Sample, Stephanie	Admissions and Records Data Entry Asst Primary Position- Stdtd Work Study	3/1/22
Thomas, Joseph	Admissions and Records Data Entry Asst Primary Position- Perkins Student Worker	3/1/22
Vonderheide, Anthony	Admissions and Records Data Entry Asst Primary Position- Stdtd Work Study	3/1/22

Part-time - Grant Funded

Plummer, Teresa	Pathways Substitute Instructor Primary Position- Adult Education Inst	2/25/2022
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New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Volunteer-unpaid		
Cornell, Jean	Dual Credit Instructor	8/22/22
Cress, Megan	Dual Credit Instructor	8/22/22
Farris, Katrina	Dual Credit Instructor	8/22/22
Maillet-Gibson, Tiffany	Dual Credit Instructor	1/10/22

Full-time

Acton, Lauren	Coor for Student Communication & Initiatives	3/29/22
Hedderich, Jenny	Outreach Advisor/Mentor, TRIO Dest College	6/13/22

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Marsh, Ernest	Correctional Manufacturing Skills Instructor	3/7/22
Sigrist, Bailey	Student Services Specialist III	3/15/22
Wohlschlaeger, Jessica	Instructional Designer	6/7/22

Part-time

Beard, Kelsey	Dual Credit Coordinator	8/23/21
Boehm, Ava	Newspaper Editor - Student Newspaper	3/4/22
De Oliveira Barbeta, Camila	Kluthe Test Proctor	3/7/22
Donaldson, Faith	Admissions Services Specialist	2/15/22
Ennis, Emily	Tutor-Disability Services - Student	2/24/22
Gage, Whitney	Allied Health EMS Adjunct Faculty	11/18/21
Heuerman, Richard	Covid Site Collection Driver	2/23/22
James, Asia	Admissions and Records Data Entry Assistant	2/28/22
Matheny, Andrew	Tutor - Student Learning Assistance Center	2/14/22
Peacock, Edith	Cosmetology Clinical Instr (hourly)	2/10/22
Voegel, Maia	Newspaper Editor - Student Newspaper	2/7/22

Part-time Grant Funded

Reed, Kaleb	Perkins Student Worker - Humanities	1/25/22
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College Work Study

Vonderheide, Anthony	College Work Study Radio TV	2/7/22
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Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Byrum, Larissa	Kluthe Custodian	11/5/21
Christian, Danny	Correctional Construction Occupations Instr	3/4/22
Devries, Jodyne	Correctional Horticulture Instructor	3/11/22
Followell, Charles	Correctional Commercial Cooking Instructor	3/8/22
Gullidge, Alicia	Outreach Advisor/Mentor, TRIO Dest College	2/18/22
Saathoff, Sara	Correctional Office Assistant	2/8/22

Part-time

Bartley, Ashley	Fitness Center Specialist	8/12/21
Bower, Dylan	College Work Study - Student Life	1/22/22
Burton, Jack	Covid Test Collection Assistant	2/18/22
Cushing, Jaime	Clinical Dentist	1/12/22
Daniels, Ashley	College Work Study - Humanities	4/3/21
Feldkamp, Darren	Police Officer	6/30/21
Ferrar, Spencer	Tutor - Student Learning Assistance Center	11/4/21
Gong, Lu	College Work Study - Bookstore	8/20/21
Grass, Yolanda	Covid Site Collection Driver	1/26/22
Hall, Cassandra	Bookstore Rush Worker	6/15/21
King, Jessy	Part-Time Groundskeeper	10/28/21

Lake Land College Board of Trustees
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Kriesel, June	Adjunct Faculty Humanities Division	8/2/21
Marasinghe, Gishanthi	Adjunct Faculty Math and Science Division	12/11/20
McBride, Jonica	Adjunct Faculty Math and Science Division	8/2/21
Nino Pardo, Wilson	Covid Test Collection Assistant	12/8/21
Olmsted, John	Adjunct Faculty Technology Division	1/27/22
Peck, Carly	Tutor - Student Learning Assistance Center	12/10/21
Peters, Cassie	Agriculture Education Intern	6/17/21
Phebus, Shane	Adult Education Instructor	8/25/21
Rehm, Michael	Adjunct Faculty Technology Division	2/21/20
Sanderson, Ronald	Adjunct Faculty Technology Division	3/6/21
Saril, Hannah	Covid Test Collection Assistant	11/30/21
Snyder, Kiersten	Covid Test Collection Assistant	10/29/21
Souza, Hamilton	Bookstore Rush Worker	1/14/22
Tappendorf, Hannah	Agriculture Education Intern	8/16/21
Welker, Leah	Adjunct Faculty Math and Science Division	5/10/21
Williams, Lauren	Newspaper Editor - Student Newspaper	9/13/21

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Adams, Trisha	Correctional Career Technology Instructor	3/7/22
	Transferring from Correctional Office Asst	
Harper, Gregory	DOC Infrastructure Specialist	3/7/22
	Transferring from Microcomputer Support Spc	
Klauser, Ryan	Associate Dean of Correctional Programs	2/7/22
	Transferring from Correctional Career Tech Instr	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Cadwell moved and Trustee Walk seconded to adjourn the meeting at 7:12 p.m.

There was no further discussion.

Motion carried by unanimous voice vote.

Lake Land College Board of Trustees
Minutes – March 14, 2022
Page **15** of **15**

Approved by:

Board Chair

Board Secretary

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

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0422-006

DATE: April 18, 2022

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 February 2020 the Board appointed Mr. Greg Nuxoll as the Vice President for Business Services and in April 2021 the Board appointed Mr. Nuxoll as Treasurer; and

WHEREAS, as part of the Annual Organization 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 18th day of April, 2022 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 Bonds 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 18th day of April, 2022.

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 18th day of April, 2022.

Secretary, Board of Trustees

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0422-007

DATE: April 18, 2022

RESOLUTION FOR COLLEGE TREASURER TO ACT AS COLLEGE 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 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 18th day of April, 2022 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 College 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 18th day of April, 2022.

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 18th day of April, 2022.

Secretary, Board of Trustees



WHEREAS, America's first public community college was established in Joliet, Illinois, in 1901; and,

WHEREAS, today the Illinois Community College System is the third-largest in the nation, with 48 community colleges and 39 college districts located throughout the state; and,

WHEREAS, according to the Illinois Community College Board, Illinois community colleges educate 60 percent of the students enrolled in Illinois public higher education; and,

WHEREAS, Illinois is first in the nation in bachelor's degree completion rates among the 54 percent of community college students who transfer; and,

WHEREAS, nine out of 10 of the state's community college graduates live, work, pay taxes, and raise their families in Illinois; and,

WHEREAS, earning an Associate of Applied Science or long-term certificate from an Illinois community college adds more than \$570,000 in lifetime earnings; and,

WHEREAS, nearly 74 percent of Illinois employers have hired a community college graduate; and,

WHEREAS, Illinois community colleges have partnered with local school districts to offer 11,270 dual credit courses to 59,039 high school students; and,

WHEREAS, Illinois community colleges share a common mission to prepare people for the workforce, to transfer students to other colleges and universities, and to continually respond to the communities they serve through adult literacy and continuing education services;

THEREFORE, I, JB Pritzker, Governor of the State of Illinois, do hereby proclaim April 2022 to be **Illinois Community College Month** in honor of the Illinois Community College System and the significant contribution these institutions are making to the strength, vitality, and prosperity of our state.

In Witness Whereof, I have hereunto set my hand and caused the Great Seal of the State of Illinois to be affixed.



Done at the Capitol in the City of Springfield,
this TWENTY-EIGHT *day of* FEBRUARY, *in*
the Year of Our Lord, two thousand and
TWENTY-TWO, *and of the State of Illinois,*
two hundred and FOURTH.

Deese White

SECRETARY OF STATE

JB Pritzker
GOVERNOR



MEMO

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

FROM: Valerie Lynch, Vice President for Student Services

DATE: April 11, 2022

RE: Invitation to Participate in Commencement Activities & Commencement 2022
Procedures

It is my pleasure to extend an invitation to the members of the Lake Land College Board of Trustees and the President's Cabinet to participate in a celebration of our graduates on Friday, May 13th, 2022. I am excited to report that the Admissions and Records Staff in addition to members of the Commencement Planning Committee have planned an in-person Commencement ceremony for the first time since 2019. This will also be the first year to hold the ceremony at 6:00 pm. Below is a timeline of activities you are invited to participate in:

4:30 pm Meet in the Alumni and Foundation Center for a pizza dinner with Faculty and Staff

5:30 pm Meet in the Learning Resource Center (Library). Platform Party (includes Board of Trustees Members) will get dressed in graduation robes and be ready to begin lining up at the Field House for the Commencement Ceremony

5:45 pm Platform Party will line up to march in for the ceremony

6:00 pm Platform Party will be the first to march into the Field House for the Commencement Ceremony

The platform party will wear graduation robes that will be available from the Campus Bookstore.

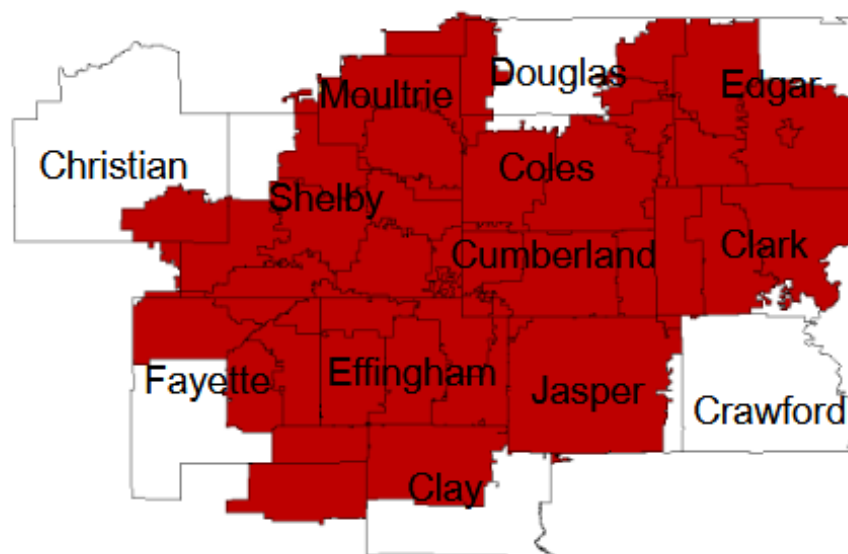
Thank you,
Valerie Lynch

DECISION MAKERS

LAKE LAND COLLEGE REGION

Lake Land College serves a 4,000 square mile district encompassing two complete counties (Effingham and Cumberland), the vast majority of Moultrie, Coles, Clark, and Shelby Counties, at least half of Edgar and Fayette Counties, and small sections of Christian, Montgomery, Clay, Jasper, Crawford and Douglas counties. Since an extremely small section of Macon County is included in Lake Land's district, Macon County information is excluded from the report.

Lake Land College Region



Report prepared by:

Population 2010 - 2021

	Total Population			Ages 5 - 17		
	2010	2021	% Change	2010	2021	% Change
Lake Land College District						
Altamont Unit School District 10	4,922	4,896	-1%	925	876	-5%
Arthur Lovington Atwood Hammond Unit School District 305	10,064	9,777	-3%	2,044	1,950	-5%
Beecher City Unit School District 20	2,528	2,490	-2%	395	373	-6%
Brownstown Unit School District 201	2,274	2,185	-4%	404	353	-13%
Casey-Westfield Unit School District 4C	6,073	5,701	-6%	1,039	942	-9%
Charleston Unit School District 1	28,126	26,306	-6%	3,037	2,779	-8%
Cowden-Herrick Unit School District 3A	2,606	2,480	-5%	489	420	-14%
Cumberland Unit School District 77	6,183	5,960	-4%	961	912	-5%
Dieterich Unit School District 30	2,307	2,304	0%	439	414	-6%
Effingham Unit School District 40	20,287	20,164	-1%	3,473	3,286	-5%
Jasper County Unit School District 1	9,346	9,123	-2%	1,579	1,526	-3%
Kansas Unit School District 3	1,420	1,290	-9%	254	205	-19%
Marshall Unit School District 2C	8,125	7,595	-7%	1,420	1,277	-10%
Martinsville Unit School District 3C	2,401	2,244	-7%	373	336	-10%
Mattoon Unit School District 2	23,717	22,183	-6%	3,759	3,443	-8%
Neoga Unit School District 3	4,882	4,675	-4%	858	800	-7%
North Clay Unit School District 25	3,867	3,662	-5%	659	630	-4%
Oakland Unit School District 5	2,131	2,018	-5%	300	275	-8%
Okaw Valley Unit School District 302	3,420	3,285	-4%	581	558	-4%
Pana Unit School District 8	9,590	8,922	-7%	1,672	1,431	-14%
Paris Unit School District 4	4,747	4,304	-9%	798	643	-19%
Paris-Union School District 95	8,400	7,627	-9%	1,349	1,089	-19%
Ramsey Unit School District 204	2,683	2,575	-4%	539	469	-13%
Shelbyville Unit School District 4	7,813	7,439	-5%	1,198	1,065	-11%
Shiloh Unit School District 1	2,803	2,627	-6%	423	362	-14%
South Central Unit School District 401	4,443	4,202	-5%	742	682	-8%
St. Elmo Unit School District 202	2,727	2,621	-4%	512	446	-13%
Stewardson-Strasburg Unit District 5A	2,577	2,455	-5%	461	410	-11%
Sullivan Unit School District 300	7,608	7,343	-3%	1,274	1,275	0%
Teutopolis Unit School District 50	5,674	5,635	-1%	1,225	1,165	-5%
Windsor Unit School District 1	2,286	2,193	-4%	402	367	-9%
Total	206,030	196,281	-5%	33,584	30,759	-8%

Source: www.census.gov 2020-school-districts/sd20-il.txt & 2010-school-districts/sd10-il.txt

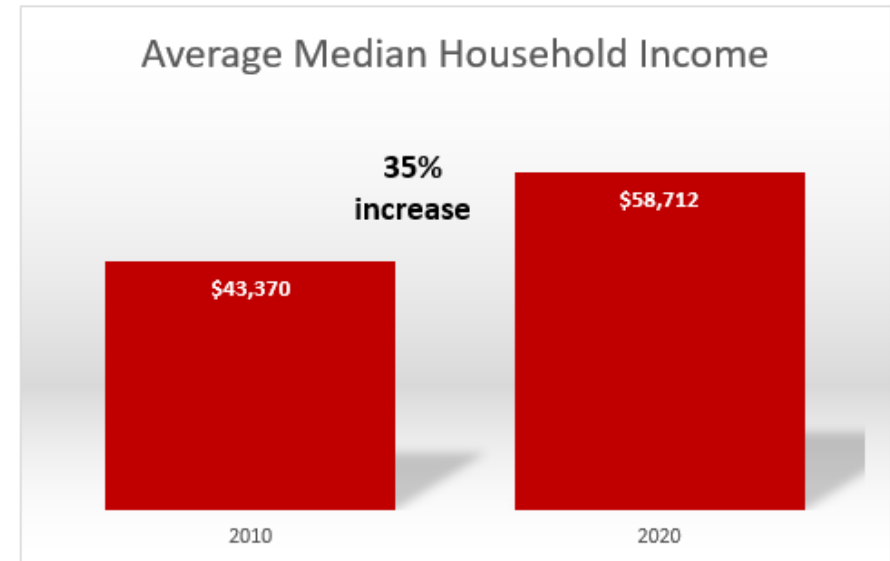
Note: For 2010 Arthur Lovington and Atwood-Hammond had not consolidated. For this chart those two school districts have been added together.

Race and Ethnicity 2010 - 2020

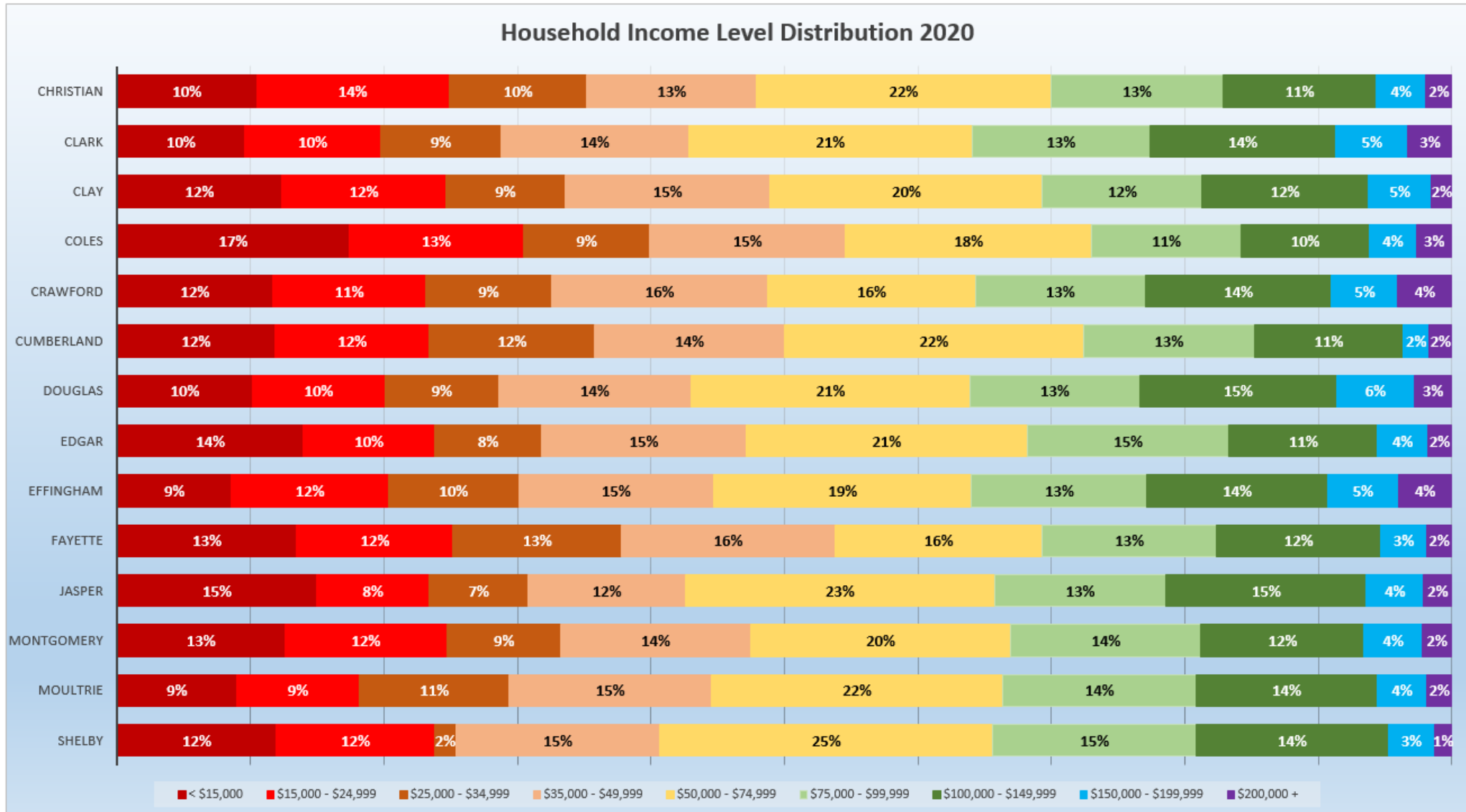
County	2010								White Alone, not Hispanic or Latino	2021								White Alone, not Hispanic or Latino
	White Alone	Black or African American Alone	American Indian and Alaska Native Alone	Asian Alone	Native Hawaiian and Other Pacific Islander Alone	Two or More Races	Hispanic or Latio*	White Alone		Black or African American Alone	American Indian and Alaska Native Alone	Asian Alone	Native Hawaiian and Other Pacific Islander Alone	Two or More Races	Hispanic or Latio*			
Christian	96.6%	1.4%	0.1%	0.5%	0.0%	1.3%	1.4%	95.8%	96.2%	1.6%	0.3%	0.6%	0.0%	1.2%	1.7%	94.8%		
Clark	98.1%	0.3%	0.2%	0.3%	0.0%	1.1%	1.1%	97.5%	97.9%	0.5%	0.2%	0.4%	0.0%	1.0%	1.5%	96.5%		
Clay	97.7%	0.3%	0.2%	0.5%	0.0%	1.3%	1.1%	97.2%	97.3%	0.6%	0.3%	0.9%	0.0%	1.0%	1.6%	95.8%		
Coles	92.9%	3.8%	0.2%	1.0%	0.0%	2.1%	2.1%	91.6%	92.8%	4.0%	0.3%	1.1%	0.1%	1.7%	2.7%	90.7%		
Crawford	92.8%	4.7%	0.2%	0.5%	0.0%	1.7%	1.8%	91.9%	92.5%	5.2%	0.4%	0.7%	0.0%	1.2%	2.3%	90.5%		
Cumberland	98.3%	0.3%	0.2%	0.2%	0.0%	1.0%	0.7%	97.9%	97.5%	0.5%	0.2%	0.6%	0.1%	1.0%	1.1%	96.6%		
Douglas	95.7%	0.3%	0.2%	0.4%	0.0%	3.5%	6.1%	93.9%	96.8%	0.7%	0.4%	0.7%	0.0%	1.4%	7.3%	90.0%		
Edgar	98.3%	0.3%	0.1%	0.2%	0.0%	1.0%	1.0%	99.0%	97.8%	0.6%	0.2%	0.4%	0.0%	1.0%	1.3%	96.6%		
Effingham	97.6%	0.2%	0.1%	0.4%	0.0%	1.6%	1.7%	98.3%	97.5%	0.6%	0.2%	0.7%	0.0%	0.9%	2.3%	95.6%		
Fayette	93.7%	4.4%	0.2%	0.2%	0.0%	1.4%	1.4%	98.6%	93.5%	4.6%	0.3%	0.4%	0.0%	1.2%	1.8%	92.1%		
Jasper	98.6%	0.1%	0.1%	0.2%	0.0%	0.9%	0.8%	99.2%	98.3%	0.3%	0.2%	0.3%	0.0%	0.8%	1.8%	96.6%		
Montgomery	95.1%	3.2%	0.2%	0.4%	0.0%	1.2%	1.5%	98.5%	94.7%	3.5%	0.3%	0.5%	0.0%	1.0%	1.9%	93.0%		
Moultrie	98.5%	0.3%	0.2%	0.2%	0.0%	0.8%	0.9%	99.1%	97.5%	0.8%	0.3%	0.3%	0.0%	1.1%	1.7%	96.0%		
Shelby	98.6%	0.2%	0.2%	0.3%	0.0%	0.7%	0.8%	99.2%	98.0%	0.4%	0.3%	0.3%	0.0%	1.0%	1.2%	97.0%		
Illinois	61.4%	14.1%	0.8%	5.9%	0.0%	8.9%	8.9%	71.3%	76.8%	14.6%	0.6%	5.9%	0.1%	2.1%	17.5%	60.8%		

Median Household Income 2010 - 2020

County	2010 Estimated Median Household Income	2020 Estimated Median Household Income	% Change
Christian	\$44,253.00	\$56,656.00	28%
Clark	\$44,312.00	\$59,633.00	35%
Clay	\$38,091.00	\$59,602.00	56%
Coles	\$38,242.00	\$46,900.00	23%
Crawford	\$41,612.00	\$57,632.00	38%
Cumberland	\$43,448.00	\$68,683.00	58%
Douglas	\$48,469.00	\$63,003.00	30%
Edgar	\$39,386.00	\$52,668.00	34%
Effingham	\$49,001.00	\$65,172.00	33%
Fayette	\$38,966.00	\$49,030.00	26%
Jasper	\$46,000.00	\$57,969.00	26%
Montgomery	\$42,468.00	\$59,497.00	40%
Moultrie	\$47,459.00	\$61,022.00	29%
Shelby	\$45,474.00	\$64,508.00	42%
Illinois	\$54,644.00	\$65,886.00	21%



Household Income Level Distribution - 2020



Data Note: Income is expressed in current dollars.

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2020

Households and Person Per Household

	Households			Person Per Household		
	2010	2020	% Change	2010	2020	% Change
Christian	14,055	13,901	-1%	2.36	2.24	-5%
Clark	6,782	6,720	-1%	2.38	2.31	-3%
Clay	5,697	5,696	0%	2.37	2.27	-4%
Coles	21,463	20,926	-3%	2.3	2.27	-1%
Crawford	7,763	7,666	-1%	2.36	2.16	-8%
Cumberland	4,377	4,299	-2%	2.5	2.49	0%
Douglas	7,720	7,613	-1%	2.57	2.55	-1%
Edgar	7,839	7,542	-4%	2.33	2.26	-3%
Effingham	13,515	13,877	3%	2.5	2.43	-3%
Fayette	8,311	7,737	-7%	2.45	2.57	5%
Jasper	3,940	3,711	-6%	2.45	2.57	5%
Mongomery	11,652	11,522	-1%	2.38	2.24	-6%
Moultrie	5,758	5,959	3%	2.51	2.4	-4%
Shelby	9,216	9,189	0%	2.4	2.34	-3%
Total/Average	128,088	126,358	-1%	2.42	2.36	-2%
Illinois	4,836,972	4,846,134	0.2%	2.59	2.62	1%

A household includes all the persons who occupy a housing unit as their usual place of residence. A housing unit is a house, an apartment, a mobile home, a group of rooms, or a single room that is occupied (or if vacant, is intended for occupancy) as separate living quarters. Separate living quarters are those in which the occupants live and eat separately from any other persons in the building and which have direct access from outside the building or through a common hall. The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements. (People not living in households are classified as living in group quarters.)

Estimated Poverty for All Ages

County	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Christian	14.2%	13.4%	15.4%	13.1%	14.4%	12.7%	12.7%	13.6%	12.5%	12.3%	9.9%
Clark	12.1%	12.4%	13.1%	13.7%	13.9%	13.8%	12.0%	11.0%	11.1%	10.8%	10.4%
Clay	15.3%	14.9%	14.3%	14.2%	13.6%	14.5%	16.0%	13.2%	14.3%	13.8%	13.3%
Coles	18.7%	21.8%	22.9%	19.8%	22.9%	21.8%	19.3%	19.5%	20.0%	16.8%	17.5%
Crawford	14.9%	15.1%	14.4%	14.0%	15.2%	13.4%	14.4%	13.8%	11.8%	12.6%	11.0%
Cumberland	11.6%	12.4%	12.4%	12.1%	12.2%	12.0%	12.4%	10.3%	11.7%	10.1%	8.9%
Douglas	11.1%	10.0%	10.1%	10.7%	10.0%	10.2%	9.8%	9.8%	9.2%	8.0%	8.2%
Edgar	14.3%	14.4%	17.0%	18.5%	15.1%	13.9%	13.6%	13.8%	13.5%	11.8%	11.7%
Effingham	9.9%	10.7%	9.7%	11.1%	11.8%	9.8%	10.9%	9.7%	9.7%	9.2%	9.3%
Fayette	15.8%	18.7%	17.6%	16.9%	17.5%	18.5%	15.2%	18.2%	14.9%	15.1%	14.7%
Jasper	10.8%	10.7%	10.8%	10.5%	11.0%	12.0%	10.7%	11.9%	10.2%	9.9%	9.6%
Montgomery	14.4%	14.5%	13.5%	16.1%	17.0%	16.6%	16.0%	15.5%	14.4%	16.0%	13.5%
Moultrie	10.4%	11.4%	10.3%	12.4%	11.8%	8.6%	10.0%	9.0%	9.6%	8.6%	9.1%
Shelby	12.3%	10.8%	11.8%	12.6%	11.7%	11.6%	11.7%	10.3%	10.2%	9.4%	8.9%
District Average	13.3%	13.7%	13.8%	14.0%	14.2%	13.5%	13.2%	12.8%	12.4%	11.7%	11.1%
Illinois	13.8%	14.9%	14.7%	14.6%	14.3%	13.6%	13.0%	12.5%	12.1%	11.4%	11.0%

- 2011-2013 saw an all-time high in the poverty rate. Since that time there has been a steady decrease.
- In 2020 the poverty rate saw a continued decline largely due to the swift and substantial federal relief that Congress enacted at the start of the pandemic.
- In 2010 the minimum wage was \$8.25, the first increase to \$9.25 was January 1, 2020 which also contributes to a decrease in poverty.
- Social assistance programs such as EITC and SNAP, and especially Social Security, have significantly reduced poverty levels for low-income Americans and their families.
- Charities such as Food Pantries and Food Banks assist overall funding sources for those in financial need.
- Increase in unemployment benefits help reduce the poverty level.
- The current poverty rate is excluding the "working poor" that fall within the ALICE Threshold as seen on the next page.

Estimated Poverty for Ages 5 - 17

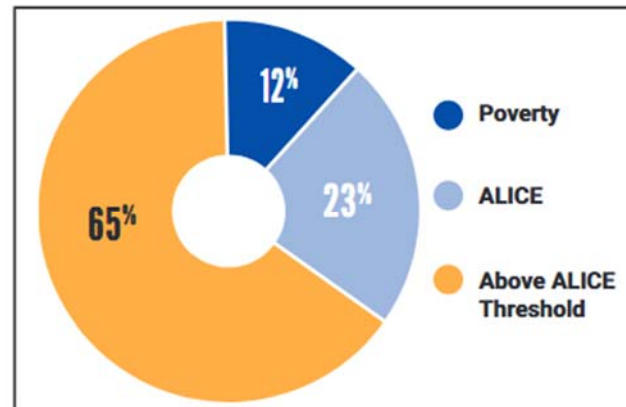
County	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Christian	17.4%	18.6%	20.7%	19.0%	18.4%	17.6%	16.7%	18.2%	15.7%	14.8%	14.1%
Clark	17.2%	17.2%	17.8%	20.0%	19.6%	19.8%	16.8%	16.1%	15.3%	14.1%	14.5%
Clay	19.7%	21.6%	21.6%	20.6%	19.2%	19.8%	19.5%	18.4%	17.6%	17.9%	18.9%
Coles	20.5%	19.9%	24.9%	20.0%	22.7%	22.6%	19.8%	23.6%	20.5%	17.5%	18.1%
Crawford	17.6%	19.3%	19.8%	18.9%	20.0%	19.5%	19.1%	16.6%	16.3%	14.8%	14.8%
Cumberland	16.2%	17.8%	16.1%	16.3%	14.4%	16.1%	15.5%	14.3%	14.1%	12.9%	10.5%
Douglas	14.5%	14.5%	14.6%	15.4%	13.8%	14.9%	12.4%	12.1%	11.8%	10.6%	10.6%
Edgar	19.0%	19.4%	22.2%	22.2%	21.1%	19.8%	19.0%	17.6%	18.3%	14.1%	17.5%
Effingham	13.4%	14.4%	13.6%	15.0%	15.2%	13.1%	13.4%	12.3%	12.0%	10.0%	10.5%
Fayette	21.0%	24.4%	24.8%	23.1%	22.7%	27.2%	21.6%	22.1%	20.1%	20.6%	17.9%
Jasper	14.6%	14.6%	15.1%	17.4%	16.7%	15.8%	12.0%	15.8%	14.8%	14.0%	12.4%
Montgomery	18.5%	19.1%	18.2%	19.6%	20.1%	22.4%	20.3%	20.8%	17.7%	19.8%	16.1%
Moultrie	15.3%	16.3%	14.5%	16.2%	15.9%	14.4%	12.0%	12.9%	12.6%	11.9%	11.0%
Shelby	15.4%	15.4%	15.0%	20.1%	16.4%	15.8%	15.0%	12.8%	12.9%	11.8%	11.4%
District Average	17.2%	18.0%	18.5%	18.8%	18.3%	18.5%	16.7%	16.7%	15.7%	14.6%	14.2%
Illinois	18.1%	19.9%	19.3%	19.6%	18.8%	17.9%	16.8%	16.0%	15.3%	14.6%	13.4%

Source: U.S. Census Bureau (<https://www.census.gov/data/datasets/2010/demo/saipe/2010-state-and-county.html>) & (<https://www.census.gov/data/datasets/2020/demo/saipe/2020-state-and-county.html>)

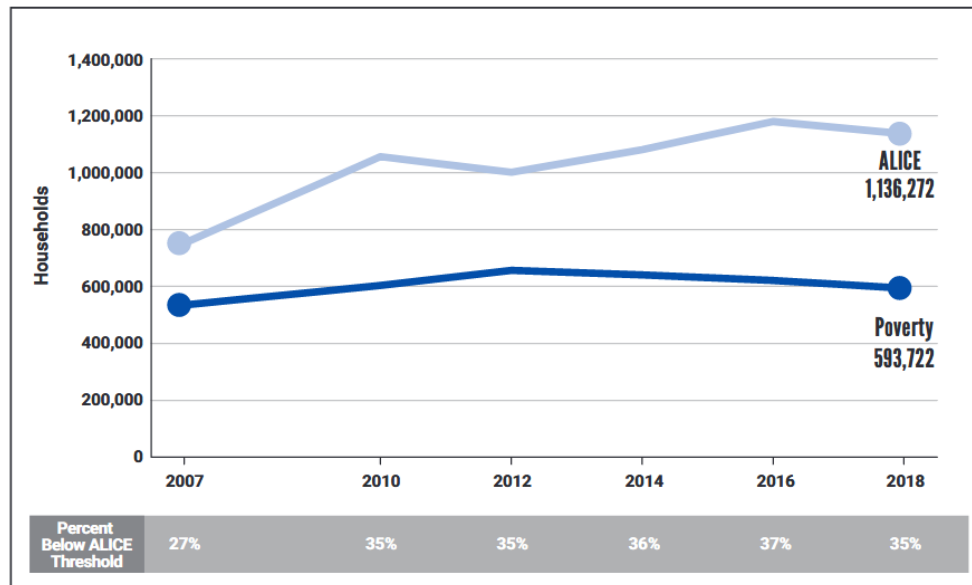
2018 Point-in-Time Data – Illinois Information

How many households are struggling?

ALICE, an acronym for **A**sset **L**imited, **I**ncome **C**onstrained, **E**mployed, comprises households that earn more than the Federal Poverty Level but less than the basic cost of living for the state (the ALICE Threshold). Of Illinois' 4,869,167 households, 593,722 earned below the Federal Poverty Level (12%) in 2018, and another 1,136,272 (23%) were ALICE.



Households by Income, Illinois, 2007–2018



ALICE households live in every county in Illinois — urban, suburban, and rural — and they include people of all genders, ages, and races/ethnicities, across all household types. Figure 2 shows that in 2018, the largest numbers of households below the ALICE Threshold were in the largest demographic groups in Illinois — namely, households headed by someone in their prime working years (ages 25–64), White households, and single or cohabiting households (without children or seniors). Among families with children, married-parent families were the largest subgroup and accounted for 35% of families with children living below the ALICE Threshold.

County	Total Households	2018 Percent ALICE & Poverty
Christian	13,939	35%
Clark	6,774	31%
Clay	5,638	36%
Coles	21,139	40%
Crawford	7,653	37%
Cumberland	4,322	37%
Douglas	7,618	34%
Edgar	7,590	34%
Effingham	13,555	33%
Fayette	7,616	47%
Jasper	3,656	36%
Montgomery	11,339	37%
Moultrie	5,910	30%
Shelby	9,203	38%
Illinois	4,869,167	35%

Students will continue to be a significant part of the labor force. As more families face financial hardship and the cost of college continues to rise, more students will have to work while in school. Nationally, 20% of high school students, 41% of full-time college students, and 82% of part-time college students had a job in 2017. What's more, despite many students being employed, 45% of college students who completed the largest annual survey of basic college needs reported having experienced food insecurity in the previous month, and 56% had experienced housing insecurity in the prior year. And even with more students working, student debt will continue to increase as more students from lower-income families attend college and costs continue to rise. In Illinois, 66% of college students who graduated in 2018 were in debt, with an average loan of \$29,855, a 25% increase from 2010.

How the Census Bureau Measures Poverty

Following the Office of Management and Budget's (OMB) Statistical Policy Directive 14, the Census Bureau uses a set of money income thresholds that vary by family size and composition to determine who is in poverty. If a family's total income is less than the family's threshold, then that family and every individual in it is considered in poverty. The official poverty thresholds do not vary geographically, but they are updated for inflation using the Consumer Price Index (CPI-U). The official poverty definition uses income before taxes and does not include capital gains or noncash benefits (such as public housing, Medicaid, and food stamps).

Poverty Thresholds for 2021 by Size of Family and Number of Related Children Under 18 Years

Size of family unit	Related children under 18 years								
	None	One	Two	Three	Four	Five	Six	Seven	Eight or more
One person (unrelated individual):									
Under age 65.....	14,097								
Aged 65 and older.....	12,996								
Two people:									
Householder under age 65.....	18,145	18,677							
Householder aged 65 and older.....	16,379	18,606							
Three people.....	21,196	21,811	21,831						
Four people.....	27,949	28,406	27,479	27,575					
Five people.....	33,705	34,195	33,148	32,338	31,843				
Six people.....	38,767	38,921	38,119	37,350	36,207	35,529			
Seven people.....	44,606	44,885	43,925	43,255	42,009	40,554	38,958		
Eight people.....	49,888	50,329	49,423	48,629	47,503	46,073	44,585	44,207	
Nine people or more.....	60,012	60,303	59,501	58,828	57,722	56,201	54,826	54,485	52,386

Source: U.S. Census Bureau.

Poverty Thresholds for 2010 by Size of Family and Number of Related Children Under 18 Years

Size of family unit	Weighted average thresholds	Related children under 18 years								
		None	One	Two	Three	Four	Five	Six	Seven	Eight or more
One person (unrelated individual):										
Under 65 years.....	11,139									
65 years and over.....	11,344	11,344								
Two people.....	14,218									
Householder under 65 years.....	14,676	14,602	15,030							
Householder 65 years and over.....	13,194	13,180	14,973							
Three people.....	17,374	17,057	17,552	17,568						
Four people.....	22,314	22,491	22,859	22,113	22,190					
Five people.....	26,439	27,123	27,518	26,675	26,023	25,625				
Six people.....	29,897	31,197	31,320	30,675	30,056	29,137	28,591			
Seven people.....	34,009	35,896	36,120	35,347	34,809	33,805	32,635	31,351		
Eight people.....	37,934	40,146	40,501	39,772	39,133	38,227	37,076	35,879	35,575	
Nine people or more.....	45,220	48,293	48,527	47,882	47,340	46,451	45,227	44,120	43,845	42,156

Source: U.S. Census Bureau.

K – 12 District Student Demographics 2020

District	# Student Enrollment	% Student Enrollment - Low Income	High School Dropout Rate - Total	High School Dropout Rate - Low Income	High School Graduation Rate - Total	High School Graduation Rate - Low Income
Altamont CUSD 10	646	55.60%	4.1	8.3	83.3	66.7
Arthur Lovington Attwood Hammond CUSD 305	1,143	43.60%	3.1	5.5	91.7	85.7
Beecher City CUSD 20	325	46.20%	5.2	4.8	82.6	75
Brownstown CUSD 201	363	45.20%	4.1	6.5	83.3	63.6
Casey-Westfield CUSD 4C	894	46.50%	4.7	8.6	85.3	74.3
Charleston CUSD 1	2,681	48.40%	5.1	8	80.7	68.4
Cowden-Herrick CUSD 3A	326	64.70%	0.8	1.4	96.2	92.9
Cumberland CUSD 77	1,037	34.80%	2.2	4	91.9	81.5
Dieterich CUSD 30	558	23.50%	1.6	4.2	88.5	
Effingham CUSD 40	2,409	42.50%	4.3	7.1	82.5	75.9
Jasper County CUD 1	1,225	38.60%	3.1	7.6	91.6	82.9
Kansas CUSD 3	190	51.10%	9.9	15.4	68.8	
Marshall CUSD 2C	1,262	35.50%	2.8	3.6	91.1	78.6
Martinsville CUSD 3C	390	59.70%	3.9	5.6	71.4	63.6
Mattoon CUSD 2	3,132	57.60%	4.4	6.3	91.7	85
Neoga CUSD 3	534	43.60%	3.4	1.4	94	
North Clay CUSD 25	589	45.80%	8.5	10.6	82.7	80
Oakland CUSD 5	254	44.10%	1.4	3.6	88.2	
Okaw Valley CUSD 302	501	45.90%	4.6	5.9	100	100
Pana CUSD 8	1,242	58.00%	2.6	4.1	92.4	85
Paris Cooperative School*	1,664	47.50%	5.3	6.6	84.5	77.6
Ramsey CUSD 204	434	60.40%	2.1	2.6	84.6	75
Shelbyville CUSD 4	1,190	41.30%	2.8	2.8	90.1	87.1
Shiloh CUSD 1	356	50.80%	4.4	6.3	83.3	91.7
South Central CUD	664	47.90%	3.9	6.9	78	66.7
St Elmo CUSD 202	428	56.50%	4.8	7.1	75.7	64.7
Stewardson-Strasburg CUD 5A	387	32.60%	2.5	5.3	75	50
Sullivan CUSD 300	1,184	44.80%	4.8	10.4	86.7	75.8
Teutopolis CUSD 50	1,048	0.90%	1.2		100	
Windsor CUSD 1	371	38.30%	1	0	100	

Nine of the thirty-one districts have greater than 50% in the low income level.

Fourteen additional districts are in the 40% range to be classified as low income.

Students classified as low income have a much higher dropout rate than those of non-low income.

When comparing the graduation rate for all students, those in the low income classification are less likely to graduate high school compared to a non-low income student.

*Paris Cooperative School - combines Paris-Union #95 and Paris CUSD 4 to create the total student enrollment. ISBE reports all high school information under Paris Cooperative High School and K-8 under the separate schools.

Source: Illinois State Board of Education - (<https://www.isbe.net/reportcard>)*

	Households with a Computer	Household with Broadband Internet
Christian	89.7%	77.3%
Clark	92.8%	75.5%
Clay	88.0%	77.8%
Coles	88.8%	79.1%
Crawford	85.3%	77.6%
Cumberland	83.9%	76.2%
Douglas	80.6%	73.7%
Edgar	84.6%	78.2%
Effingham	87.6%	81.2%
Fayette	77.3%	72.1%
Jasper	91.4%	75.3%
Mongomery	84.9%	74.9%
Moultrie	84.0%	75.8%
Shelby	84.3%	72.1%
Illinois	90.30%	82.70%

According to the U.S. Census Bureau in 2016 Illinois had 82.0% of its population that subscribed to Broadband Internet. As of 2020 Illinois still remains at 82.7% which means that in the last 5 years there hasn't been any significant increase in getting more people high speed internet access.

Lake Land College – Technology used for Instruction to Students

Microsoft Office 365 – Email, Word, & Excel

Canvas – Online Learning Management System

Components inside Canvas:

- Studio – Video content sharing
- Zoom
- Big Blue Button – similar to Zoom
- Respondus Lockdown Browser – For testing online
- TurnItIn – Plagiarism detection service
- Labster – Math and Science online Labs
- Hypothesis – PDF annotation software
- Smarthinking – Tutoring on demand 24/7

Digital Textbook Resources

- Cengage
- Pearson My Labs
- McGraw-Hill Connect
- Elsevier Evolve Support Center
- LRNR Resources
- Library Databases

Other technology available to students:

- Dell laptops – available for free rental
- Chromebooks – available for free rental
- Computer Labs – (Dell Zero Client access)
- Free wireless internet
- Kiosk Computing - (Dell Zero Client access to log into student VMs)
- Open workstations - (general access with no ID required)

Education Levels - 2020

	Less than 9th Grade % of		9th Grade to 12th Grade % of		High School Diploma % of		Some College % of		Associate's Degree % of		Bachelor's Degree % of		Graduate Degree and Higher % of	
	Population	Population	Population	Population	Population	Population	Population	Population	Population	Population	Population	Population	Population	Population
Christian	24.0%	563	7.0%	1,621	40.8%	9,460	21.7%	5,025	10.2%	2,371	12.1%	2,809	5.7%	1,322
Clark	1.6%	175	4.5%	484	40.3%	4,326	17.0%	1,820	0.2%	1,650	12.8%	1,372	8.4%	897
Clay	2.5%	234	9.6%	884	37.7%	3,464	22.7%	2,079	11.9%	1,089	10.1%	931	5.4%	497
Coles	2.7%	884	5.7%	1,891	29.4%	9,716	24.8%	8,185	11.0%	3,644	15.0%	4,965	11.3%	3,724
Crawford	3.1%	414	11.1%	1,496	27.0%	3,642	22.8%	3,071	18.5%	2,491	11.9%	1,607	5.6%	750
Cumberland	2.0%	148	6.5%	494	40.3%	3,052	19.2%	1,457	15.9%	1,202	11.6%	882	4.5%	340
Douglas	10.1%	1,336	6.9%	907	31.7%	4,182	22.0%	2,898	9.6%	1,264	14.4%	1,902	5.4%	706
Edgar	3.7%	460	5.6%	689	36.0%	4,441	24.3%	2,999	13.5%	1,661	11.5%	1,418	5.5%	674
Effingham	2.8%	657	3.2%	759	35.4%	8,315	20.7%	4,850	14.4%	3,377	16.0%	3,752	7.6%	1,775
Fayette	4.0%	599	11.1%	1,678	39.1%	5,899	24.1%	3,640	10.8%	1,631	8.0%	1,212	2.9%	438
Jasper	5.3%	353	5.1%	344	39.3%	2,636	18.5%	1,237	14.8%	994	12.6%	847	4.3%	291
Montgomery	1.8%	368	10.1%	2,053	37.8%	7,667	21.9%	4,439	10.0%	2,037	11.3%	2,303	7.1%	1,435
Moultrie	11.4%	1,107	4.1%	399	31.1%	3,006	22.5%	2,179	10.6%	1,024	12.3%	1,188	8.0%	776
Shelby	1.3%	206	6.1%	934	44.1%	6,789	20.6%	3,176	10.6%	1,626	11.8%	1,815	5.6%	856
District	3.5%	7,503	6.9%	14,632	35.9%	76,593	22.1%	47,053	12.2%	26,062	12.7%	27,004	6.8%	14,480
Illinois	4.6%	398,569	5.6%	489,348	25.5%	2,214,760	20.3%	1,756,503	8.3%	718,446	21.6%	1,870,879	14.1%	1,223,674

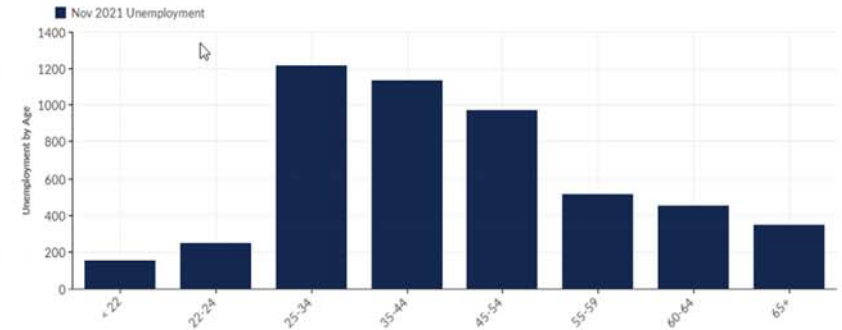
Concerning educational attainment, **12.7% of the area population possess a Bachelor's Degree** (7.7% below the national average), and **12.2% hold an Associate's Degree** (3.5% above the national average).

Nov 2021 Labor Force Breakdown



	Population
16+ Civilian Non-Institutionalized Population	236,452
Not in Labor Force (16+)	91,211
Labor Force	145,241
Employed	140,212
Unemployed	5,029
Under 16, Military, and institutionalized Population	67,602

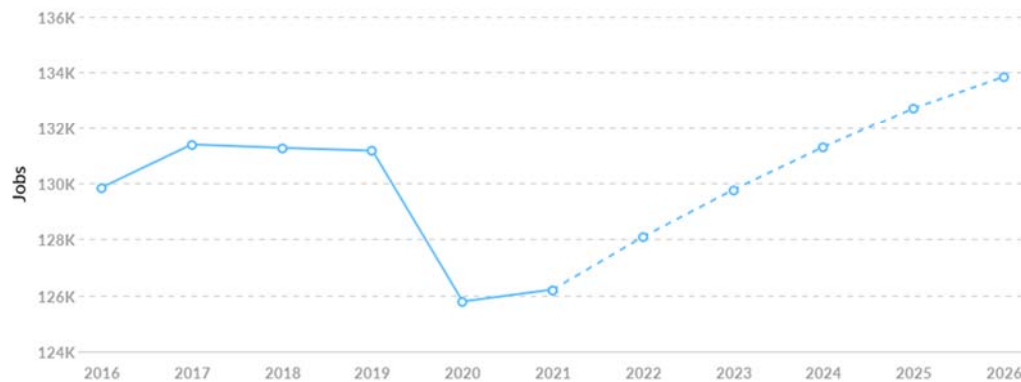
Unemployment by Age



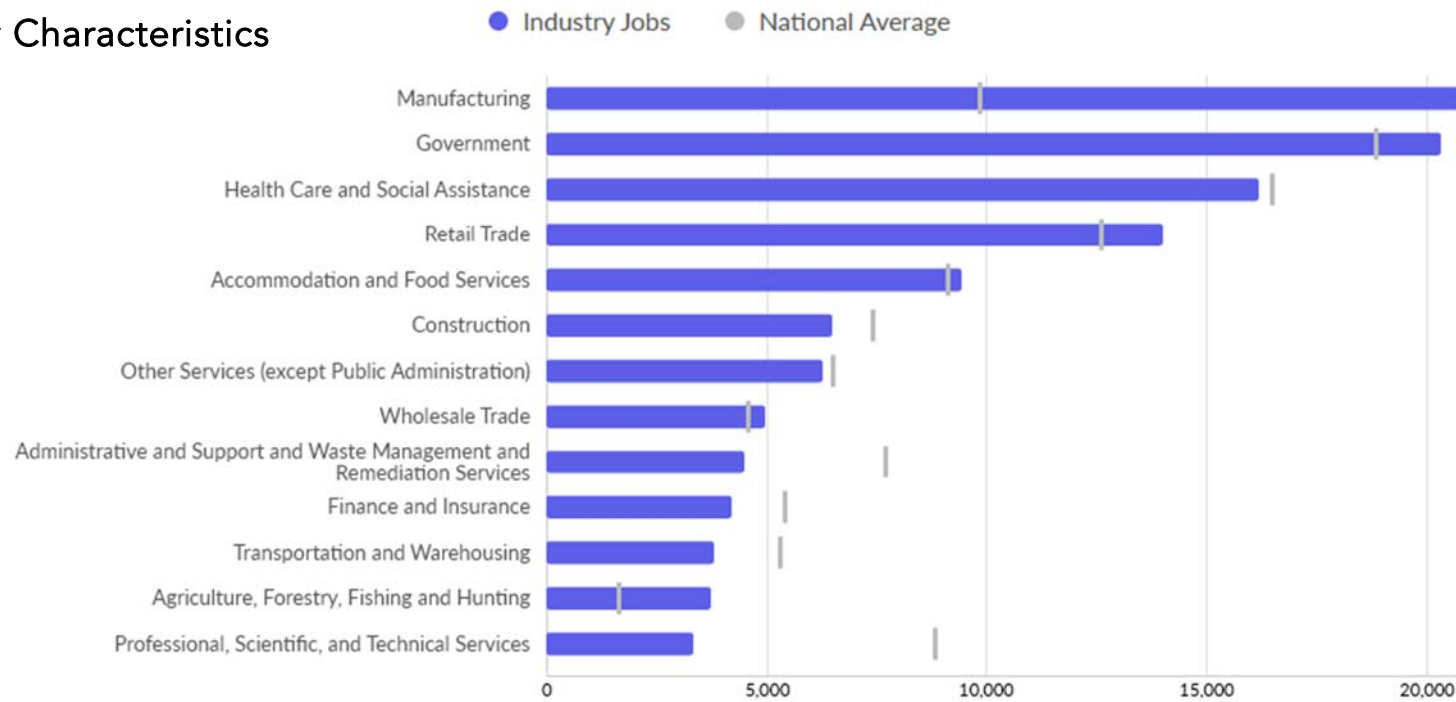
	Population (2021)	Labor Force (2021)	Jobs (2021)	Cost of Living	GRP	Imports	Exports
Region	304,054	145,241	126,205	99.4	\$14.6B	\$22.4B	\$21.1B
State	12,549,223	6,333,210	6,209,940	100.0	\$882.8B	\$639.8B	\$746.1B

Job Trends

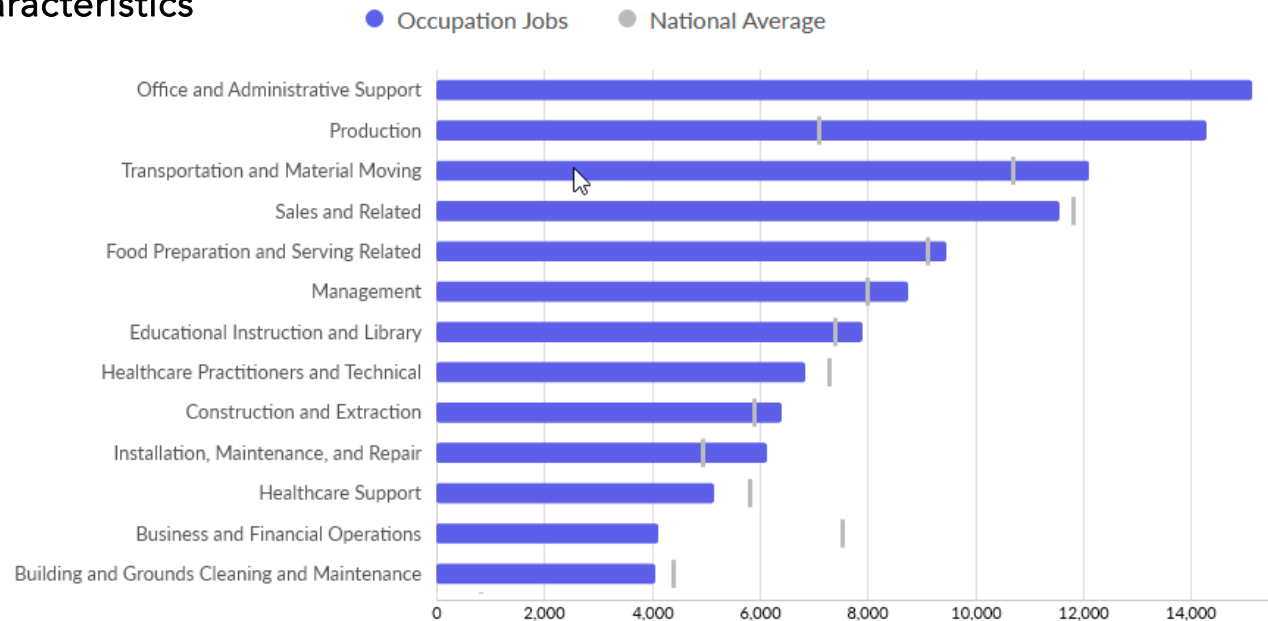
From 2016 to 2021, jobs declined by 2.8% in 14 Illinois Counties from 129,845 to 126,205. This change fell short of the national growth rate of 0.4% by 2.4%.



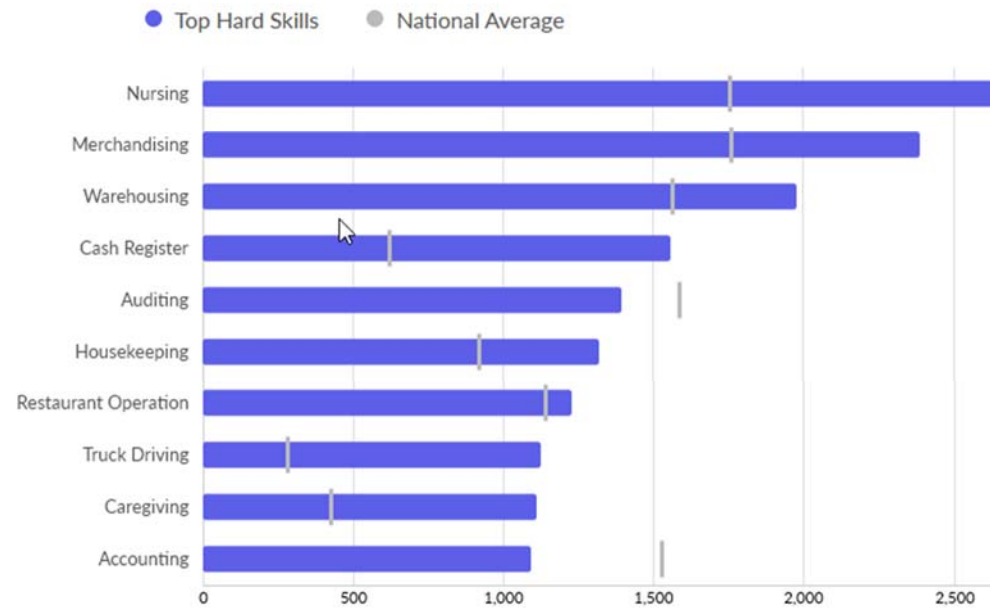
Industry Characteristics

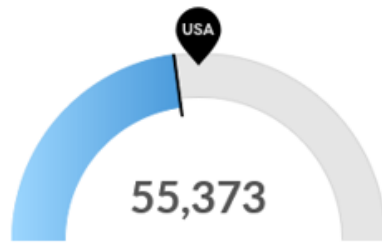


Workforce Characteristics



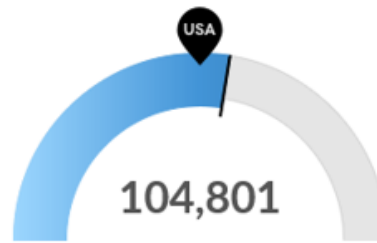
In-Demand Skills





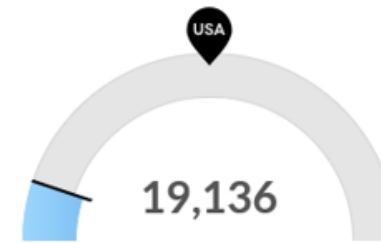
Millennials

The area has 55,373 millennials (ages 25-39). The national average for an area of this size is 62,815



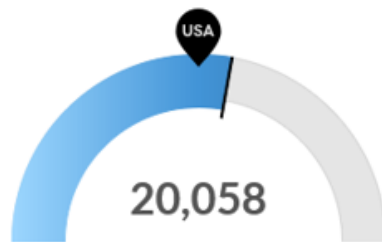
Retiring Soon

Retirement risks are high in the area. The national average for an area of this size is 90,722 people 55 or older.



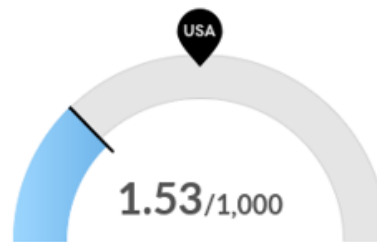
Racial Diversity

Racial diversity is low in the area. The national average for an area of this size is 122,776 racially diverse people.



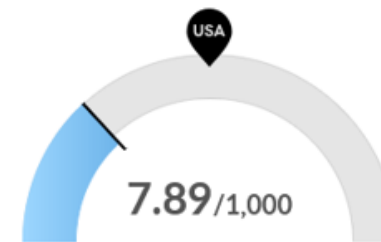
Veterans

The area has 20,058 veterans. The national average for an area of this size is 17,070.



Violent Crime

The area has 1.53 violent crimes per 1,000 people. The national rate is 3.62 or 1,000 people.

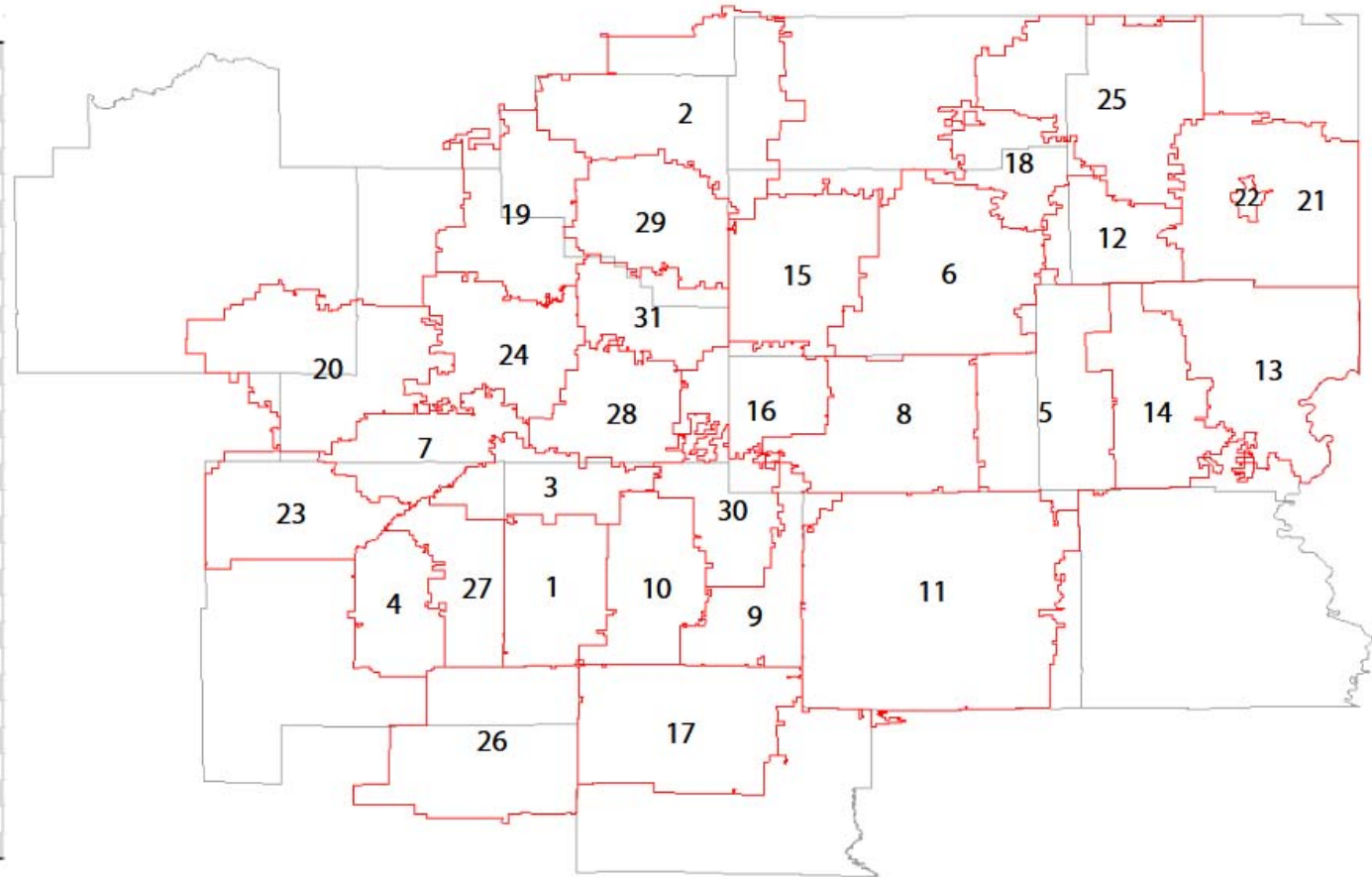


Property Crime

The area has 7.80 property crimes per 1,000 people. The national rate is 17.91 per 1,000 people.

Lake Land College Region - School District Reference Map

Number	District Name
1	Altamont Community Unit School District 10
2	Arthur Community Unit School District 305
3	Beecher City Community Unit School District 20
4	Brownstown Community Unit School District 201
5	Casey-Westfield Community Unit School District 4C
6	Charleston Community Unit School District 1
7	Cowden-Herrick Community Unit School District 3A
8	Cumberland Community Unit School District 77
9	Dieterich Community Unit School District 30
10	Effingham Community Unit School District 40
11	Jasper County Community Unit School District 1
12	Kansas Community Unit School District 3
13	Marshall Community Unit School District 2C
14	Martinsville Community Unit School District 3C
15	Mattoon Community Unit School District 2
16	Neoga Community Unit School District 3
17	North Clay Community Unit School District 25
18	Oakland Community Unit School District 5
19	Okaw Valley Community Unit School District 302
20	Pana Community Unit School District 8
21	Paris Community Unit School District 4
22	Paris-Union School District 95
23	Ramsey Community Unit School District 204
24	Shelbyville Community Unit School District 4
25	Shiloh Community Unit School District 1
26	South Central Community Unit School District 401
27	St. Elmo Community Unit School District 202
28	Stewardson-Strasburg Community Unit District 5A
29	Sullivan Community Unit School District 300
30	Teutopolis Community Unit School District 50
31	Windsor Community Unit School District 1





MEMO

TO: Dr. Jonathan Bullock, President
FROM: Valerie Lynch, Vice President for Student Services
DATE: April 5, 2022
RE: All-Illinois Community College Academic Team Nominees

Each year, Lake Land College has the opportunity to nominate 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 various campus and community activities. This year our nominees include:

Transfer student nominees – Rachel Kessler and Maggie Gouchenouer

Rachel Kessler is from Strasburg and majoring in Elementary Education. Rachel is involved with PTK and helps with Student Activity Board on campus. She is involved with her church and was co-director for the children's Christmas program. Rachel plans to graduate from Lake Land in Spring 2022 and then transfer to Southern Illinois University-Edwardsville in the fall to continue her Elementary Education degree.

Maggie Gouchenouer is from Louisville and majoring in Pre-med. Maggie plans to be a doctor and specialize in psychiatry after med school. She will be taking a year off after Lake Land for basic combat training and individual training for the Army National Guard. She volunteers with the American Red Cross.

On April 28th, the Vice President for Academic Services, Jon Althaus, will accompany our nominees to the statewide Phi Theta Kappa banquet in Springfield at the President Abraham Lincoln Doubletree Hotel where they will be recognized for their outstanding achievements and inclusion on the All-Illinois Community College Academic Team.

I would like to recognize the achievements of these talented and outstanding student representatives at the 2022 April meeting of the Board of Trustees.

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Jon Althaus, Vice President for Academic Services
DATE: March 24, 2022
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 2021 to March 2022.

Please share this listing with the Board of Trustees at their regular meeting of April 11. I will be available to answer any questions you or the Board may have.

Attachment: Curriculum Committee Highlights

Curriculum Committee Highlights October 2021 – March 2022

Course Additions

- BIO 061 Human Cadaver & Anatomy Review
- CDL 011 Class B CDL Driver Training
- CDL 012 Class B CDL Theory
- CDL 013 Class B CDL BTW
- CDL 020 Class B CDL to A Upgrade
- CDL 030 Hazardous Materials Endorsement Training
- CDL 041 Class A CDL Theory
- CDL 042 Class A CDL BTW
- CJS 093 Basic Crime Scene Investigation
- CJS 094 Advanced Crime Scene Investigation
- CJS 095 Basic Crime
- CJS 096 Forensic Photography
- CJS 200 Liability in Criminal Justice
- CRT 067 Court Reporting Comm I
- CRT 085 Medical & Legal Terminology II
- SOS 100 Exploring our World: Maps and Spatial Analysis

Course Changes

- BCT 055 Basic Carpentry II-Prerequisite
- CDL 011 Illinois Class B Drivers License Prep-Credit Hour Increase
- CDL 040 Class A CDL Driver Training
- CHM 150 General Chemistry I-prerequisite
- CRT 068 Court Reporter Comm II-Title Change
- CRT 072 Courtroom Procedures & Technology-Title Change/lecture/contact hours
- CRT 084 Medical & Legal Terminology I-Title, Contact hours
- EMS 050 Emergency Medical Tech-Basis-prerequisite
- EMS 061 Fundamentals of Paramedicine I-prerequisite
- EMS 064 Paramedic Care Skills I-prerequisite
- EMS 068 Clinical Experience I-prerequisite
- EMS 074 Paramedical Care Skills II-Coreq: EMS 071 and EMS 078
- EMS 084 Paramedical Care Skills III-Coreq: EMS 062, EMS 086 and EMS 088
- EMS 086 Fundamentals Paramedicine III-Coreq: EMS 062, EMS 084 and EMS 088
- EMS 088 Clinical Experience III-Coreq: EMS 092, EMS 084 and EMS 086
- EMS 092 Fundamentals Paramedicine IV-Coreq: EMS 094 and EMS 098
- EMS 094 Paramedical Care Skills IV-Coreq: EMS 092 and EMS 098
- EMS 098 Paramedic Capstone Internship-Coreq: EMS 092 and EMS 094
- ESC 114 Adv Geographic Info Systems-prerequisite
- GIS-095 Geospatial Technology Internship-prerequisite
- MAT 005 Beginning Algebra-prerequisite
- MAT-116 General Education Math-prerequisite

- MAT-125 Statistics–prerequisite
- WEL 074 Welding SOE-Repeatability

Courses Marked Pending

- EMS 091 Public Safety Telecommunicator
- See attached sheet

Program Changes

- AAS.CAD Computer Aided Design Technology-course changes
- AAS.CRT Court Reporting and Captioning-title change and course changes.
- AAS.CIM Robotic & Automated Manufacturing-course changes/title change
- AAS.DH Dental Hygiene-credit hour
- AAS.EETES Electronics & Computer Technology-credit hour/course changes
- AAS.ITAPS IT-Computer Applications-Course Change
- AS. BIOL Bioscience Non-Teaching- removal of electives
- CRT.AGPWR Diesel & Ag Power Technology-course changes
- CRT.INDMT Industrial Maintenance-course changes
- CRT.ITAPS Computer Applications-Course Change
- NDP.CMPAP IT-Computer Applications Specialist-Course Change
- NDP.CTDT Commercial Truck Driving Training-added optional courses

New Programs

- CRT.CST Crime Scene Technician
- NDP.SGIS Surveying with GIS

Pending Status-Courses

Allied Health

HCS-012 Healthcare
Leadership Academy

Business

BMG-061 Business Software
Appl I
BMG-063 Business Software
Appl II
BMG-068 Business Software
Appl III
ITT-049 Introduction to Digital
Video

Humanities

ART-105 Photography IENG-099
Communications II
ESL-015 ESL-Entry Level II
ESL-016 ESL-Entry Level III
ESL-019 ESL-Intermediate Level
III
ESL-021 ESL-Advanced Level II
ESL-022 ESL-Advanced Level III
JOR-251 Intro to Journalistic
Photography
LIT-250 Amer Literature Survey I
LIT-251 Amer Literature Survey II
LIT-252 Multicultural American
Lit
LIT-260 English Lit Survey I
LIT-261 English Lit Survey II
LIT-270 Literature/Women
LIT- 274 Bible As Literature
MUS-126 Class Instruction in
Piano I
MUS-127 Class Instruction in
Piano II

Math & Science

CHM-085 - Special Topics in
Chemical Science
BIO-085 - Special Topics in Bio
Science
ESC-085 - Special Topics in GIS
Science

Social Science

CJS-056 Illinois Concealed Carry
Handgun
CJS-057 IL Concealed Carry
Supplement
ECE-041 The Creative Play Classroom
ECE-052 Heads Up! Reading
EDU-025 Paraprofessional Test Prep
PED-109 Basketball
PED-112 Bowling
PED-113 Advanced Bowling
PED-119 Karate
PED-123 Karate II
PED-137 Tennis
PED-138 Advanced Tennis
PED-160 Trap and Skeet Shooting
PED-219 Karate III
PED-223 Karate IV
PED-224 Karate V
PED-225 Karate VI
PED-228 Tech Bowling/Golf
PED-243 Tech Badmntn/Tennis
SOS-283 Introduction to Research
Methods

Technology/CBI

AUT-049 Intro Med/Heavy Truck
Maintenance
CAD-052 Microstation CAD I
CIM-050 CNC Machine Operator
EET-049 Robotics Fundamentals
EET-063 Industrial Computer
Systems
EET-079 R.F. Communication
Licensing
IND-045 Heat Vent A/C II
IND-056 Pneumatic Controls
IND-058 Industrial Pumps
IND-060 Industrial Valves
MBI-010 Blueprint Reading for
Industry
MBI-011 Lean Organization
MBI-014 EPA Lead Safety
Certification
MET-044 Introduction to Robotics
PLC-050 PLC I-Allen Bradley SLC5/0x
PMT-074 Print Technology Seminar
TBI-011 Applied Industrial Electricity
TBI-015 Adv Indust Electrical Systems

TBI-016 PLC Troubleshooting
TBI-023 Maintaining Fluid Power Sys
TBI-027 Residential Weatherization
TBI-029 Elect Theory &
Troubleshooting
TBI-033 Basic C.N.C. Machining
TBI-039 Bsc Mechanics/Indus
TEC-044 Basic Tech Science
TEC-053 Technical Project
Management
TEC-068 Sp Topics Renewable Energy
TEC-071 OSHA General Safety
TEL-096 Telecommunications
Seminar
TEL-097 Telecommunications S.O.E.
WEL-042 Introduction to Welding
WEL-044 Metal Identification
WEL-045 Oxy-Acetylene Welding
WEL-046 Metal Cutting Processes
WEL-062 Welding Blueprint
Read/Layout
WEL-063 Advanced Welding
ASD-001 Basic Job/Workforce Skills
III
CNC-011 Special Topics in Business
CNC-012 Special Topics in Computer
Skills
CNC-013 Special Topics in Aging
CNC-014 Special Topics in Visual Arts
CNC-015 Special Topics in Culinary
Arts
CNC-016 Special Topics in Finances
CNC-017 Special Topics in Wellness
CNC-018 Special Topics in Family
Studies
CNC-019 Special Topics in
Photography
CNC-020 Special Topics in Health
CNC-021 Special Topics in Exploring
Careers
CNC-022 Special Topics in Writing
CNC-023 Special Topics in Energy
CNC-024 Special Topics in Education
Update
CNC-025 Special Topics in Foreign
Language
CNC-026 Special Topics in Music

CNC-027 Special Topics in Sign Language	PAT-056 CAESY New Specialist I
CNC-028 Special Topics in Service Learning	PAT-057 CAESY New Specialist II
CNC-029 Special Topic Health Care II	PAT-058 CAESY New Specialist III
Adult Ed, CBI & Continuing Ed	PAT-059 IntraVet New Specialist
CNC-030 Special Topics in Business II	QMI-010 Spec Topics in Problem Solving
CNC-032 Special Topics Human Resources	QMI-017 Leading Equipment Care Teams
CPP-011 Special Topics in Business	SBI-016 Time Management
CPP-012 Special Topics in Computer Skills	WBI-011 Microsoft Excel
	WBI-020 Leadership Series
PAT-012 PTOS Minor	
PAT-016 Help Desk Specialist I	
PAT-017 Help Desk Specialist II	
PAT-018 Help Desk Specialist III	
PAT-025 Hardware New Specialist I	
PAT-026 Hardware New Specialist II	
PAT-027 Hardware New Specialist III	
PAT-028 Hardware New Specialist IV	
PAT-029 EagleSoft New Specialist I	
PAT-030 EagleSoft New Specialist II	
PAT-031 EagleSoft New Specialist III	
PAT-032 EagleSoft New Specialist IV	
PAT-033 EagleSoft New Specialist V	
PAT-034 EagleSoft New Specialist VI	
PAT-035 EagleSoft New Specialist VII	
PAT-036 CEREC New Specialist Training I	
PAT-037 CEREC New Specialist Training II	
PAT-038 CEREC New Specialist Training III	
PAT-039 eServices New Specialist I	
PAT-040 eServices New Specialist II	
PAT-041 eServices New Specialist III	
PAT-042 Dental Hardware Minor	
PAT-043 IntraVet Minor	
PAT-044 Digital Radiography Minor	
PAT-045 Field Systems Minor	
PAT-046 CEREC Minor	
PAT-047 EagleSoft Minor	
PAT-048 eServices Minor	
PAT-049 CAESY Minor	
PAT-050 Digital New Specialist I	
PAT-051 Digital New Specialist II	
PAT-052 Digital New Specialist III	
PAT-053 Digital New Specialist IV	
PAT-054 First Impression New Specialist I	
PAT-055 First Impression New Specialist II	



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Jean Anne Grunloh, Chief of Staff

DATE: April 8, 2022

RE: Update of Board Policy 03.09 – *Quorum of the Board*.

Please find attached recommended revisions to Board Policy 03.09 – Quorum of the Board to reference that the Board will follow the limitations and procedural rules per 5 ILCS 120/7 when a board member requests attendance at an open session meeting by means other than physical presence (video or audio conference). This referenced law states that a majority of a public body physically present may allow a member of that body to attend the meeting by other means if the member is prevented from physically attending because of: personal illness or disability; employment purposes of the business of the public body; or a family or other emergency.

I respectfully present this recommendation as first reading for your consideration, and will bring this back to the board for requested approval during the May 2022 regular meeting.

03.09

Quorum of the Board

At all meetings of the Board of Trustees, whether regular or special, a majority of members physically present shall constitute a quorum unless specific conditions related to a disaster declaration are met per Illinois Public Act 101-064 (Article 15) and subsection 7(e) of the Open Meetings Act, which permit meetings without the physical presence of a quorum. The student Board member shall not be counted in determining a majority of the Board for voting purposes or for a quorum when counting a majority of the members voting on an issue. When a vote is taken upon any measure before the Board, a quorum being established, a majority of the members shall determine the outcome thereof. No action of the Board shall be invalidated by reason of any vacancy on the Board or by reason of any failure to select a non-voting student member.¹

Attendance by means other than physical presence (video or audio conference)~~conference call~~ is allowed at open meetings of the Board of Trustees in accordance with the limitations and procedural rules per 5 ILCS 120/7. A Board member attending by means other than physical presence~~conference call~~ may not be used to determine a quorum unless specific conditions related to a disaster declaration are met per Illinois Public Act 101-064 (Article 15) and subsection 7(e) of the Open Meetings Act. ~~The courts have held that conferencing is not a per se violation of the Open Meetings Act. However, I~~ the Board member must be on a speaker phone audible to the audience at the live meeting, and the caller must be able to hear the participants at the meeting. If the disaster related exception does not apply, attendance by means other than physical presence conferencing must be specifically approved by Board vote each time a member ~~desires to attend by conference call~~requests to do so. Attendance by means other than physical presence~~conference call~~ is not permitted during closed sessions of the Lake Land College Board of Trustees.

¹ 110 ILCS 805/3-9 Illinois Public Community College Act



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Jean Anne Grunloh, Chief of Staff

DATE: April 8, 2022

RE: Correction of Board Policy 11.17 – *Food Service and Catering*.

Please note that Board Policy 11.17 – *Food Service and Catering* has been updated to correct a title for the position that now manages the food service and catering contracts. This change has been made by the administration as this did not affect the content or intention of the policy.

11.17

Food Service and Catering

The College contracts with outside vendors to provide food service and vending services on campus as well as off campus sites. These contracts are managed by the ~~Director of Auxiliary Services~~ Manager of Bookstore and Textbook Rentals.

All on-campus catering, including both College and non-College functions, whether on-campus or at the Kluthe Center, will be arranged through the Office of the Director of Auxiliary Services. Outside vendors used to facilitate the College's catering needs shall have a current food service permit and proof of public liability insurance, must have a certified catering kitchen facility, must have a certified food handler in charge of the facility, and will be required to comply with all state and local food handling rules and regulations.

Adopted November 9, 1998
Revised June 14, 2004
Revised December 10, 2007
Revised January 8, 2018
Revised December 9, 2019
Revised April 8, 2022

Calendar of Events

Thursday, April 14, 2022	Buildings and Site Committee 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, April 18, 2022	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, May 5, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, May 9, 2022	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Friday, May 13, 2022	55 th Annual Lake Land College Commencement Ceremony 6 p.m. – Commencement Ceremony in the Field House
Thursday, May 19, 2022	Board Retreat Noon – 5 p.m. Foundation and Alumni Center
Fridays, May 20 – August 12, 2022	Energy Savings Summer Hours. College is Closed on Fridays.
Thursday, June 9, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, June 13, 2022	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, July 7, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, July 11, 2022	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, August 4, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, August 8, 2022	5:15 p.m. – Board Dinner – Kluthe Center, Room 219 6 p.m. – Board Meeting – Kluthe Center, Room 220
Thursday, September 8, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting

	10 a.m. – Board and Administration Center, 011
Monday, September 12, 2022	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 6, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, October 10, 2022	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, November 10, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, November 14, 2022	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 8, 2022	Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, December 12, 2022	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011



MEMO

TO: Dr. Josh Bullock, President

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

DATE: March 28, 2022

RE: February 2022 Financial Statement Summary

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

Areas of Concern:

- While the College remains favorable to budget in aggregate through February 2022, the eighth month of FY2022, it remains concerning that tuition and fee revenue are significantly unfavorable to budget year to date due to lower enrollment than anticipated.

Overall Variances:

- *Revenue* – Total February 2022 revenue was \$1,211,877 resulting in a favorable variance of \$302,290 MTD; meanwhile, an unfavorable YTD variance exists of \$1,736,104. The main drivers for the year to date unfavorable variance are the line items of tuition and fees. Tuition is unfavorable \$967,007 YTD and fees are unfavorable \$715,064 YTD.
- *Expenditures* – Total February 2022 expenditures were \$2,966,732 resulting in an unfavorable variance of \$124,366 MTD. A favorable variance exists of \$5,224,522 YTD with favorable variances in nearly all line items.

Revenue Variances:

- *Local Sources* – A monthly unfavorable variance exists of \$48,558 MTD while a favorable YTD variance of \$530,690 continues to exist. The YTD variance is mainly dependent on the local counties' property tax cycle. As the year transpires, we expect the variance to normalize but remain favorable for the year.
- *ICCB Credit Hour Grant* – We received payments of \$453,715 in February 2022 resulting in a favorable monthly variance of \$234,441 and a yearly unfavorable variance of \$16,081. 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 received equalization payments of \$505,251 in February 2022 resulting in a favorable monthly variance of \$192,614, while a yearly unfavorable variance exists of \$334,911. The variances are timing related based on a slow payment process from the State of Illinois but we remain hopeful it will normalize during the course of the year.
- *Tuition & Fees* –February 2022 tuition of \$937 was unfavorable monthly by \$9,497 while \$60,040 of fees were unfavorable by \$34,037. Year to date, tuition is unfavorable by \$967,007 and fees are unfavorable by \$715,064. In the FY 2022 budget, the College budgeted enrollment to be at the same level as the FY 2021. The enrollment headcount and credit hours are below anticipated levels resulting in an unfavorable variance in both categories.
- *Other State Sources* – The monthly variance was unfavorable \$11,353 while YTD the variance is unfavorable by \$340,184. We expect the variance to normalize over the course of the year.
- *Other Revenue* – Month to date the variance is unfavorable by \$21,319 and favorable Year to Date by \$101,452.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall, the salary and wage line has a monthly favorable variance of \$149,612 and year to date favorable variance of \$2,549,026. A portion of the YTD variance relates more to timing issues along with how the College records prepaid salaries for audit purposes. As the year transpires, we expect some of the variance to normalize.
- *Employee Benefits (overall)* – Overall, there was a monthly favorable variance in employee benefits in February 2022 of \$35,308 and a favorable YTD variance of \$57,989.
- *Instructional* – The Instructional expenditures had a favorable variance in February 2022 of \$148,623 and an YTD favorable variance exists of \$2,242,738. The YTD variance is mainly attributable to favorable variances in salary and wages and general material and supplies.
- *Academic Support* – The Academic Support expenditures had a favorable variance of \$10,584 in January 2022 and YTD of \$312,268.
- *Student Services* – The Student Services expenditures has a favorable variance in February 2022 of \$10,370 and maintains a favorable YTD variance of \$234,927.

- *Public Service/Continuing Education* – The Public Service/Continuing Education has a favorable variance of \$19,681 and maintains a favorable YTD variance of \$127,406.
- *Operations & Maintenance* – The Operations and Maintenance expenditures has a monthly favorable variance of \$53,403 but maintains a favorable YTD variance of \$499,970.
- *Institutional Support* – The Institutional Support expenditures has an unfavorable February 2022 variance of \$363,180 and a year to date favorable variance of \$1,834,097 with favorable variances in nearly all line items. As the year transpires, we expect the variance to begin to normalize.
- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area has an unfavorable variance of \$3,847 MTD and \$26,885 YTD. The College was able to process more scholarships than anticipated thus far year to date resulting in an unfavorable variance.

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

Feb-22

General Fund--Funds 01 and 02--For Internal Use Only

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY21 Final Audited Numbers	FY22 Annual Budget
Revenues:										
87,044	135,602	(48,558)	Local Sources	10,063,462	9,532,772	530,690	5.57%	9,005,804	9,758,060	9,745,282
453,715	219,274	234,441	ICCB Credit Hour Grant	3,053,752	3,069,833	(16,081)	-0.52%	2,899,689	4,471,285	4,385,475
505,251	312,637	192,614	ICCB Equalization Grant	4,042,007	4,376,918	(334,911)	-7.65%	3,682,090	6,312,153	6,252,740
28,439	39,792	(11,353)	Other State Sources	551,207	891,391	(340,184)	-38.16%	541,321	1,143,651	1,154,557
(937)	8,560	(9,497)	Tuition	7,709,364	8,676,371	(967,007)	-11.15%	8,294,227	8,799,744	8,670,590
60,040	94,077	(34,037)	Fees	3,221,684	3,936,747	(715,064)	-18.16%	3,428,158	2,897,434	4,177,668
78,325	99,644	(21,319)	Other Revenue	943,800	842,348	101,452	12.04%	596,500	3,083,197	1,110,509
-	-	-	Gift In Kind	5,000	-	5,000	0.00%	65,976	-	-
1,211,877	909,586	302,290	Total Revenues	29,590,275	31,326,379	(1,736,104)	(1)	28,513,765	36,465,524	35,496,821
Expenditures:										
Instructional										
881,685	984,016	102,331	Salary and Wages	7,002,085	8,622,347	1,620,262	18.79%	7,115,712	9,888,575	12,547,027
181,335	189,911	8,576	Employee Benefits	1,293,188	1,465,062	171,875	11.73%	1,305,562	2,072,422	2,277,438
60,201	102,250	42,049	Contractual Services	140,746	296,360	155,614	52.51%	85,169	379,895	406,760
34,740	20,897	(13,843)	General Materials and Supplies	319,865	470,485	150,620	32.01%	252,431	418,237	163,678
3,249	7,188	3,939	Travel and Meeting Expenses	6,530	69,036	62,506	90.54%	4,556	23,890	117,757
7,786	13,200	5,414	Fixed Charges	21,213	50,350	29,137	0.00%	45,662	72,309	56,375
119	278	158	Capital Outlay	53,268	110,993	57,725	52.01%	8,212	74,931	120,435
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
-	-	-	Gift In Kind	5,000	-	(5,000)	0.00%	32,148	-	-
1,169,115	1,317,738	148,623	Total Instructional	8,841,894	11,084,633	2,242,738	20.23%	8,849,452	12,930,258	15,689,470
Academic Support										
29,206	36,177	6,972	Salary and Wages	259,379	371,633	112,254	30.21%	377,155	533,103	388,891
4,725	10,417	5,692	Employee Benefits	49,937	80,368	30,431	37.86%	83,152	129,057	68,707
-	-	-	Contractual Services	-	500	500	100.00%	-	-	1,500
5,840	3,022	(2,819)	General Materials and Supplies	184,100	324,475	140,375	43.26%	161,555	195,845	333,406
444	1,183	739	Travel and Meeting Expenses	3,260	31,967	28,707	89.80%	1,314	1,439	8,800
-	-	-	Fixed Charges	-	-	-	0.00%	4,555	4,555	-
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Gift In Kind	-	-	-	0.00%	-	-	-
40,215	50,799	10,584	Total Academic Support	496,675	808,943	312,268	38.60%	627,731	864,000	801,304
Student Services										
127,482	136,562	9,080	Salary and Wages	1,071,531	1,188,238	116,707	9.82%	1,094,268	1,554,454	1,717,949
38,627	40,201	1,574	Employee Benefits	269,218	310,697	41,479	13.35%	279,339	432,709	471,802
-	-	-	Contractual Services	10,372	9,322	(1,050)	-11.26%	10,086	12,142	9,322
3,231	1,571	(1,660)	General Materials and Supplies	34,311	103,667	69,356	66.90%	30,625	63,582	113,270
75	1,450	1,375	Travel and Meeting Expenses	7,676	36,214	28,538	78.80%	1,724	43,320	42,580
-	-	-	Fixed Charges	80,409	60,306	(20,103)	-33.33%	-	-	60,306
-	-	-	Other Expenditures	7,500	7,500	-	0.00%	1,750	5,352	15,000
169,414	179,784	10,370	Total Student Services	1,481,017	1,715,944	234,927	13.69%	1,417,792	2,111,558	2,430,229
Public Service/Cont Ed										
22,128	33,952	11,824	Salary and Wages	195,235	280,519	85,283	30.40%	187,293	289,179	433,304
5,493	6,210	716	Employee Benefits	36,459	42,162	5,702	13.53%	34,113	53,190	67,001
536	2,945	2,409	Contractual Services	47,550	27,505	(20,045)	-72.88%	12,254	25,881	42,155
4,274	9,173	4,899	General Materials and Supplies	42,534	89,414	46,880	52.43%	19,781	64,100	116,191
157	360	203	Travel and Meeting Expenses	1,497	3,055	1,559	51.01%	1,228	1,950	4,595
8,759	8,388	(371)	Fixed Charges	68,532	68,559	27	0.04%	101,179	151,135	102,235
-	-	-	Capital Outlay	115,000	123,000	8,000	0.00%	-	-	123,000
-	-	-	Other	-	-	-	0.00%	-	94	-
-	-	-	GIK	-	-	-	0.00%	-	-	-
41,347	61,028	19,681	Total Public Service/ Cont Ed	506,807	634,213	127,406	20.09%	355,848	585,530	888,481
Operations & Maintenance										
74,413	84,661	10,248	Salary and Wages	590,263	709,521	119,259	16.81%	586,999	910,742	1,089,976
27,983	35,797	7,814	Employee Benefits	204,119	278,177	74,058	26.62%	209,623	336,212	421,363
7,744	-	(7,744)	Contractual Services	163,218	203,703	40,485	19.87%	206,930	280,474	260,470
16,706	-	(16,706)	General Materials and Supplies	122,865	171,781	48,917	28.48%	89,556	176,617	220,500
-	100	100	Travel and Meeting Expenses	51	1,250	1,199	95.92%	-	-	1,250
750	750	-	Fixed Charges	6,750	11,000	4,250	38.64%	115,088	243,355	103,788
50,089	109,779	59,691	Utilities	699,430	896,233	196,803	21.96%	756,866	1,160,988	1,335,350
-	-	-	Capital Outlay	-	15,000	15,000	100.00%	-	23,253	15,000
-	-	-	Contingency Funds	-	-	-	0.00%	7,403	6,313	-
-	-	-	Gift In Kind	-	-	-	100.00%	6,228	-	-
177,684	231,087	53,403	Total Operation and Maint	1,786,695	2,286,665	499,970	4	1,978,693	3,137,956	3,447,697
Institutional Support										
272,777	281,934	9,157	Salary and Wages	1,875,755	2,371,015	495,260	20.89%	1,774,903	3,302,222	3,631,055
85,567	96,504	10,936	Employee Benefits	956,837	691,282	(265,555)	-38.41%	575,404	1,069,862	1,287,608
113,729	40,515	(73,214)	Contractual Services	373,669	1,044,440	670,772	64.22%	477,304	830,571	1,400,678
26,705	65,952	39,247	General Materials and Supplies	1,332,460	1,734,641	402,181	23.19%	585,529	793,481	959,849
4,003	12,866	8,863	Travel and Meeting Expenses	15,004	231,887	216,883	93.53%	10,572	27,904	273,481
185,647	575	(185,072)	Fixed Charges	201,519	213,950	12,431	5.81%	199,141	202,096	218,150
-	-	-	Capital Outlay	74,772	161,700	86,928	53.76%	23,709	498,684	18,900
68,504	3,585	(64,919)	Contingency Funds	324,089	567,954	243,865	42.94%	269,061	545,476	1,392,266
563,382	500,000	(63,382)	Other	563,382	522,216	(41,166)	0.00%	448,963	511,279	49,075
44,796	-	(44,796)	Strategic Initiatives	297,501	310,000	12,499	4.03%	-	79,612	400,000
-	-	-	COVID Expenses	-	-	-	0.00%	3,586	-	-
1,365,111	1,001,931	(363,180)	Total Institutional Support	6,014,987	7,849,084	1,834,097	3	4,368,171	7,861,187	9,631,062
3,847	-	(3,847)	Scholarships, grants, waivers	641,168	614,283	(26,885)	0.00%	650,452	695,834	1,228,566
2,966,732	2,842,366	(124,366)	Total Expenditures	19,769,243	24,993,765	5,224,522	20.90%	18,248,139	28,186,322	34,116,809
(1,754,855)	(1,932,780)	426,656	Revenue Less Expenditures	9,821,033	6,332,615	3,488,418	(1)	10,265,626	8,279,202	1,380,012
-	-	-	Transfers Out:	-	-	-	0.00%	596,843	(1,373,457)	1,380,012
Excess of Revenues over Expenditures & Transfers										
(1,754,855)	(1,932,780)	426,656	Expenditures & Transfers	9,821,033	6,332,615	3,488,418	(1)	9,668,783	9,652,659	-

Current Month				Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget Variance
1,407,690.02	1,557,302.48	149,612.46	Salary and Wages	10,994,247.09	13,543,272.68	2,549,025.59
343,730.37	379,038.75	35,308.38	Employee Benefits	2,809,757.79	2,867,746.89	57,989.10
182,210.06	145,709.95	(36,500.11)	Contractual Services	735,554.39	1,581,829.76	846,275.37
91,496.07	100,614.04	9,117.97	General Materials and Supplies	2,036,134.19	2,894,462.93	858,328.74
7,927.39	23,146.65	15,219.26	Travel and Meeting Expenses	34,017.08	373,407.95	339,390.87
202,941.98	22,912.50	(180,029.48)	Fixed Charges	298,013.65	343,859.00	45,845.35
50,088.55	109,779.17	59,690.62	Utilities	699,430.31	896,233.33	196,803.02
119.40	277.50	158.10	Capital Outlay	243,040.10	410,693.33	167,653.23
68,503.53	3,585.00	(64,918.53)	Contingency Funds	324,088.69	567,954.00	243,865.31
563,381.60	500,000.00	(63,381.60)	Other Expenditures	570,881.60	529,715.64	(41,165.96)
2,918,088.97	2,842,366.04	(75,722.93)	Total	18,745,164.89	24,009,175.51	5,264,010.62

Lake Land College

FY2021 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2020 Budgeted		FY20 Projections		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>			<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Salary and Wages - Instructional	\$7,002,085	\$8,622,347	\$1,620,262	\$12,547,027			\$12,547,027	\$12,547,027
Salary and Wages - Acad. Support	\$259,379	\$371,633	\$112,254	\$388,891			\$388,891	\$388,891
Salary and Wages - Stud. Svcs	\$1,071,531	\$1,188,238	\$116,707	\$1,717,949			\$1,717,949	\$1,717,949
Salary and Wages - Public Svc.	\$195,235	\$280,519	\$85,283	\$433,304			\$433,304	\$433,304
Salary and Wages - Maintenance	\$590,263	\$709,521	\$119,259	\$1,089,976			\$1,089,976	\$1,089,976
Salary and Wages - Inst. Support	\$1,875,755	\$2,371,015	\$495,260	\$3,631,055			\$3,631,055	\$3,631,055
Total Salary and Wages	\$10,994,247	\$13,543,273	\$2,549,026	\$19,808,202		\$0	\$19,808,202	\$19,808,202

Employee Benefits	Year to Date			FY2020 Budgeted		FY20 Projections		
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>			<u>Projected Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Employee Benefits - Instructional	\$1,293,188	\$1,465,062	\$171,875	\$2,277,438			\$2,277,438	\$2,277,438
Employee Benefits - Acad. Support	\$49,937	\$80,368	\$30,431	\$68,707			\$68,707	\$68,707
Employee Benefits - Stud. Svcs	\$269,218	\$310,697	\$41,479	\$471,802			\$471,802	\$471,802
Employee Benefits - Public Svc.	\$36,459	\$42,162	\$5,702	\$67,001			\$67,001	\$67,001
Employee Benefits - Maintenance	\$204,119	\$278,177	\$74,058	\$421,363			\$421,363	\$421,363
Employee Benefits - Inst. Support	\$956,837	\$691,282	(\$265,555)	\$1,287,608			\$1,287,608	\$1,287,608
Total Employee Benefits	\$2,809,758	\$2,867,747	\$57,989	\$4,593,919		\$0	\$4,593,919	\$4,593,919

LAKE LAND COLLEGE

MEMO

TO: Valerie Lynch, Vice President for Student Services
 FROM: Lisa Shumard-Shelton, Director of Student Life
 DATE: March 30, 2022
 RE: Student Government Sophomore Elections 2022

The 2022-2023 academic year Elections for Sophomore Student Government Association and Student Trustee were held on Wednesday, March 23 & Thursday, March 24, 2022 online through the Laker HUB.

The students were informed about the elections through Laker Point Online posts, social media, fliers on the tables in the commons areas of the buildings, announcements in classrooms and from club advisors, the Web site, and through the HUB.

Students were allowed to vote for up to five candidates for sophomore SGA, and one vote for student trustee. A total of 10 students ran for the 9 positions available on the board. A total of 225 students cast votes in the election.

Sophomore Student Government Association:

First Name	Last Name	Count
*Carly	Buckley	58
*Paul	Dorman	53
*Brittany	Gammill	60
*Morgan	Greuel	69

*Jordan	Oliver	84
*Marylee	Orman	70
*Tess	Patton	67
*Toby	Winans	64

Write-Ins:

Adam	Alexander	3
Brittany	Gammill	1
Darrius	Frazier	1
Jenna	Yealick	1
Logan	Puckett	1
Maggie	Kelly	1
Olivia	Caldwell	1
Tess	Patton	1


Student Trustee:

Adam	Alexander	45
*Maggie	Kelly	175

Write-Ins:

Paul	Dorman	2
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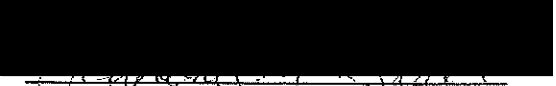
*Indicates a position on the respective board.



Lisa Shumard-Shelton
Director of Student Life



Skye Schumaker
SGA President



Katherine Greuel
Student Trustee



MEMO

TO: Valerie Lynch, Interim Vice President for Student Services

FROM: Kelly Allee, Director of Marketing & Public Relations

CC: Greg Nuxoll, Vice President for Business Services

DATE: April 5, 2022

RE: Seeking Approval for a new marketing contract with Interact Communications

This Spring, the Marketing & Public Relations team worked with Interact Communications to identify marketing tactics to reach targeted audiences that have been identified as a priority for the College's marketing and recruitment efforts.

We have introduced an additional Spring Marketing Campaign that addresses feedback collected through the Strategic Planning process; adds to traditional summer recruitment campaigns; targets students who have not recently attended college; enhances program marketing ads; and creates awareness among district high school students.

We have partnered with Data Analytics to secure targeted audiences through the National Student Clearinghouse and are able to reach out to those individuals through innovative, leading-edge marketing tactics. Interact Communications may sound familiar to trustees as it is the agency the College has been using for three years for advertising and marketing.

With this Spring Campaign, we are targeting potential college students, district high schools students of all levels, and those young adults who have not attended college since graduating from high school in the past three years. We are also able to match demographic information to our program marketing videos on YouTube. All tactics are measurable, providing us with data and ROI. With some tactics, we can determine if a person seeing the ad converts to an enrollee.

We would like to request approval for a \$29,020 Spring Marketing Campaign with Interact Communications to reach the targeted audiences for summer and fall enrollment. I am submitting this memo to request an exemption from Board Policy 10.22 Purchasing, Bidding, and Prevailing Wages for Fixed Works under item *4. Goods and services exempt from the formal bid process include: A. Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.*

Thank you for considering my request to implement a Spring Marketing Campaign with Interact Communications for \$29,020. I will be in attendance at the meeting and would be glad to answer any questions or provide additional documentation.

Lake Land College

Supplemental Media Buy

30 March 2022

interact
2-YEAR COLLEGE EXPERTS

Media Buy– Supplementation

To supplement Lake Land College's current media, we would like to increase their current budgets as follows:

Platform	# of Months	Cost Per Month	Total
Snapchat	3	\$1,600	\$4,800
TikTok			
CRM List 1	3	\$1,500	\$4,500
CRM List 2	3	\$1,500	\$4,500
Display- Geofencing			
High Schools	2	\$500	\$1,000
EIU	2	\$500	\$1,000
YouTube- Program Videos	3	\$3,000	\$9,000
Media Management Fee (15%)	-	-	\$3,720
Total:			\$28,520

*All media buys must be paid in full prior to starting

- Display- Geofencing will be paced for spend in April and May 2022
- Snapchat, TikTok, and YouTube would be infused into the current budgets for April, May, and June 2022

Cost: \$28,520.00

Creative Services–Supplementation

Lake Land College is requesting for Interact to create additional sizes to supplement the Display Ad Set created in November 2022 for the traditional student audience.

Requested sizes:

- 320 x 480
- 300 x 600
- 468 x 60

Cost: \$500.00

Contract Total: \$29,020.00

Terms

1. Appointment of Agency. Upon contract signature, client will appoint Agency as Client's creative services agency in connection with the events, products, and/or services of Client described in Scope of Work document.

2. Scope of Services. Agency will provide Client with the services provided in the Scope of Work which is incorporated into this Agreement. Should Client request Agency to perform additional services beyond the scope of those identified in the Scope of Work, Agency and Client will negotiate in good faith with respect to the terms, conditions, and compensation for such additional services. Any agreement for such additional services will be set forth in writing executed by both parties and considered an Addendum to this Agreement.

3. Intellectual Property Ownership.

a. Subject to the limitations set forth in Section 3(b) of this Agreement, all campaigns, trademarks, service marks, slogans, artwork, written materials, drawings, photographs, graphic materials, film, music, transcriptions, computer programs, or other materials that are subject to copyright, trademark, patent, or similar protection (collectively, the "Work Product") produced by Agency shall be the property of the Client provided: (1) such Work Product is accepted by the Client within two (2) months of being proposed by Agency; and (2) Client has paid all fees and costs associated with creating, or, where applicable, producing such Work Product. Work Product that does not meet the two foregoing conditions shall remain the Agency's property. Subject to and upon fulfillment of the foregoing conditions, all title and interest to Work Product shall vest in Client as "works made for hire" within the meaning of the United States copyright laws. To the extent that the title to any such Work shall not be considered a work made for hire pursuant to law, Agency transfers and assigns its rights in such Work to Client upon the fulfillment of conditions 1 and 2 set forth in this Section 3(a).

b. It is understood that Agency may, on occasion, license materials from third parties for inclusion in Work Product. In such circumstances, ownership of such licensed materials remains with the third-party licensor at the conclusion of the term of such third-party license. In those instances, Client agrees that it remains bound by the terms of such third-party licenses. Agency will keep client informed of any such limitations.

c. Agency shall be permitted to display all completed Work Product, after such Work Product is accepted and implemented by Client, in Agency's work portfolio in print, digital, and online formats for Agency's promotional purposes, including the submission of any completed and published Work Product in any relevant award competitions. Client grants to Agency a limited license to display the completed, accepted, and implemented Work Product for such purpose.

4. Compensation and Billing Procedure. Agency will be compensated, and Client will be billed a flat fee of 50% upon contract signing and 50% upon completion of each deliverable, on a monthly basis. The entirety of the buy (hard costs and management fees) will be invoiced 100% at contract signing. Payment terms are prepayment of any media prior to placement.



5. Client Approvals and Authority. Client shall provide timely approvals of Agency work and timely responses to Agency inquiries related to all aspects of the Work. Client shall designate in writing the individual or individuals with whom the Agency will communicate regarding all aspects of the Work or this Agreement. In the event of a delay by Client in granting any necessary authority or approval to Agency, which delay causes an increase in fees or costs associated with the Work, or a delay in the completion date of the Work, Client shall be solely responsible for such increased costs and delayed completion dates, and agrees to pay the associated increased fees and costs to Agency. Agency requires, and Client agrees to pay, a work re-start fee in the event Client has delayed approvals, information, or communication for a period in excess of 30 days. Client will also assume responsibility for any increased fees or costs or delayed work completion by third parties arising out of any delayed grant of necessary authority or approvals.

6. Commitments to Third Parties.

a. Client appoints Agency as its agent for all purchases of media, production costs, engagement of talent, or other services and materials required to fulfill the Agreement or produce the Work Product. Client shall promptly notify Agency of its desire to cancel any such authorization, whereupon on receipt of written notice of such cancellation, Agency will take all appropriate steps to effect such cancellation, provided that Client will hold Agency harmless with respect to any costs incurred by Agency as a result, including the securing of a written release of Agency by the third party vendor and/or payment in full of all charges incurred by Agency.

b. For all media, production services, talent engagement, or other services or materials purchased by Agency on Client's behalf, Client agrees that Agency shall be held liable for payments only to the extent proceeds have cleared from Client to Agency for such third party purchase or expense; otherwise, Client agrees to be solely liable to the media or other relevant third party ("Sequential Liability"). Agency will use its best efforts to obtain agreement by media and other relevant third parties to Sequential Liability.

7. Amendments. Any amendments to this Agreement must be in writing and signed by Agency and Client.



Signature

Any other services that Lake Land requires outside of the stated parameters of this contract will be furnished at our best client pricing. Any changes to the contract will be noted and will require signed authorization in the form of a change order. All media is to be paid 100% before placement.

This agreement contains the entire agreement and understanding between the parties with respect to the subject matter herein.

Agreed to on behalf of:

Lake Land College		Interact Communications
_____	<u>Name</u>	_____
_____	<u>Signature</u>	_____
_____	<u>Date</u>	_____



Thank you!

Interact Communications is honored to work with Lake Land College to bring students back into classrooms at LLC!

Contact Representative:

Christopher Salazar

Account Coordinator, Digital Media
Specialist

210.347.4416

christopher.salazar@interactcom.com



interact

2-YEAR COLLEGE EXPERTS



MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: April 5, 2022

RE: Approval of Financial Advisory Agreement with PMA Securities

The College intends to seek board approval to issue general obligations bonds in upcoming bonds to finance constructions projects beneficial to the College.

As part of the bond process, I recommend the College enter into a financial advisory agreement with PMA Securities to serve as financial advisory during the entire course of the bonding process. As financial advisor, PMA Securities will provide all necessary financial planning relevant to securing bonds, advise on all relevant debt management and financial implementation including what securities to accept and properly place and provide all necessary elections to adhere to the bonding requirements.

Please find attached the proposed Financial Advisory Agreement with PMA Securities, LLC. The fee payable to PMA Securities is dependent on the amount of bonds ultimately placed as set forth in the agreement on page 8. For example, should the College issue approximately \$17 million in bonds as planned, the fee payable to PMA Securities would be \$53,125, which calculates to \$3.13 per \$1,000 plus \$2,500 for their services.

The College has used PMA Securities in past bond offerings and has been very pleased with their overall performance.

I respectfully ask the Board to approve the Financial Advisory Agreement with PMA Securities to provide professional advisory services in issuing general obligation bonds to finance construction projects beneficial to the College.

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



FINANCIAL ADVISORY AGREEMENT

This Financial Advisory Agreement (the "Agreement") is made and entered into by and between the Community College District Number 517 (Lake Land College), Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby Counties, Illinois ("Issuer") and PMA Securities, LLC ("PMA") effective as of March 29, 2022 (the "Effective Date"). The Issuer and PMA collectively constitute the "Parties" hereunder.

WITNESSETH:

WHEREAS, the Issuer intends to issue \$16,100,000* General Obligation Limited Tax Debt Certificates, Series 2022A (the "Certificates") and \$17,000,000* General Obligation Community College Bonds, Series 2022B (the "Bonds" and together with the Certificates, the "Securities") for capital projects, which may be issued in one or more series of issues, and in connection with the authorization, sale, issuance and delivery of such indebtedness, the Issuer desires to retain a financial advisor to advise the Issuer regarding the issuance of the Securities;

WHEREAS, PMA is willing to provide its professional services and its facilities as financial advisor in connection with the Securities as may be considered and authorized by the Issuer during the period in which this Agreement shall be effective;

WHEREAS, PMA sent the Issuer a previous agreement on February 7, 2022 which was not executed by the Issuer and this Agreement, as of the Effective Date, shall replace such previous agreement;

WHEREAS, the Issuer is a municipal entity and the Securities are municipal securities as defined by the Securities Exchange Act of 1934 and the rules of the Municipal Securities Rulemaking Board ("MSRB");

WHEREAS, PMA is registered as a municipal advisor with the U.S. Securities Exchange Commission ("SEC") and the MSRB and thus, may provide municipal advisor services to a municipal entity such as the Issuer, including advice with respect to the issuance of municipal securities; and

WHEREAS, the financial advisory services described herein are provided by PMA exclusively as a Municipal Advisor as described under MSRB Rule G-3(d).

NOW, THEREFORE, the Issuer and PMA, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, do hereby agree as follows:

SECTION I SCOPE OF SERVICES

Upon the request of an authorized representative of the Issuer, PMA agrees to perform the financial advisory services (hereinafter "Services" or "Scope of Services") stated in the following provisions of this Section I; and for having rendered such services, the Issuer agrees to pay PMA the compensation as provided in Section VI hereof. The Scope of Services to be performed in connection with the issuance of the Securities are only those listed below.

A. Financial Planning. At the direction of the Issuer, PMA shall:

1. Analysis. Conduct an analysis of the financial resources of the Issuer to determine the extent of its capacity to authorize, issue and service the Securities contemplated. This analysis will include reviews

*Preliminary, subject to change, and reflects the current estimated par amount. Currently, the expected estimated public offering prices of the Securities are \$16,100,000 and \$17,000,000, respectively, from which the fee may be calculated. See Section VI herein.

of any existing debt structure as compared with the existing and projected sources of revenues which may be pledged to secure payment of debt service and, where appropriate, may include an analysis of the trend of the assessed valuation, taxing power and present and future taxing requirements of the Issuer. The analysis may take into account any outstanding indebtedness payable from the revenues of existing or projected facilities operated by the Issuer, additional revenues to be available from any proposed rate increases and additional revenues, as projected through internal proprietary systems of PMA and its affiliates or through other parties employed by the Issuer, resulting from improvements to be financed by the Securities under consideration.

2. Future Financings. Consider and analyze future financing needs as projected by the Issuer's staff, through internal proprietary systems of PMA and its affiliates or through other parties, if any, employed by the Issuer.
3. Recommendations for Securities. Submit recommendations to the Issuer regarding the Securities under consideration, including such elements as the date of issue, interest payment dates, schedule of principal maturities, options of prior payment, security provisions, and such other provisions as may be appropriate in order to make the issue attractive to investors while achieving the objectives of the Issuer. All recommendations will be consistent with the goal of designing the Securities to be sold on terms that are advantageous to the Issuer, including the lowest interest cost consistent with all other considerations.
4. Market Information. Advise the Issuer of current bond market conditions, other related forthcoming bond issues, economic data and other market information, which might normally be expected to influence interest rates or bidding conditions so that the date of sale of the Securities may be set at a favorable time.
5. Elections. Assist in coordinating the assembly of data for the preparation of any necessary petitions, orders, resolutions, ordinances, notices and certificates in connection with the issuance of municipal securities, including assistance in the transmission of such data to any law firm retained by the Issuer, such as issuer counsel, bond counsel, disclosure counsel or otherwise, in the event it is necessary to hold an election to authorize the Securities.

B. Debt Management and Financial Implementation. At the direction of the Issuer, PMA shall:

1. Method of Sale. Evaluate the particular financing of Securities being contemplated, giving consideration to the complexity, market acceptance, rating, size and structure in order to make a recommendation as to an appropriate method of sale, and:
 - a. If the Securities are to be sold by an advertised competitive sale, PMA will:
 - (1) Oversee the sale of the Securities;
 - (2) Disseminate information to prospective bidders, organize such informational meetings as may be necessary, and facilitate prospective bidders' efforts in making timely submission of proper bids which may include the use of a third party auction platform;
 - (3) Assist the staff of the Issuer in coordinating the receipt of bids, the safekeeping of good faith checks and the tabulation and comparison of submitted bids; and
 - (4) Advise the Issuer regarding the best bid and provide advice regarding acceptance or rejection of the bids.

- b. If the Securities are to be sold by negotiated sale, PMA will:
- (1) Recommend, for the Issuer's formal approval and acceptance, one or more investment banking firms as managers of an underwriting syndicate to negotiate the purchase of the Securities. This may include a request for proposal for underwriting services. A recommendation will be based upon but not limited to the following: proposed underwriter fees, indicative interest rates and yields, recent comparable bond sales that support the indicative rates and yields, quality of structuring ideas proposed, experience of the underwriter and its personnel, and willingness to commit capital. In keeping with the provisions of Rule G-23 of the MSRB, PMA will not participate in an underwriting syndicate in connection with the negotiated purchase of the Securities.
 - (2) Cooperate with and assist the underwriter(s) in the review of a bond purchase contract and other related documents. The costs incurred in such efforts, including the printing of the documents, will be paid in accordance with the terms of the Issuer's agreement with the underwriter(s), but shall not be or become an obligation of PMA, except to the extent specifically provided otherwise in this Agreement or assumed in writing by PMA.
 - (3) Assist the staff of the Issuer in the safekeeping of any good faith checks, to the extent there are any, and provide a cost comparison for both expenses and interest, which are suggested by the underwriter(s), to the then current market.
 - (4) Advise the Issuer as to the fairness of the prices/yields offered by the underwriter(s).
- c. If the Securities are to be sold as a placement:
- (1) Direct Sale. The Issuer shall identify the potential purchasers and provide the information to PMA in a direct sale. At the request of the Issuer, PMA will disseminate information, including any offering documents, to prospective purchasers and collect prospective purchasers' timely submission of offers to purchase. PMA will analyze such offers to purchase and make a recommendation to the Issuer regarding the acceptance of one or more offers to purchase the Securities according to parameters set out by the Issuer or based on the Issuer's best interest.
 - (2) Private Placement. PMA may recommend that the Issuer engage a placement agent for a private placement of the Securities, under certain circumstances. The recommendation to engage a placement agent will be based upon, but not limited to, the following factors: the size and complexity of the Securities, the credit of the Issuer, the amortization length of the Securities and whether DTC eligibility is appropriate for the issuance. If PMA recommends the use of a placement agent, PMA will then recommend, for the Issuer's formal approval and acceptance, an investment banking firm as placement agent for the Securities. This may include a request for proposal for placement agent services. A recommendation will be based upon, but not limited to the following: proposed fee, indicative interest rates, recent comparable bond sales that support the rates, quality of structuring ideas proposed and experience of the placement agent and its personnel.
2. Issuer Meetings. Attend meetings of the governing body of the Issuer, its staff, representatives or committees as requested and at all times when PMA may be of assistance or service and the subject matter is related to the Securities.
 3. Review of Third Party Recommendations. Review of a recommendation of another party if requested by the Issuer and the request is within the Scope of Services. PMA will determine, based on the

information obtained through reasonable diligence, whether the municipal securities transaction or municipal financial product is or is not suitable for the Issuer. In addition, PMA will inform the Issuer of:

- (1) PMA's evaluation of the material risks, potential benefits, structure and other characteristics of the recommended municipal securities transaction or municipal financial product;
 - (2) The basis upon which PMA reasonably believes that the recommended municipal securities transaction or municipal financial product is, or is not, suitable for the Issuer; and
 - (3) Whether PMA has investigated or considered other reasonably feasible alternatives to the recommended municipal securities transaction or municipal financial product that might also or alternatively serve the Issuer's objectives.
4. Offering Documents. Draft the preliminary and final Official Statements, Offering Memoranda or Term Sheets ("Offering Documents") based on information provided by the Issuer as well as information derived from other sources. The information contained in the Offering Documents will be derived from the sources stated or, if not otherwise sourced, from the Issuer. PMA makes no representation, warranty or guarantee regarding the accuracy or completeness of the information in the Offering Document, and its assistance in preparing the Offering Document should not be construed as a representation that it has independently verified such information. The Issuer will be expected to examine, approve and make certifications with respect to the information in the Offering Documents in accordance with its obligations under the federal securities laws.
- (1) In a competitive sale, PMA will coordinate the preparation of the notice of sale and bidding instructions, official bid form and such other documents as may be required and submit all such documents to the Issuer for examination, approval and certification.
 - (2) PMA will electronically distribute the Offering Documents.
 - (3) Some of the data collected may require a fee, such as overlapping debt or an auditor's certificate. Upon the request of an authorized representative of the Issuer, any fees for data will be sent to the Issuer for prior approval.
 - (4) As needed for Offering Documents disclosure purposes, PMA will file reportable event notices and other information to the MSRB's Electronic Municipal Market Access ("EMMA") as directed by the Issuer.
5. Credit Ratings and Insurance. Make recommendations to the Issuer as to the advisability of obtaining a credit rating and/or insurance for the Securities. Where insurance for the Securities is advised, PMA will request bids from insurance agencies. When directed by the Issuer, coordinate the preparation of such information as may be appropriate for submission to the rating agency and/or insurance agencies. If PMA's advice includes personal presentation of information to the rating agency and/or insurance agencies, PMA will arrange for such personal presentations by the Issuer's representatives.
6. Trustee, Paying Agent, Registrar. Assist the Issuer in the selection of a trustee and/or paying agent/registrar for the Securities and assist in the negotiation of agreements pertinent to these services and the fees incident thereto.

7. Escrow Bidding Agent, Escrow Agent, Verification Agent. Assist the Issuer in the selection of an escrow bidding agent, an escrow agent and/or a verification agent for the Securities and assist in the negotiation of agreements pertinent to those services and the fees incident thereto, if needed.
 8. Financial Publications. Advise financial publications of the forthcoming sale of the Securities and provide them with all pertinent information, when appropriate. Upon request, PMA will coordinate the publication of legal notices when required by law for the issuance of the Securities.
 9. Consultants. Arrange for reports and opinions of recognized independent consultants as may be appropriate for the successful marketing of the Securities and assist in the negotiation of agreements pertinent to those services and the fees incident thereto.
 10. Legal Counsel. Maintain liaison with bond counsel, disclosure counsel and local counsel, if any, in the preparation of legal documents pertaining to the authorization, sale and issuance of the Securities.
 11. Delivery of the Securities. Coordinate the efforts of the working group for the Securities, which typically includes the Issuer, underwriter, bond counsel, and other counsel, as applicable, rating agency, bond registrar, paying agent, and any other third party engaged by the Issuer, as soon as a bid for the Securities is accepted by the Issuer, so that the Securities may be delivered and paid for as expeditiously as possible. Assist the Issuer in the preparation or verification of final closing figures incident to the delivery of the Securities.
- C. Services Not Related to an Issuance of Municipal Securities. If requested by the Issuer, PMA will perform the services following this paragraph for the Issuer, with respect to the Securities, with no additional compensation required. This Agreement hereby terminates any prior Financial Advisory Agreement or Financial Advisory Engagement Letter for the provision of the following services:
1. Rating surveillance preparation;
 2. Debt summary and debt book updates;
 3. Educational presentations to the Issuer's governing body, community and/or staff;
 4. Review paying agent/DTC invoices for accuracy;
 5. Review and provide advice related to a bond levy;
 6. Advise the Issuer of filings related to tax credit bonds and the need to approve abatement resolutions and debt service extension base modification resolutions;
 7. Assist with filing debt-related documents with other government entities, such as the state;
 8. Assist with FOIA-related documentation and questions; and
 9. Assist with post-issuance compliance per the rules of the Internal Revenue Service ("IRS").
- D. Limitations on Services. The Services are subject to the following limitations:
1. The Services are limited solely to the services described herein and are subject to any limitations set forth within the Scope of Services.

2. PMA is not responsible for certifying as to the accuracy or completeness (including the accuracy or completeness of any description of the Issuer's compliance with its continuing disclosure obligations) of any preliminary or final Offering Documents, other than with respect to any information about PMA provided by PMA for inclusion in such documents.
3. The Services do not include tax, legal, accounting or engineering advice with respect to the Securities, services not related to an issuance of municipal securities (except as provided in Section I.C. above) or in connection with any opinion or certificate rendered by bond counsel or any other person at closing, and does not include review or advice on any feasibility study.
4. Unless requested by the Issuer, PMA will not negotiate fees or send out a request for proposal for legal services including issuer counsel, bond counsel or disclosure counsel.
5. Dissemination Agent services for continuing disclosure are not included under this Agreement except as provided under Section I.B.4.(4). Dissemination Agent services include, for example, annual financial information and annual financial statement filings to EMMA. PMA is engaged as Dissemination Agent pursuant to a separate engagement to provide services not covered under Section I.B.4.(4).

E. Amendment to Scope of Services. The Scope of Services may be amended as set forth in Section VIII.D. The Parties agree to amend or supplement the Scope of Services described herein promptly to reflect any material changes or additions to the Scope of Services. Changes to the Scope of Services may result in an increased fee.

SECTION II POTENTIAL BENEFITS & RISKS OF ISSUING THE SECURITIES

A. The potential benefits involved with issuing the Securities include, among other things:

1. Meeting the Issuer's Funding Needs. The Securities are being issued to meet the Issuer's stated funding needs.
2. Relative Low Cost of Financing. Municipal obligations, such as the Securities, generally offer a lower cost of financing than other available alternatives.
3. Ability to Lower Cost of Financing in the Future. To the extent the Securities, or a portion of the Securities, are subject to a prepayment provision, the Issuer may be able to lower the cost of financing with a future refinancing of the Securities.
4. Ability to Restructure Payments in the Future. To the extent the Securities, or a portion of the Securities, are subject to a prepayment provision, the Issuer may be able to restructure the repayment schedule with a future refinancing or defeasance of the Securities.

B. The potential risks involved with issuing the Securities include, among other things:

1. Interest Rate Risk. The Securities are issued at a fixed rate(s). If market interest rates decline subsequent to the sale of the Securities, the Issuer will not be able to take advantage of lower market interest rates for the Securities unless and until the Securities can be prepaid or refinanced.
2. Prepayment Risk. To the extent the Securities, or a portion of the Securities, are not subject to a prepayment provision, the Issuer cannot prepay the Securities prior to their maturity date(s).

3. Closing Risk. If the Securities fail to attract an appropriate purchaser, or fail to be delivered at closing, the Issuer will not receive proceeds from the Securities.
4. Default Risk. If the Issuer fails to make the scheduled principal and/or interest payment(s) on the Securities in a timely manner, a default will occur, which negatively affects the Issuer's ability to get financing for other needs.
5. Tax Risk. If the opinion of bond counsel for the Securities identifies the Securities as tax-exempt or tax advantaged, and the IRS subsequently determines the Securities are taxable or ineligible for a tax credit, this determination could cause the IRS to change the designation of the Securities to taxable or to revoke the tax credits, resulting in potential adverse publicity, impairment of the Issuer's ability to issue municipal securities in the future, litigation from bondholders and others or a settlement agreement between the IRS and the Issuer resulting in a payment from the Issuer to the IRS to maintain the tax-exempt or tax advantaged status of the Securities. Potential causes of such a determination may include, but are not limited to the following: the Issuer does not spend the proceeds of the Securities in a timely manner, change in use of the project financed by the Securities and any other determination by the IRS that rules governing the issuance of tax-exempt obligations were violated.
6. Disclosure Risk. To the extent the SEC determines that a material fact was omitted from the Offering Documents or a material misstatement was made in the Offering Documents, the SEC could determine that the Issuer violated federal securities laws.

SECTION III COOPERATION IN MEETING REGULATORY REQUIREMENTS

The Issuer acknowledges that PMA has regulatory duties as municipal advisor to the Issuer, and the Issuer agrees to cooperate, and to cause its agents to cooperate, in carrying out these regulatory duties, including providing complete information and reasonable access to relevant documents, other information and personnel needed to fulfill such duties. In addition, the Issuer agrees that, to the extent the Issuer seeks to have PMA provide advice with regard to any recommendation made by a third party in accordance with Section I.B.3, the Issuer will provide to PMA written direction to do so and any information it has received from such third party relating to its recommendation.

SECTION IV TERM OF AGREEMENT

The terms of this Agreement are effective as of the Effective Date and shall remain in effect, unless earlier terminated by PMA or at the direction of the Issuer pursuant to the following section, until the closing of the Securities. This Agreement may be renewed for a maximum of three (3) years beyond the Effective Date of this Agreement or any amendment to this Agreement as set forth in Section VIII.D at the Issuer's request for PMA to perform the any of the services set forth in Section I.C.

SECTION V TERMINATION

This Agreement may be terminated with or without cause by the Issuer upon prior written notice to PMA or by PMA upon at least thirty (30) days' prior written notice to the Issuer of the Party's intention to terminate, specifying in such notice the effective date of such termination. In the event the termination occurs before the Securities close, it is understood and agreed that no amounts are due to PMA for services provided or expenses incurred, unless otherwise stated in Section VI below. No penalty will be assessed for termination of

this Agreement. The provisions of Section VII.B. shall survive any termination of this Agreement pursuant to this Section V or the expiration of the term of this Agreement pursuant to Section IV.

SECTION VI COMPENSATION AND EXPENSE REIMBURSEMENT

A. Compensation. For the Certificates, the fees due to PMA for the Scope of Services set forth and described in Section I of this Agreement shall be \$10,000.00. If the Bonds are sold as a direct sale or private placement, the fees due to PMA for the Scope of Services set forth and described in Section I of this Agreement shall be \$30,000.00. If the Bonds are sold in a public offering, the fees due to PMA for the Scope of Services set forth and described in Section I of this Agreement shall be based on the table following this paragraph plus \$2,500.00 for the services described in Section I.B.4, Offering Documents. Such fees, for which PMA is entitled to reimbursement, shall become due and payable concurrently with the delivery of the Securities to the purchaser. No fee shall be due from the Issuer to PMA unless the Securities close.

<u>Public Offering Price</u>		Standard Fee Amount For	
>	< or = to	Financial Advisory Services Described in Section I	
\$0	- \$2,500,000	\$0	plus \$15,500
\$2,500,000	- \$5,000,000	\$15,500	plus \$3.25 / \$1,000 for amount > \$2,500,000
\$5,000,000	- \$10,000,000	\$23,625	plus \$2.75 / \$1,000 for amount > \$5,000,000
\$10,000,000	- \$25,000,000	\$37,375	plus \$2.25 / \$1,000 for amount > \$10,000,000
\$25,000,000	- \$50,000,000	\$71,125	plus \$1.75 / \$1,000 for amount > \$25,000,000
\$50,000,000	- \$100,000,000	\$114,875	plus \$1.25 / \$1,000 for amount > \$50,000,000
\$100,000,000	- ∞	\$177,375	plus \$0.50 / \$1,000 for amount > \$100,000,000

For example, for an issuance of Securities with a par amount and public offering price of \$17,000,000, the fees due to PMA for the Scope of Services set forth and described in Section I of this Agreement would be \$53,125, which calculates to \$3.13 per \$1,000 plus \$2,500 for the services described in Section I.B.4.

As set forth in PMA's *Municipal Advisor Disclosure Statement*, PMA notes that this Agreement may involve contingent based compensation subject to compensation based conflict. Also, we note how it relates to different structures or scenarios. For example, recommending a multi-issuance strategy versus a single issuance strategy could result in additional compensation for PMA and the application of minimum fees, if any. However, this recommendation would be made only if the benefits exceed the costs. Such benefits could include bank qualification, reduced negative arbitrage in the investment of bond proceeds and meeting the financial goals of the Issuer. Also, the additional compensation would be paid over time, subject to the retention of PMA for subsequent issuances.

B. Issuer Expenses.

1. Customary fees and expenses incident to a sale are payable by the Issuer. These fees and expenses, depending upon the final structure, can include fees for underwriter(s), bond counsel, local counsel, disclosure counsel, rating agency, insurance premium, trustee/paying agency, competitive sale auction platform, escrow bidding agent and verification agent.
2. Customary fees and expenses incident to the preparation of the Offering Documents, such as overlapping debt and auditor's certificates, are payable by the Issuer. In the event PMA must pay these

fees and expenses before the Securities close, the Issuer will be responsible for reimbursing PMA for the pre-paid fees and expenses.

SECTION VII DISCLOSURES

A. Disclosures. The *Municipal Advisor Disclosure Statement*, and each delivery thereof, as provided from time to time, shall be incorporated by reference into this Agreement as of the date thereof to the same extent as if set forth herein. As set forth in the *Municipal Advisor Disclosure Statement*, PMA Securities, LLC is a broker-dealer and municipal advisor registered with the SEC and MSRB and is a member of the Financial Industry Regulatory Authority and the Securities Investor Protection Corporation. In these roles, PMA generally provides fixed income brokerage services and public finance services to institutional clients, including financial advisory services and advice with respect to the investment of proceeds of municipal securities. PMA is affiliated with PMA Financial Network, LLC, a financial services provider, and PMA Asset Management, LLC, an investment adviser registered with the SEC (the "Advisory Affiliate"). These entities operate under common ownership with the Firm and are referred to in this disclosure as the "Affiliates." Each of these Affiliates also provides services to municipal entity clients. Unless otherwise stated, separate fees are charged for each of these products and services and referrals to its Affiliates result in an increase in revenue to the overall Affiliated companies.

PMA's duties, responsibilities, and fees arise from that as a municipal advisor to the Issuer in connection with the issuance of the Securities. PMA receives additional fees for the services used by the Issuer, if any, described in the paragraph above. The fees for these services arise from separate agreements with the Issuer and with institutions of which the Issuer may be a member.

Additional disclosures are required with the implementation of MSRB Rule G-42. PMA is required to provide the Issuer with disclosures of material conflicts of interest and of information regarding certain legal events and disciplinary history. By signing this Agreement, the Issuer acknowledges that PMA has provided the Issuer with the *Municipal Advisor Disclosure Statement*, which contains important disclosures on matters such as all material conflicts of interest and all legal and disciplinary events that are material to a client's evaluation of us relevant to our provision of municipal advisory services. This disclosure document will also specify the date of the last material change or addition to the legal or disciplinary event disclosures, if any, on any Form MA or Form MA-I that PMA files with the SEC and a brief explanation regarding the materiality of the change or addition.

B. Scope of Liability. PMA, at all times, will act in good faith with respect to its Services under this Agreement. The Issuer agrees that PMA shall not be liable to the Issuer for any act or omission in connection with the performance of PMA's services hereunder, other than as a result of PMA's negligent acts or omissions, reckless conduct, intentional misconduct, bad faith, violation of applicable law or material breach of any of the material terms of this Agreement. PMA will have no duty, responsibility or liability under this Agreement as to any services identified in Section I.D. of this Agreement, relating to the services included in the Limitations on Services section. PMA shall not be responsible for any loss incurred by reason of any act or omission of the Issuer, or any member of the working group for the Securities. No recourse may be had against PMA for loss, damage, liability, cost or expense (whether direct, indirect or consequential) of the Issuer arising out of or in defending, prosecuting, negotiating or responding to any inquiry, questionnaire, audit, suit, action or other proceeding brought by or received from the IRS in connection with the Securities or otherwise relating to the tax treatment of the Securities, or in connection with any opinion or certificate rendered by counsel or any other party.

It is understood that nothing herein shall in any way constitute a waiver or limitation of any of the obligations which PMA may have under federal securities laws or under applicable state law.

SECTION VIII MISCELLANEOUS

A. Choice of Law. This Agreement shall be construed and given effect in accordance with the laws of the state in which the Issuer is located without regard to conflict of law principles.

B. Binding Effect; Assignment. This Agreement shall be binding upon and inure to the benefit of the Issuer and PMA, their respective successors and assigns; provided however, neither Party hereto may assign or transfer any of its rights or obligations hereunder without the prior written consent of the other Party.

C. Prior Agreement or Documentation. Each Party acknowledges and agrees that the provisions of this Agreement modify and supersede any prior agreement or documentation with regards to the issuance of the Securities ("Prior Documentation"). The provision(s) set forth in this Agreement shall control in the event that any provision(s) of this Agreement conflict with any provision(s) contained in any Prior Documentation.

D. Entire Agreement. This instrument contains the entire agreement between the Parties relating to the rights herein granted and obligations herein assumed. Any oral or written representations or modifications concerning this Agreement shall be of no force or effect except for a subsequent modification in writing signed or acknowledged by each Party hereto. The form of this modification may include an email acknowledged by each Party. The Parties agree to amend or supplement this Agreement promptly to reflect any material changes or additions to the Agreement.

[The remainder of this page is intentionally left blank.]

PMA Securities, LLC

Community College District Number 517
 (Lake Land College)
 Coles, Christian, Clark, Clay and Crawford,
 Cumberland, Douglas, Edgar, Effingham, Fayette,
 Jasper, Macon, Montgomery, Moultrie and Shelby
 Counties, Illinois

By: _____

By⁽¹⁾: _____

Tammie Beckwith Schallmo
 Senior Vice President
 Managing Director

Print Name

Title: _____

Date: _____

Date: _____

By: _____

James O. Davis
 Chief Executive Officer

Date: _____

- (1) By signing this Agreement, as representative of the Issuer, the representative acknowledges that he or she has the ability to bind the Issuer by contract with PMA and that he or she is not a party to a disclosed conflict.

PMA Use Only:

Reviewed: _____ Date: _____

Revised 3/2022



MEMO

TO: Dr. Jonathan Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: April 8, 2022

RE: Surplus Equipment

Below is an item that has become surplus from the EMS Department. It is no longer used and has little value to the college

Bullseye Fire Extinguisher Training Simulator

As with past surplus items, we will seek the best financial route to follow in disposing of this item. Those routes could include sales to individuals, auction house consignment, and/or wholesale purchasers. For this particular item, we think it is entirely possible we may donate the item to a local Fire Department.

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

LAKE LAND COLLEGE

MEMO

TO: Jean Anne Highland, Chief of Staff
FROM: Beth Craig, Grants Writer and Coordinator
CC: Lynn Breer, Director of Institutional Research and Reporting
RE: Acceptance of FY22 Developmental Education Innovation Grant

Lake Land College has received a Developmental Education Innovation grant for **\$24,380.00** from the Illinois Community College Board (ICCB). This grant was created to provide services to support faculty, students and institutions to develop successful models that assist with moving students in and through developmental education and enrollment into gateway/credit-bearing coursework.

Approximately 50% of our first-time degree seeking students place into developmental math, and for students starting in MAT 006 Intermediate Algebra, only 44% are passing both MAT 006 Intermediate Algebra and MAT 130 College Algebra in 2 semesters. This grant will allow math faculty to develop and teach a College Algebra Co-Requisite course that will be available to students that would have originally placed into the developmental MAT 006 Intermediate Algebra course. These students will be able to take this course and get credit for college algebra in one semester, which will save them both time and money in their college degree journey.

The co-requisite college algebra course will be a 6 credit hour course (4 contact hours and 3 lab hours) that meets 7 hours per week. It will be a concurrent course model with the instructor starting each unit of study with the pre-requisite material and then continuing into the college algebra material. The instructor will alternate between lecture, lab work, and group work throughout each class. The wrap-around supports for this course will include, but will not be limited to placement counseling using multiple measures, mandatory advising with a counselor and faculty advisor, additional time working with the instructor, OER book, free graphing calculator rental, free math tutoring, and HyFlex classroom technology so that students can attend the course in-person or online and have the ability to switch back and forth in those formats.

Additionally, there is an emerging need for STEM majors and careers, and this grant will offer our STEM students the opportunity to complete a credit-bearing STEM math course in their first semester. The grant will also allow for contacting district schools to educate the counselors and students (preferably in 8th - 9th grade) on STEM job opportunities and the available math pathways in high school and at Lake Land (or other colleges) they can take in order to achieve their goals.

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



Memo

To: Dr. Josh Bullock, President

From: Greg Nuxoll, Vice President for Business Services

Date: April 6, 2022

Re: Approval of Bid for Greenhouse Utilities Connection

The College recently solicited bids for the greenhouse utilities connection for the Department of Corrections program at the Joliet Treatment Center. This project is contingent upon approval from the State of Illinois for the funding to the Department of Corrections 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. A total of two bids were received. Below is a listing of the bids that were received:

<u>Name</u>	<u>Total Bid</u>
Cosgrove Construction Inc. Joliet, Illinois	\$167,000
Cryer & Olsen Mechanical, Inc. Joliet, Illinois	\$188,400

Based on the bids received, it is my recommendation that we award this bid only contingent on the state approval for funding. Should the state approve funding, I recommend we award this bid to Cosgrove Construction Inc. of Joliet, Illinois, for the utilities connection for the greenhouse.

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

**Lake Land College Greenhouse Utilities
Connection Bid Tab
Project No. 2022-009
BID DATE: April 6, 2022 - 1:00 PM**

[illegible]



Memo

To: Dr. Josh Bullock, President

From: Greg Nuxoll, Vice President for Business Services

Date: March 23, 2022

Re: Approval of Bid for Fitness Center Flooring

The College recently solicited bids for the Fitness Center Flooring Project. The current poured concrete flooring is cracked and stained. This project will cover the current flooring with a rolled rubber flooring that will be much safer and easier to clean. For an additional cost of \$1,788, we would also like to add red color flecking to the flooring.

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 one bid was received. Below is a listing of the bid that was received:

<u>Name</u>	<u>Total Bid</u>
Carpet Weaver's Inc. Champaign, Illinois	\$54,780

Based on the bids received, it is my recommendation that we award this bid to Carpet Weaver's Inc. of Champaign, Illinois, for the fitness center flooring project and additional red color flecks.

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



MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: April 7, 2022

RE: Approval to Increases Mileage Reimbursement Rate to Federal Mileage Reimbursement Rate

The College currently reimburses employees for college related travel at 50 cents per mile.

With the sharp increases in gasoline prices over the past months along with increased travel due to activities returning to more normal post COVID levels, it is my recommendation that the College start reimbursing mileage at the federal mileage reimbursement rate of 58.5 cents per mile.

With the approval, I also recommend we adjust to the federal mileage reimbursement rate should it be adjusted for pricing and inflation in the future.

Should you have any questions or concerns, please let me know.



MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: April 11, 2022

RE: Approval of New Data Center UPS along with Electrical Upgrade and Warranty

Our Uninterrupted Power Supply (UPS) units in the College's data center are old and need replaced. They are no longer able to handle power outages. An uninterruptible power supply or uninterruptible power source is an electrical apparatus that provides emergency power to a datacenter when the input power source or main power fails.

Our data center has experienced several power outages this past year due to various issues with the air conditioning unit, Coles-Moultrie Power, and winter storms. UPS units are intended to maintain power in the data center long enough to switch to the backup generator or allow administrators time to perform a controlled shutdown of equipment. On average, it can take 30 minutes to an hour to switch to the backup generator or to perform a controlled shutdown of the system. The current UPS units are over 9 years old, which is well beyond their normal life expectancy and only hold power up for approximately 5 minutes.

The College has the option of purchasing new rack-mounted UPS units or installing a new data center UPS to fix this issue.

- The rack-mounted UPS units' solution would require replacing all rack-mounted units with new units along with expansion battery packs to get longer run-times during a power outage. This solution would require new batteries to be purchased every 3-5 years to maintain run-time. The cost of this solution would be \$86,088.84.
- The new data center UPS solution would mean installing a data center UPS which would remove the need to have individual rack UPS units. In addition, the battery life would be 50% more than individual rack UPS units, the batteries would last 15 years, and the unit itself would include a 10-year warranty. As part of the installation, all wiring to the racks will be upgraded to 208v, new rack unit power meters would be installed, and the system events would be sent to maintenance and ISS for power outages and other notifications. The cost to do this solution would be a total of \$290,729.70.

The ISS team recommends the purchase of a new data center UPS as the best long-term solution along with the electrical upgrade and warranty.

The new data center UPS solution is a non-budgeted item that cannot wait for the normal budget approval process. Therefore, we propose to submit this as a one-time budget request and pay for it out of the fund balance account.

I respectfully ask the Board to approve the new data Center UPS solution in the amount of \$290,729.70 and use the College's Fund Balance to fund the project.



A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No.	3000114252237.1	Sales Rep	Benjamin Goldston
Total	\$183,920.54	Phone	(800) 456-3355, 5139413
Customer #	3965173	Email	Benjamin_Goldston@Dell.com
Quoted On	Mar. 10, 2022	Billing To	ACCOUNTS PAYABLE
Expires by	Jun. 30, 2022		LAKE LAND COLLEGE
Contract Code	C000000181093		5001 LAKE LAND BLVD
Customer Agreement #	MHEC-07012015		MATTOON, IL 61938-9366
Solution ID	.		

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Benjamin Goldston

Shipping Group

Shipping To	Shipping Method
ACCTS PAYBLE LAKE LAND COLLEGE 5001 LAKE LAND BLVD MATTOON, IL 61938-9366 (217) 234-5263	Standard Delivery

Product	Unit Price	Quantity	Subtotal
CS-LAKE LAND COLLEGE-EXM SYSTEM PERP	\$183,920.54	1	\$183,920.54
Subtotal:			\$183,920.54
Shipping:			\$0.00
Environmental Fee:			\$0.00
Non-Taxable Amount:			\$183,920.54
Taxable Amount:			\$0.00
Estimated Tax:			\$0.00
Total:			\$183,920.54

Shipping Group Details

Shipping To	Shipping Method
ACCTS PAYBLE LAKE LAND COLLEGE 5001 LAKE LAND BLVD MATTOON, IL 61938-9366 (217) 234-5263	Standard Delivery

		Quantity	Subtotal
CS-LAKE LAND COLLEGE-EXM SYSTEM PERP	\$183,920.54	1	\$183,920.54
Estimated delivery if purchased today: Jul. 05, 2022 Contract # C000000181093 Customer Agreement # MHEC-07012015			

Description	SKU	Unit Price	Quantity	Subtotal
CS-LAKE LAND COLLEGE-EXM SYSTEM PERP	AC017550	-	1	-

Subtotal:	\$183,920.54
Shipping:	\$0.00
Environmental Fee:	\$0.00
Estimated Tax:	\$0.00
Total:	\$183,920.54

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringsspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

^Dell Business Credit (DBC):

OFFER VARIES BY CREDITWORTHINESS AS DETERMINED BY LENDER. Offered by WebBank to Small and Medium Business customers with approved credit. Taxes, shipping and other charges are extra and vary. Minimum monthly payments are the greater of \$15 or 3% of account balance. Dell Business Credit is not offered to government or public entities, or business entities located and organized outside of the United States.



A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No.	3000116210425.1	Sales Rep	Benjamin Goldston
Total	\$106,809.16	Phone	(800) 456-3355, 5139413
Customer #	3965173	Email	Benjamin_Goldston@Dell.com
Quoted On	Mar. 30, 2022	Billing To	ACCOUNTS PAYABLE
Expires by	Apr. 29, 2022		LAKE LAND COLLEGE
	Dell Midwestern Higher		5001 LAKE LAND BLVD
Contract Name	Education Compact		MATTOON, IL 61938-9366
	(MHEC) Master Agreement		
Contract Code	C000000181093		
Customer Agreement #	MHEC-07012015		
Solution ID	.		

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Benjamin Goldston

Shipping Group

Shipping To	Shipping Method
ACCTS PAYBLE LAKE LAND COLLEGE 5001 LAKE LAND BLVD MATTOON, IL 61938-9366 (217) 234-5263	Standard Delivery

Product	Unit Price	Quantity	Subtotal
CS-LAKE LAND COLLEGE-ADDITIONAL WARRANTY SVCS ADDITIONAL WARRANTY	\$106,809.16	1	\$106,809.16

Subtotal:	\$106,809.16
Shipping:	\$0.00
Environmental Fee:	\$0.00
Non-Taxable Amount:	\$106,809.16
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

Total:	\$106,809.16
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Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

Shipping Group Details

Shipping To	Shipping Method
ACCTS PAYBLE LAKE LAND COLLEGE 5001 LAKE LAND BLVD MATTOON, IL 61938-9366 (217) 234-5263	Standard Delivery

		Quantity	Subtotal
CS-LAKE LAND COLLEGE-ADDITIONAL WARRANTY SVCS ADDITIONAL WARRANTY	\$106,809.16	1	\$106,809.16
Estimated delivery if purchased today: Jul. 25, 2022 Contract # C000000181093 Customer Agreement # MHEC-07012015			

Description	SKU	Unit Price	Quantity	Subtotal
CS-LAKE LAND COLLEGE-ADDITIONAL WARRANTY SVCS ADDITIONAL WARRANTY	AC040520	-	1	-

Subtotal:	\$106,809.16
Shipping:	\$0.00
Environmental Fee:	\$0.00
Estimated Tax:	\$0.00
Total:	\$106,809.16

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MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: May 4, 2021

RE: Approval to hire subcontractors for the ISS Team

The College continues to be in the midst of a major refresh and overhaul of important IT systems across the college with funding in part from bond proceeds, college budgeted funds and governmental provided HEERF funds.

In May 2021, the Board approved the use of HEERF Funds to contract with two subcontractors to help with the immense and nearly unmanageable workload. The ISS team was indeed able to hire two subcontractors and the ISS team, including the subcontractors, did make some great strides within the past year. However, the demand on the ISS team continues as we still have major infrastructure systems being overdue for upgrades and other projects to make Lake Land more efficient.

Due to the continued demand, ISS would like to extend the terms of the Project Manager and System Administrator Contractors for an additional 12 months. The System Administrator contract expires April 30, 2022 and the Project Manager contract expires June 30, 2022.

The project manager temporary contractor will assist with several ISS projects such as completion of security remediation projects, Exchange Online, O365 migration, EAB Navigate, and Lake Land College Website Refresh. The estimated cost for a project manager temporary contractor for an additional year would be \$211,200.00. Meanwhile, the system administrator temporary contractor will assist with several ISS projects such as completion of security remediation projects, Data Center UPS, Firewall upgrade, AD Domain collapse, continued upgrades of unsupported servers, and daily support tickets. The estimated cost for a system administrator temporary contractor for an additional year would be \$153,600.00.

Considering that the majority of the College upgrades and changes are in response to adapting to the on-line and remote learning environment, the College can use a portion of their HEERF funds to fund the subcontractor fees.

I respectfully ask the Board of Trustees to grant approval to extend the terms of the Project Manager and System Administrator subcontractor services to help ISS team with pending IT related projects over the next 12 months. The costs of rehiring the Project Manager is estimated

to be \$211,200 and the cost of re-hiring the System Administrator is expected to be \$153,600 and both positions can be funded via the College's allotment of HEERF funds.

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
Date: March 14, 2022**

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

Donelson, Marissa	05/16/22-07/12/22
Herendeen, Sierra	02/26/22-intermittent
Pender, Diane	03/21/22-05/07/22
Smithenry, Kimberly	08/19/22-11/13/22
Todd, Dalton	03/03/22-03/17/22

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Borges, Andressa	Collection Site Lead	3/14/22
Part-time - Grant Funded		
Ennis, Emily	Tutor-Student Carl Perkins	2/24/22

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Caldeira, Lara	Test Proctor	12/30/21
Hussein, Yassin	Bookstore Rush Worker	3/2/22

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Volunteer-unpaid		
Vilardo, McKenzie	Dual Credit Instructor	8/22/22

Full-time Grant Funded

Carlson, Nathaniel	Apprenticeship Navigator-WIOA	04/19/22
Jump, Alexander	Correctional Automotive Technology Instructor	4/4/22
Matlock, Casey	Associate Dean of Correctional Programs	3/22/22
Thompson, Brian	Correctional Automotive Technology Instructor	3/8/22

Part-time

Polston, Renee	Allied Health Den Clinical Instructor (hourly)	3/23/22
Shonkwiler, Ryan	Clinical Dentist	4/28/22
Westcott, Robert	Technical Writer	3/8/22
White, Mary	Allied Health Den Clinical Instructor (hourly)	3/23/22
Yactor, Robin	Dual Credit Coordinator	8/20/22

Part-time Grant Funded

Buenker, Hannah	Perkins Student Worker - Allied Health	4/4/22
Merryman, Jarod	Pathways Classroom Assistant	3/25/22

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

	Position	Effective Date
Full-time		
Christian, Danny	Correctional Construction Occupations Instructor	3/4/22
Devries, Jodyne	Correctional Horticulture Instructor	3/11/22
Feldkamp, Darren	Police Officer	6/30/21
Followell, Charles	Correctional Commercial Cooking Instructor	3/8/22
Jackson, Nicole	Donor Information & Database Coordinator	4/15/22
Jackson, Kaitlin	Outreach Advisor/Mentor, TRIO Destination	3/25/22
Watson, Brian	Associate Dean of Correctional Programs	3/18/22

Part-time

Cole, Tracy	Adult Education Instructor	6/21/21
Drake, Allen	Adjunct Faculty Agriculture Division	12/11/20
Michl, Lanna	Cosmetology Clinical Instr (hourly)	3/3/22
Pals, Justin	Adjunct Faculty Math and Science Division	5/10/21
Ritchie, Michael	Adjunct Faculty Math and Science Division	12/6/19
Satterfield, Ryan	Adult Education Adjunct Faculty	3/17/22
Scroggins, Amanda	Covid Test Collection Assistant	3/2/22
Souza, Hamilton	Bookstore Rush Worker	1/14/22
Webb, Camden	TRIO Destination College Student Specialist	1/3/22

Transfers/Promotions**The following employee is recommended for a change in position**

	Position	Effective Date
Full-time		
Matherly, David	Custodian	3/21/22
	Transferring from – Maintenance I	
Tabbert, Will	Kluthe Custodian	3/10/22
	Transferring from - Custodian	
Cavanagh, Mason	Associate Dean of Correctional Programs	4/4/22
	Transferring from – Corr Office Asst	
Part-time		
Totten, Ty	Adult Education Welding Instructor	3/31/22