

Lake Land College District No. 517

Board of Trustees
Agenda and Board Book
April 13, 2026
Regular Meeting



MISSION • VISION • VALUES

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

LAKE LAND
COLLEGE

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

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



Regular Meeting
Monday, April 13, 2026, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon
Agenda

Routine.

Call to Order.

Roll Call.

Consent Item.

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

1. Approval of Minutes of March 9, 2026, Regular Meeting.
2. Approval of Minutes of March 9, 2026 Closed Session.
3. Approval of Agenda of April 13, 2026, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.
For summary and details of bills refer to the [Board of Trustees web page](#).
5. Destruction of Tape Recording of the October 14, 2024, Closed Session.

Hearing of Citizens, Faculty and Staff.

Adjournment Sine Die.

Organization of the Board.

1. Call to Order and Appointment of Secretary Pro Tem.
2. Roll Call.
3. Appointment of Chairperson Pro Tem.
4. Appointment of Secretary Pro Tem.
5. Election of Board Chair and Length of Term.
6. Election of Board Vice Chair and Length of Term.

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7. Election of Board Secretary and Length of Term.
8. Approval of Resolution No. 0426-008 - Appointment of College Treasurer. (Refer to Board Book Pages 20-23).
9. Approval of Resolution No. 0426-009 – Authorizing College Treasurer to Act as College Fiscal Agent. (Refer to Board Book Pages 24-27)

Committee Reports.

- | | |
|---------------------------|--------------------|
| 1. ICCTA/Legislative | Ms. Denise Walk |
| 2. Resource & Development | Ms. Doris Reynolds |
| 3. Finance | Mr. Larry Lilly |
| 4. Buildings & Site | Mr. Gary Cadwell |
| 5. Foundation | Mr. Larry Lilly |
| 6. Student Report | Mr. Jay Bliler |
| 7. President's Report | Dr. Josh Bullock |

Business Items.

Non-Action Items.

Topic	Board Book Page Number(s)
1. Quarterly Investment Report.	
2. Data Discussion – Results from the Spring 2026 Noel Levitz Student Satisfaction Survey.	
3. Phi Theta Kappa All-Illinois Academic Team Nominees.	28
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6. Proposed Revisions to Board Policy BP 07.17.01 – <i>Incomplete Grade Policy</i> .	38-40
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Action Items.

Topic	Board Book Page Number(s)
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3. Declaration of Surplus Item(s) or Equipment.	47
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| 5. Approval of Retiree Wall of Fame Recipients. | 49 |
| 6. Certification of Student Trustee and Sophomore Student Government Association Election Results. | 50-51 |
| 7. Approval of One-Year Renewal for Zoom Services. | 52-55 |
| 8. Waive First Reading and Approve Revisions to Board Policies 05.04.06 – <i>Personal Days</i> , 05.04.07 – <i>Sick Days</i> , and 05.04.20 – <i>Overtime and Compensatory Time for Non-Exempt Employees</i> . | 56-62 |
| 9. Approval of TORT. | 63-72 |
| 10. Approval of Purchase of Forklift Simulators for the Illinois Department of Corrections Training Programs. | 73-79 |
| 11. Approval of Purchase of Furniture from Widmer Interiors. | 80-104 |
| 12. Approval of Agreement with Assessment Technologies Institute for Instructional Products for the Allied Health Program. | 105-123 |
| 13. Approval of Bid for West Building EV Charger Upgrade. | 124-125 |
| 14. Approval of Appointment or Reappointment of Division Chairs. | 126 |
| 15. Approval of Contract with TradeBe for Chemical Removal Services. | |
| 16. Closed Session.
Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), closed session is called to discuss the appointment, employment, compensation, performance, discipline or dismissal of specific employees of the College. | |
| [Return to Open Session - Roll Call] | |
| 17. Approval of Human Resources Report as Discussed in Closed Session. | 127-128 |

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

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



Regular Board Meeting No. 711
Board and Administration Center, Room 011
Mattoon, IL
March 9, 2026

Minutes

Call to Order.

Chair Wright called the March 9, 2026, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of Board and Administration Center, Mattoon, IL.

Roll Call.

Trustees Physically Present:

Trustees Physically Present: Mr. Thomas Wright, Chair; Mr. Gary Cadwell; Mr. Chuck Deters; Mr. Larry D. Lilly, Secretary; Mr. Scott Montgomery; Ms. Doris Reynolds; Ms. Denise Walk, Vice-Chair; and Student Trustee Jay Bliler.

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

Others Present:

Dr. Jonathan Bullock, President; Dr. Ikemefuna Nwosu, Vice President for Academic Services; Mr. John Woodruff, Vice President for Business Services; Ms. Jean Anne Highland, Chief of Staff; Ms. Heather Nohren, Vice President for Student Services; Ms. Seirra Laughunn, Executive Assistant to the President's Office; and members of the staff.

Approval of Consent Items.

Trustee Cadwell moved and Trustee Reynolds seconded to approve the consent agenda as presented.

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1. Approval of Minutes of February 16, 2026, Regular Meeting.
2. Approval of Minutes of February 16, 2026, Closed Session.
3. Approval of Agenda of March 9, 2026, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	412,153.00
Building Fund	\$	102,886.27
Site & Construction Fund	\$	198,235.74
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	100,887.11
Restricted Purposes Fund	\$	142,910.42
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	28,419.15
Student Accts Receivables	\$	1,921,981.57
Total	\$	2,907,473.26

For a summary of trustee travel reimbursement and details of bills refer to [the Board of Trustees web page](#).

5. Destruction of Tape Recording of the September 9, 2024, Closed Session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Lilly, Montgomery, Reynolds, Walk and Wright

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

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Trustee Walk said that Senate Bill 4034 and House Bill 5319 return this spring to expand opportunity for Illinois students and strengthen the state's workforce to hopefully allow Community Colleges to offer a limited set of baccalaureate degrees in high-demand fields to create more affordable, accessible pathways to bachelor's degrees for working adults and students tied to a specific location. She said in the governor's state of the state address that education remains a top funding priority tied to the support of workforce development and long-term economic competitiveness.

Resource & Development.

Trustee Reynolds, Committee Chair, said the Committee did not meet, but some items will be discussed later in the agenda.

Finance.

Trustee Lilly, Committee Chair, said the Committee did not meet, but some items will be discussed later in the agenda.

Buildings & Site.

Trustee Cadwell, Committee Chair, said the Committee had not met since the last regular Board meeting.

Foundation.

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

- 2026-2027 Scholarship reviews have wrapped up for our first cycle, and awarding is underway. The first round of recipients will be announced soon, and high school seniors will be honored with their awards during their High School award banquets. The second round of applications will reopen on June 1st this summer.
- Thanks to all who participated in our 6th annual Love a Laker giving day! Over \$7,100 was raised to support our students! We had great engagement this year, involving in-person participation from students and employees.
- The Foundation kicked off the second year of the Community Partners Program with a breakfast on Feb. 26th. We're excited to share that 31 business partners have signed on for 2026, raising \$102,000 to date.
- We're looking forward to hosting several upcoming events, including partnering with our LLC SUAA Chapter next month to host a retirement planning seminar on April 8th, along with our 1st alumni/donor social of the year to celebrate the college's 60th anniversary on April 20th.

- Finally, March kicks off our Employee Giving Campaign, where we will be acknowledging those who participate and sharing opportunities for more to get involved.

Student Report.

Student Trustee Bliler reported that since the Board's last meeting, the students have been very active and busy in the previous weeks and are looking forward to an active remainder of the Spring Semester. He said the Student Government Association (SGA) has convened three times and in his last report, he shared that the Make a Difference Campaign was being brought back this semester. He said he was pleased to report that the form is now live in the LakerHub and that students are now able to access the form to recognize faculty and staff who contribute to student success beyond the standard call. The form is linked in the application to graduate, and SGA hopes many students will complete the form and share their stories of our dedicated community here at Lake Land. He said other topics of discussion included promotion of the Noel-Levitz Survey and preparations for the Club Lunch on April 1. Mr. Bliler said the SGA also hosted discussions on the Student Fitness Center and discussed arrangements for the Student Recognition Banquet on April 29. The Sophomore Delegate and Student Trustee election applications are open, and voting will take place March 25-26 for these roles. He said SGA also hosted Dr. Nwosu and had a very insightful and productive conversation. Dr. Bullock and Vice President Nohren also spoke to SGA about the tuition increase that is coming up later in the agenda tonight. On March 4, the SGA hosted leadership training with Mr. Tim Duffy focused on personalities and conflict resolution and this training was open to all students.

Mr. Bliler said the Student Activity Board, (SAB) has had another successful series of events. These events have included a spa day event, a documentary screening titled "Death and Taxes," and hosting Mr. Tim Duffy for student body leadership training. He said these events have been engaging for students, and we thank the SAB for their work in increasing student involvement.

Mr. Bliler said the Navigator News continues their splendid work with the most recent publication of the March issue. He said the 55th Lake Land College Agriculture Banquet was held, welcoming students and their families from across the division as well as community leaders and college staff. The banquet proved a wonderful evening of recognizing all of the students of the division who have made many notable accomplishments.

Mr. Bliler recognized the Environmental Club. He said this club helps to make students and staff aware of ways to help the planet in innovative and logical ways and last week, the Environmental Club hosted a bake sale to support their club and its inherent environmental stewardship efforts. We thank the Environmental Club this month for their contributions to the campus community and the planet through their efforts.

He welcomed any questions the Board may have and thanked them for their continued support and investment in the Lake Land College student body.

President's Report.

Dr. Bullock gave the following updates:

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- The College received no payments from the Illinois Department of Corrections in February toward the FY 2026 balance. A total of \$650,391 remains outstanding for DOC.
- We received no payments in February from the Illinois Department of Juvenile Justice. A balance of \$74,564 remains outstanding.
- In February, the College received no payments from the State of Illinois for FY 2026 credit hour reimbursement, equalization or CTE. The College received a performance funding payment of \$44,259. A total of \$4.7 million remains outstanding from the State of Illinois.
- The College received \$4,583 in property tax payments in February.

Business - Non-action Items.

Updates for the Dental Hygiene Program.

Ms. Elizabeth Hartrich, Director of the Dental Hygiene Program, along with three instructors, presented the Focus on Advancing Student Success, sharing updates on the Dental Hygiene Program.

Monthly Data Point Discussion – Enrollment goals for Fall 2026 Semester.

Ms. Lisa Cole, Director of Data Analytics, presented the monthly data point discussion on enrollment goals for the Fall 2026 semester.

Consideration of Board Meeting Software and Automation.

Ms. Jean Anne Highland, Chief of Staff, presented on why the Administration would like to begin utilizing a new board meeting software and automation tool with the company Boardable.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock reminded the Board about the Spring Employee Recognition in the Field House on Wednesday, March 25, College Commencement Ceremony on May 15, 2026, and the May 20, 2026, Board Retreat at 1 p.m., with lunch at noon and guest, ICCTA Facilitator Mr. Jim Reed, who will be in attendance.

Action Items

Approval of Proposed Resolution No. 0326-007 - Approving Participation in the Coles County Enterprise Zone. The Resolution may be viewed via the

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Board of Trustees web page at: <https://www.lakelandcollege.edu/about-us/board-of-trustees/agendas-board-books-minutes/> .

Dr. Bullock presented to the Board a request to approve the College's participation and support for an extended Coles County Enterprise Zone to provide more economic development opportunities and a plan to include new housing. Dr. Ronda Sauget, President and CEO of Coles Together, attended the meeting as an audience member and spoke to the importance of the enterprise zone for Coles County.

Trustee Deters moved and Trustee Walk seconded to approve as presented Resolution No. 0326-007 – Resolution for Approving Participation in the Coles County Enterprise Zone. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Lilly, Montgomery, Reynolds, Walk and Wright

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Tuition and Fees Rates for Summer 2026, Fall 2026 and Spring 2027.

Trustees reviewed a recommendation from Dr. Bullock and the Cabinet for proposed tuition and fees rates for the Summer 2026, Fall 2026 and Spring 2027 terms. Dr. Bullock highlighted that the proposed tuition and fees rates will still ensure a student enrolled at Lake Land College has access to a high-quality education yet with one of the most affordable educational institutions in the state.

Dr. Bullock said this includes increasing the in-district tuition by \$5.00 to \$124.00 per credit hour and increasing the service (including textbook rental) fee by \$1.50 to \$30.50 per credit hour. President Bullock said this increase will fund a newly established Academic Equipment fund to support the replacement of academic equipment. He said they also recommend reducing the recreation fee from \$2.00 per credit hour to \$.50 per credit hour and reallocating the \$1.50 to the Service Fee.

Trustee Walk moved and Trustee Reynolds seconded to approve as presented the proposed recommendation to increase tuition by \$5/credit hour, activity fees would remain at \$4/credit hour, the recreational fee would be reduced to \$.50/credit hour and service fee increase to \$30.50/credit hour with the reallocation of \$1.50/credit hour from the recreational fee for the upcoming Summer 2026, Fall 2026, and Spring 2027 terms.

There was no further discussion.

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Roll Call Vote:

Yes: Trustees Cadwell, Deters, Lilly, Montgomery, Reynolds, Walk and Wright

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Proposed Revisions to Board Policy 07.28.01 – *Student Code of Conduct and Disciplinary Procedures*.

Trustees reviewed a memo from Ms. Heather Nohren, Vice President for Student Services, regarding the Student Code of Conduct and Disciplinary Procedures that were reviewed to ensure continued compliance with federal and state requirements, alignment with current best practices, and clarity for students and employees regarding student conduct expectations and disciplinary processes.

Dr. Bullock said this was presented as first reading during the February 2026 regular Board meeting and there had been no requested changes since that time.

Trustee Deters moved and Trustee Montgomery seconded to approve as presented revisions to Board Policy 07.28.01 - *Student Code of Conduct and Disciplinary Procedures*, which strengthens procedural fairness, improves transparency and ensures consistent application of disciplinary processes.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Lilly, Montgomery, Reynolds, Walk and Wright

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Proposed Revisions to Board Policy 10.34 – *Travel*.

Trustees reviewed a memo from Mr. John Woodruff, Vice President for Business Services, regarding recently clarifying and updating the credit card acknowledgement and travel guidelines documents. He said in doing so, we saw an opportunity to address Board Policy 10.34 – *Travel* by proposing cleaning up some of the language to drive organizational efficiency and add language to strengthen a few pieces of the policy.

Dr. Bullock said this was presented as first reading during the February 2026 regular Board meeting and there had been no requested changes since that time.

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Trustee Walk moved and Trustee Montgomery seconded to approve as presented recommended updates to Board Policy 10.34 – *Travel*.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Lilly, Montgomery, Reynolds, Walk and Wright

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Acceptance of Grant(s).

Trustees heard a request from Ms. Highland, on behalf of Ms. Beth Craig, Grants Writer and Coordinator, for the Board to accept a one-year National Rifle Association (NRA) Foundation Ammunition Grant. She said the purpose of the NRA Foundation grant funding is to promote, advance and encourage firearms, shooting sports and hunting safety. Ms. Highland said this grant is not a monetary amount. It is a donation of 46 flats (460 boxes) of ammunition, which is equal to the value of \$4,512. She said the NRA will send the ammunition to a local Federal Firearms License (FFL) ammunition dealer and then the College will pick up the donation.

Trustee Montgomery moved and Trustee Walk seconded to approve as presented a 1 year, \$4,512 valued ammunition grant of 46 flats (460 boxes) of ammunition from the National Rifle Association Foundation Ammunition grant.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Lilly, Montgomery, Reynolds, Walk and Wright

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Acceptance of January 2026 Financial Statements.

Trustees reviewed the January 2026 Financial Statements and a memorandum from Mr. Woodruff that highlighted the Financial Statements and significant variances. Mr. Woodruff said some of the significant variances are timing related and should normalize by year's end.

Trustee Lilly moved and Trustee Deters seconded to approve, as presented, the January 2026, fiscal year 2026 Financial Statements.

There was no further discussion.

Roll Call Vote:

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Yes: Trustees Cadwell, Deters, Lilly, Montgomery, Reynolds, Walk and Wright

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Academic Calendars.

Trustees heard a presentation from Ms. Nohren, on behalf of the Academic and Enrollment Calendar Committee, for the Board to approve the academic calendars for 2028-2029.

She reported that the recommended calendars comply with requirements established in Board Policies 06.03 *Academic Calendar* and 05.20 *Holidays and Summer Work Week* and satisfy the requirements of the Illinois Community College Board and the collective bargaining agreement between the Lake Land College Faculty Association and the Board of Trustees.

Trustee Walk moved and Trustee Montgomery seconded to approve as presented the calendar for academic year 2028-2029.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Lilly, Montgomery, Reynolds, Walk and Wright

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Faculty Tenure Recommendations.

Trustees received a recommendation from Dr. Bullock and Dr. Ike Nwosu, Vice President for Academic Services, that the Board grant tenure to eight full-time faculty members: Andrew Cougill, Librarian; James Crowder, Welding Instructor; Kurt Hoene, Business Construction Technology Instructor; Christian Kessler, Agronomy Instructor/Farm Manager; Jessie Palmer, Physical Therapist Assistant Instructor; Constance Rickey, Nursing Instructor; Richard Sumitro, Mathematics Instructor; and Sarah Wright, Business Instructor. Trustees reviewed the tenure recommendation documentation for each faculty member.

Trustee Walk moved and Trustee Reynolds seconded to approve as presented the granting of tenure effective with the beginning of the fall 2026 semester, to eight full-time faculty members including: Andrew Cougill, Librarian; James Crowder, Welding Instructor; Kurt Hoene, Business Construction Technology Instructor; Christian Kessler, Agronomy Instructor/Farm Manager; Jessie Palmer, Physical Therapist Assistant Instructor; Constance Rickey, Nursing Instructor; Richard Sumitro, Mathematics Instructor; and Sarah Wright, Business Instructor. Trustees reviewed the tenure review documentation for each faculty member.

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

Trustees heard a recommendation from Dr. Bullock that the Board approve the reemployment of tenured and non-tenured faculty members for the 2026/27 academic year.

Trustee Deters moved and Trustee Montgomery seconded to approve as presented the reappointment of tenured and non-tenured faculty members for the 2026/27 academic year.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Lilly, Montgomery, Reynolds, Walk and Wright

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Renewal for Property, Casualty and Liability Insurance.

Trustees heard a recommendation from Mr. Woodruff for the Board to approve the property, casualty and liability insurance bid submitted by Employers Mutual Casualty (EMC), in the amount of \$387,736 plus a 5% contingency for the coverage period April 15, 2026, through April 15, 2027. He said Dimond Brothers Insurance, the College's property and casualty insurance consultant, solicited bids from several providers, with only two companies choosing to submit a bid: our current carrier, EMC (Employers Mutual Casualty), and ICRMT (Illinois Counties Risk Management Trust).

Trustees learned the total premium paid for the property and casualty coverage for the period April 15, 2025, to April 15, 2026, was \$317,435. Mr. Woodruff informed Trustees that the main driver of the premium increase is the rates charged for Buildings and that the other seven product categories remained relatively flat. Trustees learned the current quotes reflect building value at \$233 million to \$242 million, depending on the carrier.

Mr. Woodruff said to meet the previously requested \$50 million in earthquake coverage by the Board of Trustees, the College will once again need to acquire a second policy. He said that will be through EQ One again this year and handled under a separate motion.

Mr. Woodruff said as the College conducts operations during the fiscal year, there will be property increases/decreases to the policy, which may drive additional premiums. He said in the March 2025 Board meeting, the Board approved an insurance premium of \$303,447. As a result of changes, the actual cost is currently \$317,000. Mr. Woodruff said to remain fully transparent with the Board, the Administration believes it is prudent to request a 5% contingency to cover these changes. He gave the example of the Administration anticipating the need to add the Athletic Center to the policy before next year's renewal.

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Motion #1:

Trustee Walk moved and Trustee Deters seconded to retroactively approve the revised premium cost of \$317,000, which is an increase of \$13,553 previously approved by the Board during the March 2025 Board of Trustees meeting. The current agreement is with Employers Mutual Casualty (EMC) of Des Moines, Iowa. The increase is due to property increases and decreases resulting from normal operations.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Lilly, Montgomery, Reynolds, Walk and Wright

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Motion #2:

Trustee Lilly moved and Trustee Montgomery seconded to approve as presented the bid from Employers Mutual Casualty (EMC) of Des Moines, Iowa, as our Property and Casualty insurance provider for the upcoming year (policy runs April 15, 2026 – April 15, 2027), at a cost not to exceed \$407,000, which is the quote of \$387,736 plus a 5% contingency.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Lilly, Montgomery, Reynolds, Walk and Wright

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Motion #3:

Trustee Lilly moved and Trustee Deters seconded to approve as presented the bid from EQ One of Los Angeles, California, for \$25 million of additional earthquake coverage at a total cost of \$51,093. The policy term is April 15, 2026 – April 15, 2027.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Lilly, Reynolds, Walk and Wright

No: Trustee Montgomery. He stated that he voted no in an attempt to save the College money.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Recipients for Outstanding Full-Time Faculty Award.

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Trustees heard a recommendation from Dr. Nwosu to award the 2026 Lake Land College Full-Time Faculty Award to Michael Beavers, Applied Engineering Technology Instructor. Dr. Nwosu's memo highlighted the basis for this nomination, including how Mr. Beavers has consistently demonstrated leadership and innovation in both traditional and online education. Dr. Nwosu said Mr. Beavers was one of the earliest instructors at Lake Land College to develop online courses in the late 1990s, he played a pivotal role in pioneering our institution's digital learning initiatives. His active participation in the Online Learning Committee underscored his commitment to advancing this field. He said Mr. Beavers was the first faculty member at our college to passionately advocate for andragogy, introducing Malcolm Knowles's scholarship and illustrating how adult-centered learning strategies can transform education. Dr. Nwosu said his dedication to these practices continues to influence our college today.

Trustees learned that upon Board approval for this award, Mr. Beavers will be honored as part of the May 2026 Commencement ceremony and the College will submit to ICCTA a nomination in consideration of their state-level, full-time faculty award category.

Trustee Reynolds moved and Trustee Cadwell seconded to approve the naming of Mr. Michael Beavers for the Lake Land College Full -Time Faculty Award and for submission to the 2026 ICCTA Outstanding Full - Time Faculty Award Nomination.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Lilly, Montgomery, Reynolds, Walk and Wright

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Acceptance of Gift-in-Kind Donations(s) from the Lake Land College Foundation.

Trustees heard a recommendation from Dr. Bullock for the Board to accept medical supplies from Sarah Bush Lincoln valued at \$2,500 for the Surgical Technician Program and a mobile toolbox with a workbench from Darrell Fox valued at \$600.00, for the Industrial Maintenance program, coordinated by Kris Kersy, Industrial Maintenance Instructor & Coordinator.

The Foundation approved these gift-in-kind donations and respectfully requested that the Board of Trustees move to accept the equipment donations from the Lake Land College Foundation.

Trustee Walk moved and Trustee Reynolds seconded to approve the acceptance of the medical supplies valued at \$2,500 and mobile toolbox with workbench valued at \$600 from the Lake Land College Foundation to Lake Land College.

There was no further discussion.

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Roll Call Vote:

Yes: Trustees Cadwell, Deters, Lilly, Montgomery, Reynolds, Walk and Wright

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Closed Session.

7:18 p.m. – Trustee Walk moved and Trustee Reynolds seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Deters, Lilly, Montgomery, Reynolds, Walk and Wright

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Return to Open Session - Roll Call

7:23 p.m.

Trustees Physically Present: Mr. Gary Cadwell, Mr. Chuck Deters, Mr. Larry D. Lilly; Mr. Scott Montgomery, Ms. Doris Reynolds, Ms. Denise Walk, Vice-Chair, Mr. Thomas Wright, Chair and Student Trustee Bliler.

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

Approval of the Human Resources Report.

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

Trustee Reynolds motioned and Trustee Walk seconded to approve the Human Resources Report as presented.

There was no further discussion.

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Roll Call Vote:

Yes: Trustees Cadwell, Deters, Lilly, Montgomery, Reynolds, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Deters moved and Trustee Reynolds seconded to adjourn the meeting at 7:26 p.m.

There was no further discussion.

Motion carried by unanimous voice vote.

Approved by:

Board Chair

Board Secretary

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

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

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
FROM: Dr. Jonathan Bullock, President
CC:
DATE: March 30, 2026
RE: Resolution for Appointment of Treasurer

The Board of Trustees 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 as part of the Annual Organization Meeting the Board has the need to appoint the College Treasurer.

Recommended motion: Approve as presented resolution 0426-008 – Resolution for appointment of treasurer.

Attachment

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0426-008

DATE: April 13, 2026

RESOLUTION FOR APPOINTMENT OF TREASURER

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 July 2024 the Board appointed Mr. John Woodruff, Vice President for Business Services, as Treasurer, and approved related surety bonds; and

WHEREAS, as part of the Annual Organization Meeting the Board has the need to appoint the College Treasurer; and

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

Section 1. The Board hereby appoints Mr. John Woodruff to continue serving as Treasurer at the pleasure of the Board for no additional compensation.

Section 2. This Resolution shall take effect immediately upon passage.

ADOPTED this 13th day of April, 2026 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 is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 13th day of April, 2026.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 13th day of April, 2026.

Secretary, Board of Trustees

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees

FROM: Dr. Jonathan Bullock, President

CC:

DATE: March 30, 2026

RE: Resolution for College Treasurer to Act as Fiscal Agent

The Board of Trustees is authorized by the Public Community College Act (the "Act") to oversee the financial affairs of the College and has elected Mr. John Woodruff as Treasurer to oversee the business of the College as part of the Annual Organization Meeting the Board. The attached resolution outlines the responsibilities of Mr. Woodruff to act as the college's fiscal agent.

Recommended motion: Approve as presented resolution 0426-009 – Resolution for college treasurer to act as fiscal agent.

Attachment

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0426-009

DATE: April 13, 2026

RESOLUTION FOR COLLEGE TREASURER TO ACT AS FISCAL AGENT

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

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

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

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

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

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

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

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

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

ADOPTED this 13th day of April, 2026 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution for College Treasurer to Act as Fiscal Agent is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 13th day of April, 2026.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 13TH day of April, 2026.

Secretary, Board of Trustees

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

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

CC: Ike Nwosu, Vice President for Academic Services

DATE: March 12, 2026

RE: All-Illinois Community College Academic Team Nominees and PTK Scholars

Each year, Lake Land College has the opportunity to nominate students for the All-Illinois Community College Academic Team to be eligible for the All-USA \$5,000 scholarships and the Coca-Cola scholarship nomination. The nominations, submitted by the Phi Theta Kappa Honors Society Advisors, are based on academic achievement, leadership skills, and participation in various campus and community activities.

Morgan Livingston, an All-Illinois Academic Team nominee, is the PTK Treasurer and a Mathematics Education major at Lake Land College who is completing coursework in the College's Honors Program. She plans to transfer to the University of Illinois Urbana-Champaign to pursue a bachelor's degree in Secondary Mathematics Education and eventually a master's degree in education administration. As a future math educator, she hopes to create a supportive learning environment and transform common fears and anxieties about mathematics into a positive and engaging experience for her students.

Jay Blier was nominated to the PTK All-Illinois Academic Team and was also selected as a Coca-Cola Scholar, an honor recognizing some of the highest-achieving community college students in the nation. Jay is currently pursuing a degree in the Agriculture Transfer program and plans to transfer to Illinois State University after completing his studies at Lake Land College. He is participating in the Honors Program and is finishing up his classes this spring to earn Full-Level Honors for graduation. Jay is passionate about agriculture and is excited to continue his education while preparing for his future career. After completing his degree, he hopes to return to his community to live and work in his hometown, where he aims to contribute positively and help those around him.

PTK President, Sarah Housh, attending Lake Land College's liberal arts program, is a recipient of the Oberndorf Lifeline to Completion Scholarship, awarded to students who overcome unexpected financial barriers to finish their degrees. Sarah has been an active member of PTK and serves as a teaching assistant, math tutor, and lab assistant. She has also completed courses in the Honors Program and will be awarded Full-Level Honors at graduation. She is also organizing an effort to clean and preserve the College's official archives in celebration of Lake Land's 60th anniversary. Housh plans to graduate in Spring 2026, transfer to a university and pursue a career as a museum archivist.

I would like to recognize the achievements of these talented and outstanding student representatives at the 2026 April meeting of the Board of Trustees.

LAKE LAND COLLEGE

MEMO

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

FROM: Heather Nohren, Vice President for Student Services

DATE: April 7, 2026

RE: Invitation to Participate in Commencement Activities/Commencement 2026 Procedures

It gives me great pleasure to invite you to join us in celebrating the accomplishments of our graduates on **Friday, May 15, 2026**. We are excited to announce that the Admission and Records Staff, along with members of the Commencement Planning Committee, have organized a traditional Commencement Ceremony that will take place at the Lake Land College **Field House at 6:00 pm**.

We would be honored to have you participate in the following timeline of activities:

- 4:30 PM Meet in the Foundation and Alumni Center (FAC) for a pizza dinner with Faculty and Staff who are attending or assisting with Commencement
- 5:30 PM Meet in the Learning Resource Center (Library). Platform Party (including 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 in the Learning Resource Center (Library). Thank you for your ongoing support of Lake Land College and our graduates. We hope to see you at the ceremony.

Sincerely,

Heather Nohren

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Ike Nwosu, Vice President for Academic Services
DATE: March 20, 2026
RE: Curriculum Committee Activity

Attached is a listing of new courses and curricula, as well as changes to current courses and curricula approved by the Curriculum Committee from October 2025 to March 2026.

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

Attachment: Curriculum Committee Highlights

Curriculum Committee Highlights

October 2025 – March 2026

Course Additions

AHE-040L	Basic Nurse Assisting-Lab
ANT-220	Cultural Anthropology
BCT-047	Groundwork: Tools to Concrete
BCT-057	Framework: Walls to Rafters
BCT-063	Architectural Drafting
BCT-067	Ext Finish: Doors to Shingles
BCT-073	Architectural Design & Layout
BCT-075	Carpentry SOE
BCT-077	Outbuildings: Decks to Sheds
BCT-079	Construction Mgmt Internship
BCT-087	Int. Finish: Drywall to Flooring
BCT-097	Woodwork: Trim to Cabinets
BCT-099	Basics of Plumbing
BUS-041	Employability Skills
CDL-045	Class B CDL Driver Training replaces CDL-011
CDL-046	Class B CDL Theory replaces CDL-012
CDL-047	Class B CDL BTW replaces CDL-013
CDL-050	Class A CDL Driver Training replaces CDL-040
CDL-051	Class A CDL Theory replaces CDL-041
CDL-052	Class A CDL BTW replaces CDL-042
CDL-060	Class B CDL to A Upgrade replaces CDL-020
COS-040	Cosmetology Theory I
COS-041	Fundamental Hair Services
COS-042	Cosmetology Lab I
COS-043	Cosmetology Theory II
COS-044	Foundations of Haircolor
COS-045	Cosmetology Lab II
COS-062	Cosmetology Theory III
COS-063	Cosmetology Career Planning
COS-064	Cosmetology Lab III
COS-070	Cosmetology Theory IV
COS-071	Salon Management and Marketing
COS-072	Cosmetology Lab IV
COS-085	Cosmetology Theory V
COS-086	Advanced Hair Services Lab
COS-087	Cosmetology Lab V
CPR-040	AHA CPR Train-The-Trainer
CPR-041	AHA CPR Recertification
EET-088	Residential Wiring
EET-098	Residential & Commercial Appl
EET-099	Electric Code Fundamentals
ESL-022	ESL ICAPS Success
ESL-023	ESL Education Bridge

HED-272	Health Citizenship
HSP-108	Human Services Internship 1
HSP-109	Human Services Internship 2
HSP-111	Recovery Counseling Internship
HSP-201	Intro to Counseling Skills
HSP-206	Introduction to Grant Writing
ITT-083	Systems Design
ITT-051	Special Topics in IT
ITT-052	Content Management Systems
ITT-060	Project Management
ITT-090	IT Internship
MAS-057	Massage Kinesiology
MAS-065L	Massage Therapy II Lab
MAS-071	Ethics for the Massage Therapist
MAS-080	Massage III
MAS-080L	Massage III Lab
MAT-165	Computer Science II
MAT-260	Discrete Math
MAS-056	Pathology for the Massage Therapist
SRT-042L	Surg Tech Skills Lab

CBE Course Additions

INDC-062	Rigging and Hoisting
MTTC-050	Intro to Machining Procedures
TECC-040	Print Reading for Industry
TECC-043	Industrial Safety
TECC-070	Properties of Metal
WLDC-040	Welding Fundamentals
WLDC-041	Metal Cutting and Fabrication
WLDC-051	Shielded Metal Arc Welding I
WLDC-052	Shielded Metal Arc Welding II
WLDC-053	Shielded Metal Arc Welding III
WLDC-061	Gas Metal Arc Welding I
WLDC-062	Gas Metal Arc Welding II
WLDC-063	Gas Metal Arc Welding III
WLDC-070	Gas Tungsten Arc Welding
WLDC-071	GTAW/Aluminum
WLDC-072	GTAW/Stainless Steel
WLDC-080	Pipe Welding
WLDC-082	Advanced Welding Projects Lab

CBI Course Additions

INW-040	Intro to Mechanical Drives
INW-044	Intro to Fluid Power
INW-046	Applied Industrial Electricity
INW-050	Electronic Drive Sys
INW-054	Troubleshooting Techniques

PIT-040 Powered Industrial Truck Basic
 PLW-050 AB SLC500/Micro PLC
 PLC-070 Control-Compact Logix PLC

Course Revisions

AED-018 Basic Job Seek Skills
 AED-019 Adult Secondary ICAPS Success
 AED-022 Adult ICAPS Success
 AHE-035 Allied Health Support
 AHE-040 Basic Nurse Assisting
 AHE-040C Basic Nurse Assisting Clinical
 AHE-040L Basic Nurse Assisting Lab
 AHE-051 Health Science Careers
 ART-161 Printmaking
 ART-205 Painting I
 BCT-089 Construction Estimating
 BUS-097 Principles of Cost Accounting
 CRT-060 Speedbuilding V
 CRT-083 Court Reporting Internship
 DHY-089 Dental Materials
 DHY-091 Pain Management
 ENG-119 Composition I Pathway
 ENG-120 Composition I
 ENG-223 Creative Writing
 ENG-224 Creative Writing - Poetry
 IND-062 Rigging and Hoisting
 MAS-065 Massage Therapy II
 MAS-077 Massage Clinical I
 MAT-115 General Education Pathway
 MAT-116 General Education Math
 MAT-124 Statistics Pathway
 MAT-125 Statistics
 MAT-129 College Algebra Pathway
 MAT-130 College Algebra
 MAT-132 Trigonometry
 MAT-160 Computer Science I
 MAT-210 Finite Mathematics
 MAT-211 Math Analysis
 MAT-241 Analytical Geom-Calc I
 MAT-260 Discrete Math
 SRT-042 Surg Tech Skills

Course Withdrawal

ART-165 Fundamentals of Art
 BCT-041 Post Frame Construction
 BCT-050 Construction Materials
 BCT-054 Basic Carpentry I
 BCT-055 Basic Carpentry II

BCT-062	Architectural Drafting II
BCT-064	Construction Surveying
BCT-076	Architectural Drafting III
EET-069	Residential Wiring I
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-040	Class A CDL Driver Training
CDL-041	Class A CDL Theory
CDL-042	Class A CDL BTW
BUS-097	Principles of Cost Accounting
CIS-049	Content Management Systems
CIS-060	Project Management
CIS-083	Systems Design
DHY-084	Dietary Analysis DH/Seminar I
EMS-061	Fundamentals of Paramedicine I
EMS-064	Paramedic Care Skills I
EMS-071	Fundamentals Paramedicine II
EMS-074	Paramedical Care Skills II
EMS-084	Paramedical Care Skills III
EMS-086	Fundamentals Paramedicine III
ITT-040	IT Computer Apps Cert Int
ITT-041	IT Computer Apps Degree Int
ITT-042	IT Net Admin Cert Internship
ITT-043	IT Net Admin Degree Int
ITT-044	IT Programming Cert Int
ITT-045	IT Programming Degree Int
ITT-046	IT Web Technology Cert Int
ITT-047	IT Web Technology Degree Int
ITT-048	IT Digital Media Cert Intern
ITT-050	IT Game Dev Cert Internship
MAS-055	Massage Therapy I
MAS-060	A & P for Massage Therapist II
MAS-067	Pathology/Massage Therapist
MAS-070	Ethics for Massage Therapist
MAS-076	Massage Therapy III
MAS-085	Massage Therapy IV
MAS-086	Massage Therapy IV
MAS-087	Massage Clinic II
MAT-009	Geometry
MAT-140	Algebra with Trigonometry

Course Pending

GIS 090	Intro to Geospatial Technology
GIS 091	Advanced GIS
GIS 095	Geospatial Tech Internship

ESC 106 Intro Geographic Info Systems
 ESC 114 Adv Geographic Info Systems

New Program

AA.CS Computer Science
 AGS.GEN Associate in General Studies
 CRT.BCTE Exterior Framing
 NDP.BCTI Finish Certificate
 NDP.BCTM Construction Management
 AS.PVET Pre-Veterinary Medicine AS
 AAS.MANU Manufacturing

New CBE Programs

AAS.WEL.CBE Welding CBE
 CRT.AWEL.CBE Advanced Welding CBE
 CRT.WEL.CBE Welding Technology CBE
 NDP.BWEL.CBE Basic Welding CBE

Program Revisions

AA.ART ART
 AAS.HSP Human Services
 AAS.AUTO Automotive Technology
 NDP.BNA Basic Nursing Assistant
 NDP.NA Basic Nurse Assisting
 AAS.IT Information Technology
 AS.EASC Earth Science
 CRT.ITAPS IT-Computer Applications
 CRT.ITGD IT-Computer Game Development
 CRT.ITNET IT-Network Administration
 CRT.ITPROG IT-Programming
 CRT.ITWEB IT-Web Design
 AAS.DPGD IT-Graphic Design
 AAS.BCT Bldg Construction Trades
 AAS.EETES Electronics Systems Technology
 NDP.RSWR Residential Wiring
 AAS.WEL Welding
 CRT.WEL Welding Technology
 NDP.BWEL Basic Welding
 CRT.FSM Fire Science Management
 AAS.FSM Fire Science Management
 AAS.DH Dental Hygiene
 CRT.MT Massage Therapy
 CRT.COS Cosmetology
 CRT.AWEL Advanced Welding
 CRT.AT1 Automotive Technician I
 CRT.AT2 Automotive Technician II
 AAS.ACC Accounting Technology
 CRT.ACC Accounting

AA.PVET	Pre-Veterinary Medicine AA
AS.BIOL	Bioscience Non-Teaching
AS.CONSW	Conservation/Pre-Wildlife
AS.ENSC	Environmental Science
AAS.ECE	Early Childhood Care and Education
AAS.CFS	Child And Family Services
AAS.MET	Mechanical-Electrical Technology
AAS.HIMC	Medical Coding & Health Information
CRT.INDMT	Industrial Maintenance
AAS.SRT	Surgical Technology

Program Withdrawn

AAS.ITAPS	IT-Computer Applications
AAS.ITNET	IT-Network Administration
AAS.ITWEB	IT-Web Design

DOC

Course Revisions

ENG-005

Course Pending

ATO-045	Basic Automotive Alignment
ATO-056	Lower Engine Repair
ATO-057	Fuel Management
ATO-060	Safety Hand Tools
ATO-061	Body and Fender Construction
ATO-062	Repair A.B. Parts
ATO-063	Auto Trim and Glass
ATO-064	Acrylic Lacquer Refinish
ATO-065	Auto Enamel Refinish
ATO-066	Auto Electric and Power Equip
BMG-060	Introduction to Business
BMG-061	Business Software Appl I
BMG-062	Business Communications
BMG-063	Business Software Appl II
BMG-064	Small Business Accounting
BMG-065	Marketing
BMG-066	Management
BMG-067	Entrepreneurship
BMG-068	Business Software Appl III
CIT-079	Computers in the Work Place
CIT-080	Intro to Computer Technology
CIT-081	Keyboarding
CIT-082	Word Processing Software Appl
CIT-083	Spreadsheet Software Appl
CIT-084	Data Base Software Appl
CIT-085	Introduction Operating System
CIT-086	Computer Logic & Problem Solve

CIT-087	Intro to Visual Basic
CIT-088	Intro Cobol Programming
CIT-089	Software Applications
CIT-090	Intro to Desktop Publishing
CIT-091	Intro to Presentation Software
CIT-092	Introduction Web Page Design
WEL-042	Introduction to Welding
WEL-044	Metal Identification
WEL-045	Oxy-Acetylene Welding
WEL-046	Metal Cutting Processes
WEL-049	Shielded Metal Arc Welding III
WEL-053	Gas Tung Arc Welding/Alum
WEL-054	Gas Tung Arc/Ss
WEL-055	Pipefitting & Welding
WEL-060	Gas Metal Arc Welding III
WEL-062	Welding Blueprint Read/Layout
WEL-074	Welding S.O.E.

Course Withdrawn

CSM-069 Spec. Topics Custodial Service

Program Withdrawn

CRT.XABR Auto Body Repair

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Dr. Ikemefuna Nwosu, Vice President for Academic Services
CC: Ms. Heather Nohren, Vice President for Student Services
DATE: March 31, 2026
RE: Update to Board Policy BP 07.17.01 – Incomplete Grade Policy

This memo presents a recommended revision to BP 07.17.01 following a review initiated by Admissions & Records. The current policy allows students to submit Incomplete requests up to the grades-due date, which has created workflow bottlenecks because instructors and Division Chairs have insufficient time to review and process forms submitted on Grade Day.

The proposed revision clarifies expectations by requiring students to submit the completed request to the instructor on or before the final withdrawal date of the course, ensuring adequate time for review and final submission before the grade-submission deadline.

Additionally, the Academic Standards Committee recommended removing procedural steps, such as routing sequences and signature workflows, from the policy and placing them appropriately in Academic Services procedures. This strengthens policy clarity while allowing operational processes to be updated without Board action.

We respectfully present the proposed revisions as first reading during the regular meeting scheduled for April 2026. We will plan to bring this back to the Board for approval during the May 2026 regular meeting.

Recommended Motion:

Following first reading in April, 2026, approve as presented the proposed revisions in May 2026 to the following Board Policy:

- Board Policy 07.17.01 Incomplete Grade

07.17.01

Incomplete Grade

A student who is unable to complete the requirements for a course during the scheduled time period due to illness or other extreme circumstance may request to be assigned a grade of “I” (Incomplete) and be allowed to complete the course during the next scheduled term (excluding summer).

Students taking competency-based education courses will be able to accelerate, or finish early, but they must also follow the course’s schedule or pacing guide to ensure satisfactory academic progress.

To receive a grade of “I”, the student must have been maintaining a passing grade at the time of the documented illness or extreme circumstance, the instructor must agree that this is an appropriate grade for the specific circumstance. [The Request to Obtain an Incomplete form must be initiated by the student on or before the final withdrawal date of the course.](#) ~~The student and the instructor must complete and submit a Request to Obtain an Incomplete form to the instructor’s -~~ [Division Chair with final submission](#) ~~The Division Chair will ensure final submission~~ to the Admissions and Records Office no later than [noon on](#) the grades-due date of the term.

The student must then complete the requirements for the course prior to the mid-term date of the next scheduled semester. [Once an “I” grade is assigned, the student may not withdraw from the course.](#) After the requirements have been completed, the instructor will determine the grade the student earned (A, B, C, D, F, or P) and [submit the Incomplete Grade Change form](#) ~~report it~~ to the Admissions and Records Office. ~~Once an “I” grade is assigned, the student may not withdraw from the course.~~ Any “I” grade remaining after the mid-term date will automatically be changed to an “F” grade.

Students should be aware that assignment of an “I” grade may impact their financial aid.

Students affected by this procedure are referred to the grade appeal section of the catalog.

Adopted June 11, 2012
Revised June 11, 2018
Revised May 19, 2025
Revised

Page 1 of 1

Calendar of Events

Thursday, April 9, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011
Monday, April 13, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, May 7, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, May 11, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Friday, May 15, 2026	6 p.m. - College Commencement Ceremony
Wednesday, May 20, 2026	12 Noon – Annual Board Retreat – Foundation and Alumni Center Board Lunch 1 p.m. – Guest ICCTA Facilitator Mr. Jim Reed
Thursday, June 4, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, June 8, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, July 9, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, July 13, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, August 13, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, August 17, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Effingham Technology Center, 146
Thursday, September 10, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011

	<p>Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011</p>
Monday, September 14, 2026	<p>5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011</p>
Thursday, October 8, 2026	<p>Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011</p>
Monday, October 12, 2026	<p>5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011</p>
Thursday, November 5, 2026	<p>Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011</p>
Monday, November 9, 2026	<p>5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011</p>
Thursday, December 10, 2026	<p>Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011</p>
Monday, December 14, 2026	<p>5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011</p>
December 24, 2026 – Jan.1, 2027	College Closed

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Mr. John Woodruff, Vice President for Business Services

DATE: April 5, 2026

RE: February 2026 (Fiscal Year 2026) Financial Statement Summary

Please find below a summary of February's actual results compared to the approved budget. We now have only 4 months left in fiscal year 2026. At this time, I am not aware of any results, concerns, or indications that would cause concern.

February - Noteworthy Events Impacting Results

- **Results from Daily Operations** – Related to Revenue less Controllable Expenses, we finished February with a \$554,635 unfavorable to budget. Expenditures were even with the budget, but as reported in the March Board meeting, the lack of state payments resulted in a \$541K shortfall in revenue.
- **Revenue** – Revenue for February was unfavorable to the budget by \$541,100. This was 100% the missed state payments in February. YTD, through February, we have unfavorable balances with Credit Hour Grant (\$271K), CTE (\$132K), and Equalization (\$468K).
- **Expenditures** – Daily operational expenditures for the month of February were flat at (\$13,535) against the budget. However, we recorded the planned retirement expense, which added \$671,500 to Institutional Support from retirement payable.

Recommended motion: Approve as presented the February 2026, fiscal year 2026 Financial Statements.



**February 2026 (FY2026) Financial Results
Budget to Actual Performance
General Fund--Funds 01 and 02--For Internal Use Only**

Statement of Revenue & Expenditures	Current Month			YTD - FY2026			
	Actual	Budget	Variance	Actual	Budget	Variance	
Revenue							
Local Sources	\$104,278	\$41,667	\$62,611	\$12,562,309	\$12,330,333	\$231,975	●
ICCB Credit Hour Grant	\$0	\$254,284	(\$254,284)	\$2,668,347	\$2,938,925	(\$270,578)	●
ICCB Equalization Grant	\$0	\$502,936	(\$502,936)	\$3,600,888	\$4,023,487	(\$422,599)	●
Other State Sources	\$261,107	\$71,741	\$189,366	\$778,505	\$1,134,767	(\$356,262)	●
Tuition	(\$1,134)	(\$9,789)	\$8,655	\$8,690,270	\$8,680,728	\$9,543	●
Fees	\$65,016	\$65,656	(\$640)	\$4,061,937	\$4,241,367	(\$179,430)	●
Other Revenue	\$35,832	\$79,704	(\$43,872)	\$1,293,999	\$894,860	\$399,139	●
Gift in Kind	\$0	\$0	\$0	\$0	\$0	\$0	●
Total Revenue	\$465,099	\$1,006,199	(\$541,100)	\$33,656,255	\$34,244,468	(\$588,213)	●
Expenditures							
Instructional	\$1,414,077	\$1,531,678	\$117,600	\$9,937,382	\$10,649,695	\$712,313	●
Academic Support	\$126,522	\$117,366	(\$9,157)	\$1,052,272	\$1,208,028	\$155,756	●
Student Services	\$292,864	\$296,668	\$3,803	\$2,178,190	\$2,415,479	\$237,289	●
Public Service/Cont Ed	\$68,477	\$80,275	\$11,798	\$579,293	\$786,527	\$207,234	●
Operations & Maintenance	\$260,623	\$313,699	\$53,076	\$2,753,068	\$3,443,077	\$690,009	●
Institutional Support	<u>\$1,264,619</u>	<u>\$1,073,962</u>	<u>(\$190,657)</u>	<u>\$6,501,900</u>	<u>\$7,118,572</u>	<u>\$616,672</u>	●
Total Expenditures - Daily Operations	\$3,427,182	\$3,413,647	(\$13,535)	\$23,002,104	\$25,621,376	\$2,619,273	
Revenue Less Expenditures - Daily Operations	(\$2,962,083)	(\$2,407,448)	(\$554,635)	\$10,654,151	\$8,623,091	\$2,031,060	●
Scholarships, grants, waivers	(\$1,660)	\$5,000	\$6,660	\$652,107	\$1,362,851	\$710,744	
Gift in Kind	\$0	\$0	\$0	\$0	\$0	\$0	
Reserves - Emergency, contingency and pledged	\$6,420	\$33,900	\$27,480	\$184,058	\$664,120	\$480,062	
Transfer Out	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
Total - Non-Operational Expenditures	\$4,759	\$38,900	\$34,141	\$836,165	\$2,026,971	\$1,190,806	
Total Expenditures	\$3,431,942	\$3,452,547	\$20,605	\$23,838,269	\$27,648,347	\$3,810,078	●
Excess Revenues Less Total Expenditures	(\$2,966,843)	(\$2,446,348)	(\$520,495)	\$9,817,986	\$6,596,120	\$3,221,865	●

●	Favorable
●	Unfavorable - No Concerns at this time.
●	Unfavorable - Concerned



**February 2026 (FY2026) Financial Results
Performance Details
General Fund--Funds 01 and 02--For Internal Use Only**

Expenditures by Category Type	Current Month			YTD - FY2026			
	Actual	Budget	Variance	Actual	Budget	Variance	
Salary and Wages	\$1,757,299	\$1,799,964	\$42,665	\$13,494,477	\$13,914,278	\$419,801	●
Employee Benefits	\$484,266	\$639,073	\$154,807	\$3,492,663	\$3,745,525	\$252,862	●
Contractual Services	\$243,269	\$221,381	(\$21,888)	\$1,888,149	\$2,474,581	\$586,432	●
General Materials and Supplies	\$153,927	\$92,611	(\$61,316)	\$1,835,575	\$2,784,957	\$949,382	●
Travel and Meeting Expenses	\$47,011	\$36,128	(\$10,883)	\$237,631	\$451,693	\$214,062	●
Fixed Charges	\$26,384	\$32,608	\$6,224	\$300,662	\$177,835	(\$122,827)	●
Utilities	\$28,155	\$133,510	\$105,354	\$988,440	\$1,182,269	\$193,830	●
Capital Outlay	\$12,798	\$5,000	(\$7,798)	\$57,214	\$377,915	\$320,701	●
Contingency Funds	(\$2,274)	\$22,950	\$25,224	\$147,296	\$414,120	\$266,824	●
Other Expenditures	\$681,107	\$469,323	(\$211,784)	\$1,396,162	\$2,125,174	\$729,012	●
Total Expenditures	\$3,431,942	\$3,452,547	\$20,605	\$23,838,269	\$27,648,347	\$3,810,078	

Accumulated Expenditures by Type	YTD - Salary & Wages			
	Actual	Budget	Variance	
Instructional	\$7,548,413	\$7,526,139	(\$22,274)	●
Academic Support	\$655,952	\$696,765	\$40,813	●
Student Services	\$1,541,565	\$1,588,306	\$46,742	●
Public Service/Cont. Ed	\$298,033	\$327,333	\$29,300	●
Operations & Maintenance	\$756,462	\$947,448	\$190,986	●
Institutional Support	\$2,694,052	\$2,828,286	\$134,234	●
Total	\$13,494,477	\$13,914,278	\$419,801	●
Annual Budget		\$20,185,125		
Percent Consumed		68.93%		

YTD - Employee Benefits			
Actual	Budget	Variance	
\$1,585,645	\$1,666,171	\$80,526	●
\$162,028	\$202,827	\$40,799	●
\$466,940	\$577,570	\$110,630	●
\$70,453	\$75,848	\$5,394	●
\$272,402	\$408,580	\$136,179	●
\$935,195	\$814,529	(\$120,666)	●
\$3,492,663	\$3,745,525	\$252,862	●
	\$6,238,351		
	60.04%		

●	Favorable
●	Unfavorable - No Concerns at this time.
●	Unfavorable - Concerned

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 FY26 Active Minds Mental Health grant

Lake Land College has received a one-year grant for \$500.00 from the Active Minds x ENOUGH: Stress Less Week® program. The purpose of this grant is to spread the message that speaking up about one's struggles is a sign of strength, and promoting self-care is a priority.

Grant funds will be used to host a Stress-Less related event on campus between April 20-24 using the Active Minds Stress Less Week Toolkit as a guide, and to promote the event on our Active Minds chapter social media channels using the hash tags #WeareENOUGH and #StressLessWeek.

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

Recommended motion: Accept as presented a one-year \$500.00 grant from Active Minds x ENOUGH: Stress Less Week program.

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: John Woodruff, Vice President for Business Services

CC:

DATE: March 12, 2026

RE: Surplus Items

Related to the ongoing operations of the college and in addition to the various capital projects, we're respectfully asking the Board to surplus the following items which have become obsolete and have little to no value to the college:

- **2 Precor 954i Treadmills** – These treadmills in the student fitness center are outdated and have been replaced with newer models.
- Miscellaneous furniture items from ETC:
 - 5 – Mayline equipment movers
 - 2 – Document Sorting Cabinets
 - 1 – Document Sorting Station with Desk
- SUV used by the Department of Corrections Special Projects Manager that needs extensive repairs and will be traded in:
 - 1 – 2020 Ford Escape VIN 1FMCU9G69LUA52087

As with past surplus items/equipment, we will seek the best financial route to follow in disposing of these items. Those options could include donation to local school districts/charitable (501C3) organizations and/or sales to individuals, auction house consignment, and/or wholesale purchasers.

Recommended motion: Declare as presented the fitness center and miscellaneous ETC furniture items and vehicle as surplus and grant authorization to dispose of the listed items in a manner most beneficial to Lake Land College.

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC:

DATE: March 30, 2026

RE: Continued Employment of Grant Funded Employees

I respectfully request the Lake Land College Board of Trustees approve the sending of honorable termination notices to all permanently State and Federal grant-funded, full-time and part-time employees of Lake Land College. When and if contracts are received for these grants or renewals confirmed, I also request the authorization to rescind these termination notices and reemploy affected personnel. Although this is a practice we regret having to enact, we feel it is in the College's best interest in the event the anticipated grant funds are not received.

Recommended motion: Approve as presented the issuance of honorable termination notices to all State and Federal grant-funded full-time and part-time College employees, with the understanding that the College may rescind these notices and reinstate affected personnel if and when grant contracts are awarded or renewals confirmed.

LAKE LAND COLLEGE

MEMO

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

FROM: Bailey Cole, Director of Annual Giving & Alumni Relations

DATE: March 27, 2026

RE: Retiree Wall of Fame Award Recipients

The Foundation & Alumni College Awards Selection Committee met on February 3, 2026, and is pleased to recommend the following individuals for recognition on the Retiree Wall of Fame for 2026: Nina Rose of Charleston, IL, Alvin Siebert of Effingham, IL, and Larry Hymes (posthumously) of Neoga, IL, honoring their years of dedicated service and lasting contributions to Lake Land College.

Members of the committee included President Bullock, Ms. Doris Reynolds representing the Board of Trustees, Mr. Greg Powers and Ms. Jasmine Ballard representing the faculty, and Ms. Joy Kaurin and Dr. Lynn Breer representing the staff.

Recommended motion: Approve the selection of the 2026 Retiree Wall of Fame honorees as recommended by the Awards Selection Committee: Nina Rose of Charleston, IL, Alvin Siebert of Effingham, IL, and Larry Hymes (posthumously) of Neoga, IL.

MEMO

TO: Heather Nohren, Vice President for Student Services
FROM: Lisa Shumard-Shelton, Director of Student Life
DATE: April 1, 2026
RE: Student Trustee and Student Government Sophomore Elections 2026

The Elections for Student Trustee and Sophomore Student Government Association were held on Wednesday, March 25 and Thursday, March 26. The students were informed about the elections through fliers, posters, Laker HUB, social media, Canvas and in classrooms. Student Activity Board collaborated with SGA to hold an election promotional event on campus and at the Effingham Technology Center. The application and petition process were advertised and processed through the Laker HUB. Students were allowed to vote for up to five candidates for sophomore SGA and student for Student Trustee. Nine students ran for the nine positions available on the board, and four ran for Student Trustee. Those elected are indicated. An estimated 230 students cast votes in the election. The following are the results of the elections. *Indicates a position on the respective board.

Recommended motion: Certify as presented the 2026 winners of the sophomore SGA delegates election, the student trustee election and seat Mr. Wyatt Draper as student trustee effective April 15, 2026.

Spring 2026 Election Results		
Student Trustee		
Name	Write-in	Votes
Donald Wyatt Draper*	No	79
Nathaniel Carlin	No	75
Rhett Lehman	No	62
Deann St Michael	No	21
Tyler Petersen	Yes	2
Charles Stark	Yes	1
Nate Carlin	Yes	1
SGA Nominees		
Name	Write-in	Votes
Rhett Lehman*	No	104
Aaliyah Abulfathi*	No	90
Taylor Lee Mercer*	No	87
Makinzie Gaither*	No	87
Mara Dorjahn*	No	80
Sayde Lynn Hogg*	No	79
Noah John Gorenz*	No	64
Rachel Lynn Warfel*	No	53

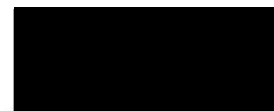
Rachel Lynn Warfel*	No	53
Deann St Michael*	No	50
Tyler Petersen	Yes	4
Charles Stark	Yes	3
NATHANIEL CARLIN	Yes	2
Tyler Petersen	Yes	2
Charles Stark	Yes	1
Sade	Yes	1
Sadie	Yes	1
Raygin Drum	Yes	1
Angeline Rivera	Yes	1
Nate	Yes	1
Sayde Lynn Hogg	Yes	1
Makinzie Gaither	Yes	1
Nate Carlin	Yes	1
Kinzie Gaither	Yes	1



Lisa Shumard-Shelton
Director of Student Life



Allison Meese
SGA President



Jay Bliler
Student Trustee

LAKE LAND COLLEGE

MEMO

TO: John Woodruff, Vice President for Business Services

FROM: David Stewart, Chief Information Officer

DATE: March 17, 2026

RE: Approval for a One-Year Renewal of Zoom Services

The ISS team requests approval for a 1-year renewal of Zoom services to maintain seamless communication, collaboration, and virtual engagement across our organization. Zoom has been a critical platform for virtual meetings, remote instruction, and hybrid collaboration, especially within our educational and administrative operations. The renewal term runs from March 13, 2026, through March 12, 2027, at a total annual cost of \$37,572.80.

The EDU Site License model allows for up to 268 faculty/staff and up to 17,000 students to have full access to Zoom services, ensuring reliable, institution-wide availability. Zoom Rooms and Room Connectors are integral for our HyFlex classroom settings. These technologies support in-room conferencing with external virtual participants, sustaining flexibility and continuity in operations. This cost is the minimum level available and Zoom offers a highly cost-effective collaboration solution compared to alternative platforms, without additional infrastructure investment. As for security and compliance, Zoom's platform meets educational compliance requirements (FERPA, HIPAA) and provides robust administrative controls, encryption, and access management to protect institutional data and communications.

Cost Breakdown

Service	Quantity	Unit Price	Total
Room Connector Annual	7	\$449.10	\$3,143.70
Zoom Rooms Annual	18 (7 + 11)	Varies	\$10,429.10
EDU Site License – Faculty/Staff	268	\$89.55	\$24,000.00
EDU Site License – Student	17,000	\$0.00	\$0.00
Total:			\$37,572.80

These services and supplies are exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads, "purchase and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services."

Given Zoom's proven performance, institutional reliance, and strategic alignment with our communication and instructional goals, I respectfully ask the Board of Trustees to approve the \$37,572.80 expenditure for the one-year Zoom renewal.

Recommended motion: Approve as presented the one-year renewal of Zoom services through Zoom Communications, Inc. of San Jose, California for faculty/staff and students from March 13, 2026, through March 12, 2027, at a total annual cost of \$37,572.80.

Invoice



Zoom Communications, Inc.
55 Almaden Blvd, 6th Floor
San Jose, CA 95113

Invoice Date: Mar 13, 2026
Invoice #: INV345570754
Payment Terms: Net 30
Due Date: Apr 12, 2026
Account Number: 51867424
Currency: USD
Payment Method:
Account Information: Lake Land College
Account Legal Name: LAKE LAND COLLEGE

Sold To Address: 5001 Lake Land Blvd,
Mattoon, Illinois 61938
United States
2172345425
jwestend@lakelandcollege.edu

Bill To Address: 5001 Lake Land Blvd,
Mattoon, Illinois 61938
United States
2172345425
jwestend@lakelandcollege.edu

Federal Employer ID Number: 61-1648780

For ACH and Wire Transfer payment:
Account Name: Zoom Communications, Inc.
Bank Name: Wells Fargo Bank
Account Number: 3088920149
Routing Number (WT): 121000248
Routing Number (ACH): 121042882
SWIFT Code: WFBIUS6S

OR send check payment to:
Zoom Communications, Inc.
PO Box 888843
Los Angeles, CA
90088-8843

Remittance Details should be sent to:
Finance@zoom.us

Purchase Order Number:

Tax Exempt Certificate ID: e99982171

[Zoom W-9](#)

Charge Details

Charge Description	Billing Period	Subtotal	Taxes, Fees & Surcharges	Total
Charge Name: Zoom Rooms Annual Quantity: 11 Unit Price: \$499.00	Mar 13, 2026 - Mar 12, 2027	\$5,489.00	\$0.00	\$5,489.00
Charge Name: Zoom Rooms Annual Quantity: 11 Unit Price: \$449.10	Mar 13, 2026 - Mar 12, 2027	\$4,940.10	\$0.00	\$4,940.10
Charge Name: Room Connector Annual	Mar 13, 2026 - Mar 12, 2027	\$3,143.70	\$0.00	\$3,143.70

Quantity: 7

Unit Price: \$449.10

Charge Name:
EDU Site License Annual

Mar 13, 2026 - Mar 12,
2027

\$24,000.00

\$0.00

\$24,000.00

License Type: Site
Quantity: 268
Unit Price: \$89.55

Charge Name:
EDU Site License Annual

Mar 13, 2026 - Mar 12,
2027

\$0.00

\$0.00

\$0.00

License Type: Student
Quantity: 17,000
Unit Price: \$0.00

Subtotal

\$37,572.80

Total (Including Taxes, Fees & Surcharges)

\$37,572.80

Invoice Balance

\$37,572.80

Taxes, Fees & Surcharge Details

Charge Name

Tax, Fee or
Surcharge Name

Jurisdiction

Charge Amount

Tax, Fee or Surcharge
Amount

Total of Taxes, Fees & Surcharges

\$0.00

Need help understanding your invoice?

[Click here](#)

Zoom One is rebranding to Zoom Workplace! This new name does not impact your services.

Please note ZoomIQ for Sales is now called Zoom Revenue Accelerator. Your Services will remain the same and this name change does not change your current subscription pricing.

Zoom Phone services provided by Zoom Voice Communications, Inc. Rates, terms and conditions for Zoom Phone services are set by Zoom Voice Communications, Inc

Want to streamline your ability to pay outstanding invoices? Switch over to ACH today where you can enter your bank credentials online and use this for future payments. Simply navigate to zoom.us/billing.payment click 'Edit' on the

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President
John Woodruff, Vice President for Business Services

FROM: Dustha Wahls, Director of Human Resources

DATE: March 16, 2026
Proposed Update to Board Policies *05.04.06-Personal Days*, *05.04.07-Sick Days*, and *05.04.20-Overtime and Compensatory Time for Non-Exempt Employees* – Regarding the

RE: Use of Leave in 30-Minute Increments

The administration is recommending a minor but important update to the College's leave policies governing sick leave, personal leave, and compensatory time. The proposed revisions would allow employees to use leave time in thirty-minute increments rather than the current one-hour increments. The purpose of this change is to provide employees with greater flexibility in managing their accumulated leave time while also supporting operational needs of the College. In particular, this change will better accommodate scheduling adjustments such as the summer work schedule.

This revision does not change the amount of time employees earn or their overall eligibility for leave benefits. It only adjusts the minimum increment in which leave time may be used. As such, the change does not create additional financial liability for the College but simply allows employees to utilize their earned leave time in smaller increments.

If approved, we anticipate rolling this out campus wide in May, at the start of the summer hour work schedule.

Recommended motion: Waive first reading and approve as presented the recommended changes to board policies *05.04.06-Personal Days*, *05.04.07-Sick Days*, and *05.04.20-Overtime and Compensatory Time for Non-Exempt Employees* which would become effective with the May 2026 Summer work schedule.

05.04.06

Personal Days

Personal days for administrative, supervisory and support personnel, with pay of up to 40 hours for full-time 12-month employees and prorated hours for full-time employees of less than 12 months, may be used for any purpose which requires absence from professional responsibilities. Except in an emergency, employees desiring to use personal leave shall notify their supervisor at least one full College business day in advance. A minimum of ~~one hour~~ thirty minutes of personal leave time must be used per request. Personal hours will be recorded by timesheet and deducted as used. Employees in their probationary period are not allowed to utilize personal leave. Personal leave does not carry over or accumulate as personal leave. Any unused personal leave hours will transfer to the employee's sick leave hour balance at the end of each fiscal year and are not reimbursable at the time of separation from employment.

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

Adopted November 9, 1998

Revised August 10, 2009

Revised December 11, 2017

Revised December 11, 2023 with an effective date of January 1, 2024

05.04.07

Sick Days

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

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

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

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

Board Policy No. 05.04.07

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

Adopted November 9, 1998
Revised September 15, 2003
Revised August 14, 2006
Revised June 13, 2011
Revised November 14, 2016
Revised December 11, 2017
Revised December 9, 2019
Revised September 11, 2023
Revised December 11, 2023 with an effective date of January 1, 2024

05.04.20

Overtime and Compensatory Time for Non-Exempt Employees

General:

All overtime must be pre-approved by the employee's immediate supervisor prior to an employee working beyond their regularly scheduled 40 hour work week. Except as may otherwise be provided within this section, overtime will be applicable to all non-exempt employees according to the following provisions:

Supervisor approval is required for all work beyond an employee's normal work hours. This includes working from home, attending required business meetings or conducting any type of college business after work hours. Any work performed without prior supervisor approval may subject an employee to disciplinary action, up to and including discharge.

Summer Schedule:

If the College schedules a four-day summer session where the work day is eight and one-half (8-1/2) hours, hours worked between eight and one-half (8-1/2) and ten (10) in any work day will be paid at the regular hourly rate, and overtime will be paid for all hours in excess of forty (40) hours in one week, in accordance with the requirements set forth in this section.

For Police officers, because of the nature of their responsibilities, time-and-one-half will be earned as compensatory time or paid only for hours worked in excess of forty (40) hours in one week. All hours worked on the first day following the completion of an officer's regularly scheduled work week will be earned or paid at time-and-one-half. All hours from the second day following the completion of an officer's regularly scheduled work week and through the end of the regular work week will be paid at double time.

As outlined above, non-exempt employees who exceed 40 hours of work in a single work week will be paid at the rate of one and one-half (1 1/2) times their regular hourly rate for the hours worked beyond forty (40).

Compensatory Time:

In lieu of receiving overtime pay, non-exempt employees may receive

Board Policy **05.04.20**

compensatory time-off at a rate of one and one-half (1 ½) hours for each hour worked beyond 40 in a given workweek.

At no time may an employee's accumulated compensatory time-earned exceed 80 hours.

Notwithstanding, the above and to avoid hardship to the College, an employee's supervisor may require the employee to reduce accumulated compensatory time, or schedule the compensatory time-off for the employee, so that the employee does not accumulate more than 80 hours of compensatory time.

An employee who has accrued compensatory time-off shall be permitted to use such time in no less than ~~one hour~~ thirty minute increments, provided that such request does not unduly disrupt the operations of the College. Employees choosing to use their accrued compensatory time-off shall submit a request for their immediate supervisor's approval. An employee's immediate supervisor must approve a request to use compensatory time- off.

Upon separation from employment, an employee will be paid for unused compensatory time-off at their regular final rate of pay.

Compensatory time-off is time during which the employee is not working. Therefore, compensatory time-off is not counted as "hours worked" for purposes of overtime compensation.

Additional Positions:

Full-time, non-exempt employees may not hold additional positions (such as adjunct teaching) that require work beyond the regularly scheduled 40 hour work week. Part-time, non-exempt employees may not hold jobs equaling more than 29 hours per week. Exceptions to this guideline may be pre-authorized by the appropriate vice president, but *only* in the instance of a staffing emergency. An emergency is defined as "a sudden, unexpected occurrence demanding immediate action." Overtime will be paid based on a calculation of average hourly wages of both positions.

Board Policy 05.04.20

Record Keeping:

Supervisors are responsible for monitoring the working schedules of non-exempt employees to maintain accurate records of all time worked and ensure time worked is recorded appropriately on their time sheet.

Overtime requirements may not be waived by agreement between the employer and employee.

Adopted November 9, 1998
Revised May 10, 1999
Revised June 14, 2004
Revised December 14, 2015 (Effective date of January 1, 2016)
Revised August 14, 2017

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President
FROM: John Woodruff, Vice President for Business Services
DATE: March 30, 2026
RE: Tort Levy Expenditures/Risk Management Plan

Tort Immunity allows public entities to levy taxes to fund expenses related to tort liability, insurance and risk management programs. The Tort Immunity Act allows for levied taxes to be exempt from various limitations that would otherwise be subject to applicable tax levies.

The College's formal TORT Levy plan was adopted in August 2025 and is reviewed annually by the Vice President of Business Services, Human Resources, and Comptroller for position changes and updates. We are moving this request to the April Board meeting to allow any potential recommendations by the Board to be accounted for in the fiscal year 2027 budget.

Therefore, I respectfully request a review and approval of the College's TORT Levy Expenditures/Risk Management Plan for FY2027. At this time, there are no recommended changes from the plan presented in the August 2025 Board meeting.

Recommended motion: Approve as presented the FY2027 Tort Levy Expenditures/Risk Management Plan which will be incorporated into the fiscal year 2027 budget.

Lake Land College

TORT LEVY EXPENDITURES/RISK MANAGEMENT PLAN

Board of Trustees

Lake Land College

Tort Levy Expenditures/Risk Management Plan

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

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

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

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

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

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

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

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

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

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

Facilities Coordinator to Physical Plant Operations	10%	The Facilities Coordinator to the Physical Plant spends an estimated 10% of their time working on tort related issues. Responsibilities in this area include scheduling and maintenance of college vans and busses and coordination of tort related tasks for the maintenance and custodial staff (taking the initial call, dispatching the information to the appropriate personnel and follow up).
Facilities Planning Manager	20%	The Facilities Planning Manager spends an estimated 20% of their time working on issues directly related to tort liability. Much of this time is spent assuring the college's facilities meet accessibility requirements mandated by the American's with Disabilities Act, and safety requirements as mandated by OSHA and the Illinois Department of Labor. He/she also oversees implementation of safety related technology such as lighting, sidewalk repair and installation of fire alarms. These risk management responsibilities are assigned in addition to non-tort related tasks such as general construction planning, aesthetics and coordination with contractors.
College Nurse	90%	The College Nurse spends an estimated 90% of their time working on tort related issues. 60% of their time is devoted as a first response to injury. 20% of their time is devoted to managing physicals, immunizations, TB tests and CPR certification of nursing students, managing eye wash stations and management of athletic physicals as required by law. 10% is devoted to training such as alcohol and other drug related training for students.
Student Wellness Center Manager	50%	The Student Wellness Center Manager provides mental health counseling and crisis intervention to students. They make appropriate referrals to community agencies when appropriate. In addition, they manage effective relationships with Counseling Services and faculty and staff when responding to students in crisis or displaying concerning behavior. This position also supports campus initiatives addressing mental health and serves on the Behavior Intervention Team.
Student Wellness Specialist	15%	The Student Wellness Specialist monitors students and develops action plans to facilitate referrals to on-campus and off-campus resources. In addition, the Student Wellness Specialist assists with programs trainings and workshops for staff and students that support holistic student development and success. The Student Wellness Specialist provides support for physical and mental health services.

Counselor for Student Accommodations & Mental Health Initiatives	50%	The Counselor for Student Accommodations and Mental Health initiatives spends an estimated 50% of their time working on tort related issues. These tasks relate to state and ADA guide lines regarding students with disabilities such as providing note takers and interpreters, ordering books on tape, sending instructor notifications, communicating with parents, instructors and students about accommodations, responding to requests for information, Chairs/member of the Behavioral Intervention Team, and coordinating facilities and technology accessibility issues with the appropriate administrative personnel. These risk management responsibilities are assigned in addition to non-tort related issues such as general counseling and advising, orientation, teaching and filing reports.
Police Chief and Officers	100%	Due to the nature of their responsibility as sworn law enforcement officers, the police department staff is devoted 100% to tort related issues. Police officers respond to, report and investigate all reports of crimes and suspicious activity/persons on campus. They also investigate traffic accidents on or near campus, respond as back up units to area law enforcement agencies, direct traffic, provide escorts to students and staff who request them, provide security at the Kluthe Center, provide security at special events including basketball games, Special Olympics and other events on campus, and respond to medical emergencies (all officers are certified in CPR/AED/first aid. The Chief of Police also serves on the Behavior Intervention Team investigating safety issues and concerns.
Chief Information Officer	15%	The Chief Information Officer spend an estimated 15% of their time working on tort related issues. He/she is responsible for ensuring the College provides adequate and sufficient processes, procedures, tools and personnel to protect the College from all cybersecurity threats. He/she works directly with his staff on an overall cybersecurity plan that addresses any imminent cybersecurity threats and ensures the College meets all requirements from cybersecurity assessment form to ensure the College qualifies for Cybersecurity insurance annually.
Director of Information Securities	100%	The Director of Information Security spend an estimated 100% of their time working on tort related issues. He/she is responsible for deploying and maintaining adequate and sufficient processes, procedures, tools and personnel to protect the College from all cybersecurity threats. He/she works directly with the Information Security Specialist on an overall cybersecurity plan, addressing any imminent threats and ensures the College meets all requirements from cybersecurity assessment form to ensure the College qualifies for Cybersecurity insurance annually.

Information Security Analyst	100%	The Information Security Analyst spend an estimated 100% of their time working on tort related issues. He/she reports to the Director of Information Security addressing any imminent cybersecurity threats and helps deploy and maintain adequate and sufficient processes, procedures, tools and personnel to protect the College from all cybersecurity threats.
Director of Counseling and Student Conduct	5%	The Director of Counseling and Judicial Affairs Advisement spends an estimated 5% of their time working on tort related issues. He/she is responsible for ensuring students with special needs are properly coordinated. The Director oversees the Counselor/Coordinator Disability Services and ensures all applicable laws and statutes are adhered to. The Director serves on the Behavior Intervention Team investigating student safety issues and concerns. These risk management responsibilities are assigned in addition to non-tort related issues such as general counseling and advising.
Director of Human Resources	20%	The Director of Human Resources spends an estimated 20% of their time working on tort related issues. They are responsible for maintaining job descriptions that accurately reflect risk management and ensuring that all employees are aware of their specific risk management responsibilities. The Director ensures worker's compensation claims are properly filed, working with the Director of the Physical Plant & Coordinator of Training & Development to verify proper training is implemented and ensures the college engages in hiring and promotion processes according to state and federal laws and standards and regularly reviews and updates the College's Risk Management Program. This position is also the Title IX Coordinator for the college.
Chief of Staff	10%	The Chief of Staff spends an estimated 10% of their time working on tort related issues. Assisting the President of the college, this position discusses and ensures programs, and services that impact safety and reduce the college's exposure to liability are properly executed and maintained. This position supervises the head of the college police department.
Vice President for Student Services	5%	The Vice President for Student Services spends and estimated 5% of their time working on tort related issues. The Vice President supervises the department heads of the counseling department and the college nurse. The Vice President serves on the Title IX Task Force and Behavioral Intervention Teams and determines final action on student matters.

Vice President for Business Services	10%	The Vice President for Business Services spends an estimated 10% of their time working on tort related issues. The Vice President supervises the department heads of the maintenance, Comptroller and human resources departments. The vice president ensures that the department heads are properly meeting tort related expectations.
President	5%	The President spends an estimated 5% of their time working on tort related issues. As the chief executive officer of the college, the president discusses and ensures programs, and services that impact safety and reduce the college's exposure to liability are properly maintained.

Adopted 8/2006
 Reviewed 4/2007
 Amended 6/2008
 Reviewed 4/2009
 Amended 5/2010
 Amended 8/2011
 Reviewed 8/2012
 Reviewed 8/2013
 Amended 8/2014
 Reviewed 8/2015
 Revised 8/2016
 Reviewed 08/2017
 Revised 08/2018
 Reviewed 08/2019
 Revised 08/2020
 Revised 08/2021
 Revised 08/2022
 Revised 08/2023
 Revised 08/2024
 Revised 08/2025

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Brandon Young, Dean of Correctional Programs

CC:

DATE: March 23, 2026

RE: Simlog forklift simulator and accessories

Moss Enterprises, in conjunction with Simlog, focus on expert technical trainers with a focus on innovation that guarantees educators have the tools they need to bring a future of learning directly to the students.

The attached quotes are for 3 Sit-Down Forklift simulators. One for Hill Correctional Center, one for Sheridan Correctional Center, and one for Vienna Correctional Center. These have been approved to purchase by the Illinois Department of Corrections utilizing CTEI and Perkins grant money allocated to the Lake Land Corrections contract.

Please note that a bid was not required per Board Policy (#4.L.), the exclusion for contracts for goods or services economically procurable from only one source, as Moss Enterprises, Inc., is Simlog's sole educational solutions reseller in the State of Illinois.

Recommended motion:

Approve as presented the purchase of three Forklift Simulators in the amount of \$190,929. On each quote, the optional \$600 Simlog training will not be purchased. \$127,286 will come from CTEI grant money and \$63,643 will come from the Perkins grant. Purchase will be made from Moss Enterprises, 5530 West Parkway, Ste 100, Johnston, IA, 50131.

Moss Enterprises

5530 West Parkway, Ste 100
 Johnston, IA 50131
 +18008224048
 dana@mossent.com

**ADDRESS**

Brandon Young
 Hill Correctional Facility
 600 S Linwood Road
 Galesburg, IL 61402

Quote 866(1)T**DATE 03/13/2026****EXPIRATION DATE 04/15/2026****EDUCATION SPECIALIST**

Brian Wagaman

ITEM #	DESCRIPTION	QTY	RATE	AMOUNT
PSM-FLT-01-020011	Commercial Software License for Simlog's Forklift Personal Simulator	1	10,000.00	10,000.00
PS-SMR-01-010804	Commercial Software License for Simlog's Simulation Manager	1	2,000.00	2,000.00
SOC-ASM-SW-FLT-02	Simlog's Operator Chair with Industrial Controls for Forklift Personal Simulator Steering-Wheel Platform with industrial steering wheel and pedals, 4 Ball Tip Levers, and Vibration System	1	39,499.00	39,499.00
Dell Alienware PC Package	Dell Alienware Gaming Desktop PC w Nvidia GeForce 16GB 5080,32GB DDR5, wireless keyboard & mouse, and 3yr warranty. UPS Battery backup, Mobile Desk Speaker System, Power strip, and Extension Cords (exact specs subject to change & availability))	1	5,249.00	5,249.00
Samsung 50"	Samsung 50" Smart TV, w stands & cables	4	699.00	2,796.00
Installation	Simlog Installation and Familiarization (software & hardware installation, testing, licensing, and basic instructor hardware familiarization)	1	1,999.00	1,999.00
Simlog Training	***OPTIONAL*** Recommended Half day of Online Product Training via "Virtual Visit" (video-conferencing) for Simlog's Simulators and Simulation Manager	1	600.00	600.00
Shipping Simlog	Estimated Shipping, Customs Fees and Tariffs	1	2,100.00	2,100.00

TERMS: NET 30 DAYS Penalty of 1 1/2% per mo. after 30 days

If you any questions about this quotation, please contact your Education Specialist at (800) 822-4048.

SUBTOTAL	64,243.00
TAX	0.00

When ready to invest in your next educational solution, contact Dana Buster at (800) 822-4048 or email purchase order to dana@mossent.com.

TOTAL	\$64,243.00
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Accepted By

Accepted Date

Moss Enterprises

5530 West Parkway, Ste 100
 Johnston, IA 50131
 +18008224048
 dana@mossent.com

**ADDRESS**

Brandon Young
 Lake Land College-
 Sheridan Correctional
 Center
 4017 E 2603rd Rd
 Sheridan, IL 60551

Quote 867T**DATE 03/13/2026****EXPIRATION DATE 04/15/2026****EDUCATION SPECIALIST**

Brian Wagaman

ITEM #	DESCRIPTION	QTY	RATE	AMOUNT
PSM-FLT-01-020011	Commercial Software License for Simlog's Forklift Personal Simulator	1	10,000.00	10,000.00
PS-SMR-01-010804	Commercial Software License for Simlog's Simulation Manager	1	2,000.00	2,000.00
SOC-ASM-SW-FLT-02	Simlog's Operator Chair with Industrial Controls for Forklift Personal Simulator Steering-Wheel Platform with industrial steering wheel and pedals, 4 Ball Tip Levers, and Vibration System	1	39,499.00	39,499.00
Dell Alienware PC Package	Dell Alienware Gaming Desktop PC w Nvidia GeForce 16GB 5080,32GB DDR5, wireless keyboard & mouse, and 3yr warranty. UPS Battery backup, Mobile Desk Speaker System, Power strip, and Extension Cords (exact specs subject to change & availability))	1	5,249.00	5,249.00
Samsung 50"	Samsung 50" Smart TV, w stands & cables	4	699.00	2,796.00
Installation	Simlog Installation and Familiarization (software & hardware installation, testing, licensing, and basic instructor hardware familiarization)	1	1,999.00	1,999.00
Simlog Training	***OPTIONAL*** Recommended Half day of Online Product Training via "Virtual Visit" (video-conferencing) for Simlog's Simulators and Simulation Manager	1	600.00	600.00

TERMS: NET 30 DAYS Penalty of 1 1/2% per mo. after 30 days

ITEM #	DESCRIPTION	QTY	RATE	AMOUNT
Shipping Simlog	Estimated Shipping, Customs Fees and Tariffs	1	2,100.00	2,100.00
If you any questions about this quotation, please contact your Education Specialist at (800) 822-4048.		SUBTOTAL		64,243.00
When ready to invest in your next educational solution, contact Dana Buster at (800) 822-4048 or email purchase order to dana@mossent.com.		TAX		0.00
			TOTAL	\$64,243.00

Accepted By

Accepted Date

Moss Enterprises

5530 West Parkway, Ste 100
 Johnston, IA 50131
 +18008224048
 dana@mossent.com

**ADDRESS**

Brandon Young
 Lake Land College- Vienna
 Correctional Center
 6695 IL-146
 Vienna, IL 62995

Quote 865T**DATE 03/13/2026****EXPIRATION DATE 04/15/2026****EDUCATION SPECIALIST**

Brian Wagaman

ITEM #	DESCRIPTION	QTY	RATE	AMOUNT
PSM-FLT-01-020011	Commercial Software License for Simlog's Forklift Personal Simulator	1	10,000.00	10,000.00
PS-SMR-01-010804	Commercial Software License for Simlog's Simulation Manager	1	2,000.00	2,000.00
SOC-ASM-SW-FLT-02	Simlog's Operator Chair with Industrial Controls for Forklift Personal Simulator Steering-Wheel Platform with industrial steering wheel and pedals, 4 Ball Tip Levers, and Vibration System	1	39,499.00	39,499.00
Dell Alienware PC Package	Dell Alienware Gaming Desktop PC w Nvidia GeForce 16GB 5080,32GB DDR5, wireless keyboard & mouse, and 3yr warranty. UPS Battery backup, Mobile Desk Speaker System, Power strip, and Extension Cords (exact specs subject to change & availability))	1	5,249.00	5,249.00
Samsung 50"	Samsung 50" Smart TV, w stands & cables	4	699.00	2,796.00
Installation	Simlog Installation and Familiarization (software & hardware installation, testing, licensing, and basic instructor hardware familiarization)	1	1,999.00	1,999.00
Simlog Training	***OPTIONAL*** Recommended Half day of Online Product Training via "Virtual Visit" (video-conferencing) for Simlog's Simulators and Simulation Manager	1	600.00	600.00
Shipping Simlog	Estimated Shipping, Customs Fees and Tariffs	1	2,100.00	2,100.00

TERMS: NET 30 DAYS Penalty of 1 1/2% per mo. after 30 days

If you any questions about this quotation, please contact your Education Specialist at (800) 822-4048.

When ready to invest in your next educational solution, contact Dana Buster at (800) 822-4048 or email purchase order to dana@mossent.com.

SUBTOTAL	64,243.00
TAX	0.00

TOTAL	\$64,243.00
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Accepted By

Accepted Date

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: John Woodruff, Vice President for Business Services

DATE: April 6, 2026

RE: Purchase of Furniture for Field House, Luther Student Center, Northwest and West Buildings

The proposed furniture plans and purchase are for replacements/updates to furniture in the Field House, Luther Student Center, Northwest and West Buildings.

The total furniture cost proposed and summarized is not to exceed \$109,229.51 and detailed as follows, which includes tariff surcharges and assembly/installation:

- \$18,982.10 – This furniture replacement/upgrade is in conjunction with the remodel of the Field House offices that were damaged in a water leak.
- \$26,822.13 – This furniture replacement/upgrade is for offices in TRIO, Admissions and for new lobby furniture in the Luther Student Center.
- \$1,496.70 – Furniture for classroom 105 in the Northwest Building.
- \$42,220.62 – Replacement furniture to upgrade several commons areas in the West Building.

The College is utilizing Widmer Interiors of Bloomington, Illinois, who is a member of the Omni contract pricing associated with state bidding, which alleviates the need to seek bids on the above-related furniture purchase.

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

Recommended motion: Approve as presented the proposal for the purchase and installation of new furniture for the Field House, Luther Student Center, Northwest and West Buildings from Widmer Interiors of Bloomington, Illinois at a total cost not to exceed \$109,229.51.







Sarah Dean
 sdean@widmerinteriors.com
 309-807-5922
 2203 E. Empire Street
 Suite A
 Bloomington IL 61704

Date: 4/2/2026
Project Name: FH, LSC, NW, and West Assorted Furniture






Project Number:
Contract: HON 476626






Prepared For:
 Kimberly Wellbaum
 Lake Land College
 5001 Lake Land Blvd.
 Mattoon IL 61938
 217-234-5284 kwellbau@lakelandcollege.edu

Ship To/Install Address:
 Kimberly Wellbaum
 Lake Land College
 5001 Lake Land Blvd.
 Mattoon IL 61938






Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
1	HON	1	H38932	38000 60"W 30"D 29-1/2"H Modular Desk Shell	FH 001	\$ 734.93	\$ 734.93
							
				Select Laminate \$(L1STD) Grd L1 Standard Laminates Select Grade 1 Laminate Finish .N Mahogany Select Paint Color \$(P1) P1 Paint Opts Select Grade 1 Paint .S Charcoal			
2	HON	1	HSGS6	Accomodate Set of Two Guest Chairs	FH 001	\$ 493.23	\$ 493.23
							
				Select Arm Type .F Fixed Select Caster Option .E Standard Nylon Glide Select Upholstery \$(1) Grade 1 Uph Grade 1 Fab .COMP Compass Compass Uph 62 Ruby Accomodate Frame Opt .CBK Charblack			
						Subtotal: \$ 1,228.16	
3	HON	1	H38933	38000 66"W 30"D 29-1/2"H Modular Desk Shell	FH 004	\$ 772.20	\$ 772.20
							
				Select Laminate \$(L1STD) Grd L1 Standard Laminates Select Grade 1 Laminate Finish .N Mahogany Select Paint Color \$(P1) P1 Paint Opts Select Grade 1 Paint .S Charcoal			
4	HON	1	H38220	38000 Series Bridge 24D x 42W	FH 004	\$ 380.04	\$ 380.04
							
				Select Laminate \$(L1STD) Grd L1 Standard Laminates Select Grade 1 Laminate Finish .N Mahogany Select Paint Color \$(P1) P1 Paint Opts Select Grade 1 Paint .S Charcoal			





Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
5	HON	1	H38925	38000 72"W 24"D 29-1/2"H Modular Desk Shell	FH 004	\$ 777.40	\$ 777.40
							
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.N	Mahogany	
				Select Paint Color	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.S	Charcoal	
						Subtotal: \$ 1,929.64	
6	HON	1	H38932	38000 60"W 30"D 29-1/2"H Modular Desk Shell	FH 005	\$ 734.93	\$ 734.93
							
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.N	Mahogany	
				Select Paint Color	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.S	Charcoal	
7	HON	1	H386560N	Stack-on Full Clearance 13 1/2Dx60Wx34 3/4x25H	FH 005	\$ 549.04	\$ 549.04
							
				Select Paint Color	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.S	Charcoal	
8	HON	1	HH870942	Tasklight 42W	FH 005	\$ 186.97	\$ 186.97
							
9	HON	1	H36723R	Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H	FH 005	\$ 266.64	\$ 266.64
							
				Select Lock Option	.L	Lock	
				Select Paint Color	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.S	Charcoal	
10	HON	1	HF23C	Lock Core Replacement Kit Brushed Chrome	FH 005	\$ 28.00	\$ 28.00
							
				Select Key Number	.X105E	105E	


Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
11	HON	1	HSGS6	Accomodate Set of Two Guest Chairs	FH 005	\$ 493.23	\$ 493.23
							
				Select Arm Type .F Fixed			
				Select Caster Option .E Standard Nylon Glide			
				Select Upholstery \$(1) Grade 1 Uph			
				Grade 1 Fab .COMP Compass			
				Compass Uph 62 Ruby			
				Accomodate Frame Opt .CBK Charblack			
12	HON	1	HSLVTMM	Solve Task Mid Back Mesh Back	FH 005	\$ 352.85	\$ 352.85
							
				Select Control Option .Y1 SynchroTilt w/ SeatSlide			
				Select Arm Type .A Height/Width Adjustable			
				Select Caster Option .H Hard Caster			
				Select Back .IM 4-Way Black			
				Select Fabric \$(1) Grade 1 Uph			
				Grade 1 Fab .COMP Compass			
				Compass Uph 10 Ink			
				Select Lumbar .BL Black Adjustable Lumbar			
				Select base .SB Standard Base			
				Frame Paint Options .T Black			
						Subtotal: \$ 2,611.66	
13	HON	1	H38932	38000 60"W 30"D 29-1/2"H Modular Desk Shell	FH 006	\$ 734.93	\$ 734.93
							
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .N Mahogany			
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
14	HON	1	H386560N	Stack-on Full Clearance 13 1/2Dx60Wx34 3/4x25H	FH 006	\$ 549.04	\$ 549.04
							
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
15	HON	1	HH870942	Tasklight 42W	FH 006	\$ 186.97	\$ 186.97
							

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
16	HON	2	H36723R	Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H	FH 006	\$ 266.64	\$ 533.28
							
				Select Lock Option	.L	Lock	
				Select Paint Color	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.S	Charcoal	
17	HON	2	HF23C	Lock Core Replacement Kit Brushed Chrome	FH 006	\$ 28.00	\$ 56.00
							
				Select Key Number	.X106E	106E	
18	HON	1	HSGS6	Accomodate Set of Two Guest Chairs	FH 006	\$ 493.23	\$ 493.23
							
				Select Arm Type	.F	Fixed	
				Select Caster Option	.E	Standard Nylon Glide	
				Select Upholstery	\$(1)	Grade 1 Uph	
				Grade 1 Fab	.COMP	Compass	
				Compass Uph	62	Ruby	
				Accomodate Frame Opt	.CBK	Charblack	
19	HON	1	HSLVTMM	Solve Task Mid Back Mesh Back	FH 006	\$ 352.85	\$ 352.85
							
				Select Control Option	.Y1	SynchroTilt w/ SeatSlide	
				Select Arm Type	.A	Height/Width Adjustable	
				Select Caster Option	.H	Hard Caster	
				Select Back	.IM	4-Way Black	
				Select Fabric	\$(1)	Grade 1 Uph	
				Grade 1 Fab	.COMP	Compass	
				Compass Uph	10	Ink	
				Select Lumbar	.BL	Black Adjustable Lumbar	
				Select base	.SB	Standard Base	
				Frame Paint Options	.T	Black	
						Subtotal: \$ 2,906.30	
20	HON	1	H38932	38000 60"W 30"D 29-1/2"H Modular Desk Shell	FH 007	\$ 734.93	\$ 734.93
							
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.N	Mahogany	
				Select Paint Color	\$(P1)	P1 Paint Opts	

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Select Grade 1 Paint .S Charcoal			
21	HON	1	H36723R	Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H	FH 007	\$ 266.64	\$ 266.64
				Select Lock Option .L Lock			
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
22	HON	1	HF23C	Lock Core Replacement Kit Brushed Chrome	FH 007	\$ 28.00	\$ 28.00
				Select Key Number .X107E 107E			
23	HON	1	HSGS6	Accomodate Set of Two Guest Chairs	FH 007	\$ 493.23	\$ 493.23
				Select Arm Type .F Fixed			
				Select Caster Option .E Standard Nylon Glide			
				Select Upholstery \$(1) Grade 1 Uph			
				Grade 1 Fab .COMP Compass			
				Compass Uph 62 Ruby			
				Accomodate Frame Opt .CBK Charblack			
24	HON	1	HSLVTMM	Solve Task Mid Back Mesh Back	FH 007	\$ 352.85	\$ 352.85
				Select Control Option .Y1 SynchroTilt w/ SeatSlide			
				Select Arm Type .A Height/Width Adjustable			
				Select Caster Option .H Hard Caster			
				Select Back .IM 4-Way Black			
				Select Fabric \$(1) Grade 1 Uph			
				Grade 1 Fab .COMP Compass			
				Compass Uph 10 Ink			
				Select Lumbar .BL Black Adjustable Lumbar			
				Select base .SB Standard Base			
				Frame Paint Options .T Black			
						Subtotal: \$ 1,875.65	
25	HON	1	H38932	38000 60"W 30"D 29-1/2"H Modular Desk Shell	FH 008	\$ 734.93	\$ 734.93
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .N Mahogany			





Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
26	HON	1	H38943R	38000 Series Return Right 48"W 24"D 29-1/2"H	FH 008	\$ 561.17	\$ 561.17
							
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .N Mahogany			
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
27	HON	1	H36723R	Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H	FH 008	\$ 266.64	\$ 266.64
							
				Select Lock Option .L Lock			
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
28	HON	1	HF23C	Lock Core Replacement Kit Brushed Chrome	FH 008	\$ 28.00	\$ 28.00
							
				Select Key Number .X108E 108E			
29	HON	1	H514	510 Series Vertical File 4 Drawer Letter w/Lock	FH 008	\$ 396.00	\$ 396.00
							
				Lock Opts .P Standard Random Key Lock			
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
30	HON	1	HF24	Brushed Chrome Core Removable Lock Kit	FH 008	\$ 38.40	\$ 38.40
				Select Key Number .X108E 108E			
31	HON	1	HSLVTMM	Solve Task Mid Back Mesh Back	FH 008	\$ 352.85	\$ 352.85
							
				Select Control Option .Y1 SynchroTilt w/ SeatSlide			
				Select Arm Type .A Height/Width Adjustable			
				Select Caster Option .H Hard Caster			
				Select Back .IM 4-Way Black			
				Select Fabric \$(1) Grade 1 Uph			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Grade 1 Fab .COMP Compass			
				Compass Uph 10 Ink			
				Select Lumbar .BL Black Adjustable Lumbar			
				Select base .SB Standard Base			
				Frame Paint Options .T Black			
						Subtotal: \$ 2,377.99	
32	HON	1	H38932	38000 60"W 30"D 29-1/2"H Modular Desk Shell	FH 009	\$ 734.93	\$ 734.93
							
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .N Mahogany			
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
33	HON	1	H38943R	38000 Series Return Right 48"W 24"D 29-1/2"H	FH 009	\$ 561.17	\$ 561.17
							
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .N Mahogany			
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
34	HON	1	H36723R	Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H	FH 009	\$ 266.64	\$ 266.64
							
				Select Lock Option .L Lock			
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
35	HON	1	HF23C	Lock Core Replacement Kit Brushed Chrome	FH 009	\$ 28.00	\$ 28.00
							
				Select Key Number .X109E 109E			
36	HON	1	HSGS6	Accomodate Set of Two Guest Chairs	FH 009	\$ 493.23	\$ 493.23
							
				Select Arm Type .F Fixed			
				Select Caster Option .E Standard Nylon Glide			
				Select Upholstery \$(1) Grade 1 Uph			
				Grade 1 Fab .COMP Compass			
				Compass Uph 62 Ruby			
				Accomodate Frame Opt .CBK Charblack			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
						Subtotal: \$ 2,083.97	
37	HON	1	H38932	38000 60"W 30"D 29-1/2"H Modular Desk Shell	FH 010	\$ 734.93	\$ 734.93
							
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .N Mahogany			
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
38	HON	1	H38943R	38000 Series Return Right 48"W 24"D 29-1/2"H	FH 010	\$ 561.17	\$ 561.17
							
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .N Mahogany			
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
39	HON	1	H36723R	Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H	FH 010	\$ 266.64	\$ 266.64
							
				Select Lock Option .L Lock			
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
40	HON	1	HF23C	Lock Core Replacement Kit Brushed Chrome	FH 010	\$ 28.00	\$ 28.00
							
				Select Key Number .X110E 110E			
						Subtotal: \$ 1,590.74	
41	HON	1	H38932	38000 60"W 30"D 29-1/2"H Modular Desk Shell	FH 013	\$ 734.93	\$ 734.93
							
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .N Mahogany			
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
42	HON	1	H38943R	38000 Series Return Right 48"W 24"D 29-1/2"H	FH 013	\$ 561.17	\$ 561.17
							
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Select Grade 1 Laminate Finish	.N	Mahogany	
				Select Paint Color	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.S	Charcoal	
43	HON	1	H36723R	Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H	FH 013	\$ 266.64	\$ 266.64
				Select Lock Option	.L	Lock	
				Select Paint Color	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.S	Charcoal	
44	HON	1	HF23C	Lock Core Replacement Kit Brushed Chrome	FH 013	\$ 28.00	\$ 28.00
				Select Key Number	.X113E	113E	
45	HON	1	H514	510 Series Vertical File 4 Drawer Letter w/Lock	FH 013	\$ 396.00	\$ 396.00
				Lock Opts	.P	Standard Random Key Lock	
				Select Paint Color	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.S	Charcoal	
46	HON	1	HF24	Brushed Chrome Core Removable Lock Kit	FH 013	\$ 38.40	\$ 38.40
				Select Key Number	.X113E	113E	
47	HON	1	HSLVTMM	Solve Task Mid Back Mesh Back	FH 013	\$ 352.85	\$ 352.85
				Select Control Option	.Y1	SynchroTilt w/ SeatSlide	
				Select Arm Type	.A	Height/Width Adjustable	
				Select Caster Option	.H	Hard Caster	
				Select Back	.IM	4-Way Black	
				Select Fabric	\$(1)	Grade 1 Uph	
				Grade 1 Fab	.COMP	Compass	
				Compass Uph	10	Ink	
				Select Lumbar	.BL	Black Adjustable Lumbar	
				Select base	.SB	Standard Base	
				Frame Paint Options	.T	Black	
						Subtotal: \$ 2,377.99	

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
48	HON	1	HWR3072P	Systems Rectangular Worksurface Edgeband 30D x 72W	LSC 409	\$ 442.93	\$ 442.93
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHP Handspun Pearl			
				Select Edgeband Color .K Platinum			
				Select Grommet Color .T1 Platinum			
49	HON	2	HSDEP3029F	30"D End-Panel Supports: Freestanding	LSC 409	\$ 183.81	\$ 367.62
				Select Paint Color \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .T1 Platinum Metallic			
50	HON	1	HSDMP724	Half Hgt 14Hx72W Mod Pnl	LSC 409	\$ 176.44	\$ 176.44
				Select Paint Color \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .T1 Platinum Metallic			
51	HON	1	HWR2436PN	Systems Rectangular Wksfc Edgeband 24Dx 36W No grom	LSC 409	\$ 259.65	\$ 259.65
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHP Handspun Pearl			
				Select Edgeband Color .K Platinum			
52	HON	1	HSDEP2429F	24'D End-Panel Supports: Freestanding	LSC 409	\$ 167.48	\$ 167.48
				Select Paint Color \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .T1 Platinum Metallic			
53	HON	1	HSDMP429	Full-Hgt 29-1/2Hx42W Mod Pnl	LSC 409	\$ 168.53	\$ 168.53
				Select Paint Color \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .T1 Platinum Metallic			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
54	HON	1	HSDRK29	29.5"H Return Kit	LSC 409	\$ 96.91	\$ 96.91
				Select Paint Color \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .T1 Platinum Metallic			
55	HON	1	HNR6	HON Nucleus Recharged Guest Chair	LSC 409	\$ 384.47	\$ 384.47
							
				Select Arm Type .N No Arm			
				Select Caster Option .E Glide			
				Select Back .IF 4-Way Fog			
				Select Upholstery \$(1) Grade 1 Uph			
				Grade 1 Fab .APX Apex			
				Apex 13 Navy			
				Select Frame Color .TI Titanium			
				Select Base Frame Color .P8V Textured Titanium			
						Subtotal: \$ 2,064.03	
56	HON	1	HRVOH60FM	About Overhead-Metal Flipper Door 60"	LSC 410	\$ 669.92	\$ 669.92
							
				Select Paint Color \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .T1 Platinum Metallic			
				Select Lock Option .L Lock			
57	HON	1	H19730N	Flagship Pedestal "N" Pull Freestanding B/B/F	LSC 410	\$ 344.08	\$ 344.08
							
				Lock/Omt Opts .X OMT Core to Order Key Alike			
				Select Paint Color \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .T1 Platinum Metallic			
58	HON	1	H19823N	Flagship Series Pedestal "N" Pull Freestanding F/F	LSC 410	\$ 320.32	\$ 320.32
							
				Lock/Omt Opts .X OMT Core to Order Key Alike			
				Select Paint Color \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .T1 Platinum Metallic			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
59	HON	1	H9185LSN	Flagship Lat 64 1/4"x36" w/Hinged Doors/N Pulls	LSC 410	\$ 1,320.00	\$ 1,320.00
				Lock/Omt Opts .X OMT 2 Cores to Order Key Alike			
				Select Paint Color \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .T1 Platinum Metallic			
60	HON	6	HF23C	Lock Core Replacement Kit Brushed Chrome	LSC 410	\$ 28.00	\$ 168.00
				Select Key Number .X110E 110E			
61	HON	1	HIWMM	Ignition 2 Task Mid-back	LSC 410	\$ 441.17	\$ 441.17
				Control Type .Y1 Synchro-Tilt W Seat Slider			
				Select Arm Type .A Height and Width Adj. Arm			
				Select Caster/Glide Option .H Hard Caster			
				Select Mesh Color .IC 4-Way Charcoal			
				Select Upholstery \$(4) Grade 4 Uph			
				Grade 4 Fab .SMHMMLD Meld			
				Meld 04 Knight			
				Select Lumbar .TL Titanium Adjustable Lumbar			
				Select Base .SB Standard Base			
				Select Frame Color .TI Titanium			
62	HON	2	HNR6	HON Nucleus Recharged Guest Chair	LSC 410	\$ 384.47	\$ 768.94
				Select Arm Type .N No Arm			
				Select Caster Option .E Glide			
				Select Back .IF 4-Way Fog			
				Select Upholstery \$(1) Grade 1 Uph			
				Grade 1 Fab .APX Apex			
				Apex 13 Navy			
				Select Frame Color .TI Titanium			
				Select Base Frame Color .P8V Textured Titanium			
						Subtotal: \$ 4,032.43	
63	HON	1	HLSLR2460	Voi 24"D x 60" W Rectangle Worksurface	LSC 423	\$ 278.08	\$ 278.08
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			





Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Select Top Laminate Color	.LAHP	Handspun Pearl	
				Select Edge Color	LOFT	Loft	
				Select Grommet	.X	No Grommets	
64	HON	1	HLSLR2460	Voi 24"D x 60" W Rectangle Worksurface	LSC 423	\$ 278.08	\$ 278.08
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Top Laminate Color	.LAHP	Handspun Pearl	
				Select Edge Color	Q	Light Gray	
				Select Grommet	.X	No Grommets	
65	HON	1	HLSLR3672	Voi 36"D x 72" W Rectangle Worksurface	LSC 423	\$ 481.37	\$ 481.37
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Top Laminate Color	.LAHP	Handspun Pearl	
				Select Edge Color	Q	Light Gray	
				Select Grommet	.X	No Grommets	
66	HON	2	HHN831118	Flat Bracket 18D	LSC 423	\$ 48.99	\$ 97.98
				Select Color Option	.S	Charcoal	
67	HON	4	HLSL28P	28"H Post Leg	LSC 423	\$ 227.00	\$ 908.00
				Select Paint Color	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.P8T	Titanium	
68	HON	2	HLSL24280	24"D x 28"H O-Leg Support for Wksf (single leg)	LSC 423	\$ 252.28	\$ 504.56
				Select Paint Color	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.P8T	Titanium	
69	HON	1	HLSLZ5SC72	60"W External Stiffener	LSC 423	\$ 72.80	\$ 72.80
				Select Color Option	.P	Black	

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
70	HON	2	HRVC35PCE	Abound Wall Channel Ends(pair)	LSC 423	\$ 171.17	\$ 342.34
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .P8T Titanium			
71	HON	2	HRVFSBW60	Abound Half Height Segment Bar 60"W	LSC 423	\$ 36.35	\$ 72.70
72	HON	2	HRVT3060T	Abound Fabric Tile 30H x 60W	LSC 423	\$ 126.40	\$ 252.80
				Fabric Selection \$(B) Grd B Fabric			
				Grd B Fab .COA Coast			
				Select Coast Fabric Color 14 Channel			
73	HON	2	HTWTH	Acc Hrztl Wall Track for OH Storage-60"W	LSC 423	\$ 66.36	\$ 132.72
				Select Paint Finish .P Black			
74	HON	2	HRVOH60FM	Abound Overhead-Metal Flipper Door 60"	LSC 423	\$ 638.85	\$ 1,277.70
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .P8T Titanium			
				Select Lock Option .L Lock			
75	HON	2	H36723R	Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H	LSC 423	\$ 266.64	\$ 533.28
				Select Lock Option .L Lock			
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .P8T Titanium			
76	HON	1	H885LS	Brigade 800 Series Lat File 2-Drawer w/Storage Case 36W	LSC 423	\$ 1,004.40	\$ 1,004.40
				Lock Opts .L Standard Random Key Lock			
				Select Paint Color \$(P1) P1 Paint Opts			







Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Select Grade 1 Paint .P8T Titanium			
77	HON	1	HS72ABC	Brigade Bookcase 5-Shelf 12-5/8D x 34-1/2W x 71H	LSC 423	\$ 330.00	\$ 330.00
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .P8T Titanium			
78	HON	1	HNR6	HON Nucleus Recharged Guest Chair	LSC 423	\$ 384.47	\$ 384.47
				Select Arm Type .N No Arm			
				Select Caster Option .E Glide			
				Select Back .IF 4-Way Fog			
				Select Upholstery \$(1) Grade 1 Uph			
				Grade 1 Fab .APX Apex			
				Apex 13 Navy			
				Select Frame Color .TI Titanium			
				Select Base Frame Color .P8V Textured Titanium			
79	HON	1	HIWMM	Ignition 2 Task Mid-back	LSC 423	\$ 416.85	\$ 416.85
				Control Type .Y1 Synchro-Tilt W Seat Slider			
				Select Arm Type .A Height and Width Adj. Arm			
				Select Caster/Glide Option .H Hard Caster			
				Select Mesh Color .IC 4-Way Charcoal			
				Select Upholstery \$(2) Grade 2 Uph			
				Grade 2 Fab .PNS Appoint			
				Appoint Fabric Selections 017 Dark Pewter			
				Select Lumbar .TL Titanium Adjustable Lumbar			
				Select Base .SB Standard Base			
				Select Frame Color .TI Titanium			
						Subtotal: \$ 7,368.13	
80	HON	1	H36723R	Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H	LSC 424	\$ 266.64	\$ 266.64
				Select Lock Option .L Lock			
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .P8T Titanium			





Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell	
81	HON	2	HHN831118	Flat Bracket 18D	LSC 424	\$ 48.99	\$ 97.98	
				Select Color Option	.S	Charcoal		
82	HON	4	HLSL28P	28"H Post Leg	LSC 424	\$ 227.00	\$ 908.00	
				Select Paint Color	\$(P1)	P1 Paint Opts		
				Select Grade 1 Paint	.P8T	Titanium		
Subtotal: \$ 1,272.62								
83	HON	4	HFLSC1	Flock Square Lounge Chair	LSC OLD LOBBY	\$ 1,209.17	\$ 4,836.68	
				Flock Leg Opt	.TS	TaperedSq PR8 or P7A Frm		
				Select Upholstery	\$(3)	Grade 3 Uph		
				Grade 3 Fab	.SX	Moxie		
				Moxie	23	Basalt		
				Flock Frame Opt	.P7A	Textured Charcoal N/A caster		
84	HON	8	HFLMC1DF	Dual Fabric Modular Chair	LSC OLD LOBBY	\$ 888.75	\$ 7,110.00	
				Flock Leg Opt	.TS	TaperedSq PR8 or P7A Frm		
				Select Back Upholstery	\$(1)	Grade 1 Uph		
				Grade 1 Fab	.APX	Apex		
				Apex	25	Basalt		
				Select Seat Upholstery	\$(3)	Grade 3 Uph		
				Grade 3 Fab	.SX	Moxie		
				Moxie	46	Punch		
				Flock Frame Opt	.P7A	Textured Charcoal N/A caster		
85	HON	6	HFLGANG	Flock Ganging Bracket	LSC OLD LOBBY	\$ 23.04	\$ 138.24	
86	HON	1	HMS1	Motivate High Density Stacker-Sled Base-Set/4	NW 105	\$ 508.59	\$ 508.59	
				Select Arm Type	.N	No Arm		




Subtotal: \$ 12,084.92

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Select Shell Color .LA Lava			
				Select Frame Color .P7A Textured Charcoal			
87	HON	2	HMBTLEG18	Huddle Fixed Height T-leg base For 18" tops	NW 105	\$ 266.40	\$ 532.80
							
				Select Caster/Glide .G Glide			
				Select Paint Grade \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
88	HON	2	HMT1860G	Huddle 18x60 Table Top w/Edgeband	NW 105	\$ 207.60	\$ 415.20
							
				Select Grommet .N No Grommets			
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHS Handspun Slate			
				Select Edgeband Color .K Platinum			
89	HON	1	HMSGLD	Motivate Glides for High-Density Stacker/Box 48	NW 105	\$ 40.11	\$ 40.11
							Subtotal: \$ 1,496.70
90	HON	3	HTMC304296	Preside 42x96 Seatd Mobile Collab Tbl	WEST 077	\$ 1,230.40	\$ 3,691.20
							
				Select Grommet .N No Grommets			
				Laminate Top Selection \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHP Handspun Pearl			
				Select Edgeband Color .K Platinum			
				Select Caster/Glide Option .C Caster			
				Paint Selection \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .PR6 Silver			
91	HON	20	HFCG6	Flock Casual Guest	WEST 077	\$ 374.19	\$ 7,483.80
							
				Select Upholstery \$(1) Grade 1 Uph			
				Grade 1 Fab .HAML Hamilton			
				Hamilton Fabric Selection 17 Charcoal			
				Flock Frame Opt .PR8 Silver Texture			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
92	HON	1	HCWPT	15" x 17" Personal Table	WEST 077	\$ 220.44	\$ 220.44
							
				Laminate Grade Options	\$(L1STD)	Grd L1 Standard Laminate	
				Select Grade 1 Laminate Finish	.LAHP	Handspun Pearl	
				Select Edgeband Color	.K	Platinum	
				Paint Grade Options	\$(P2)	P2 Paint Opts	
				Select Grade 2 Paint	.PR8	Silver Texture	
93	HON	2	HFCL2	26" Wide Lounge Chair	WEST 077	\$ 707.84	\$ 1,415.68
							
				Select Upholstery	\$(3)	Grade 3 Uph	
				Grade 3 Fab	.VES	Vestige	
				Vestige	05	Overcast	
				Select Flock Base	.4S	4 Star Base	
				Flock Frame Opt	P7A	Textured Charcoal	
94	HON	2	HFLMC1DF	Dual Fabric Modular Chair	WEST 077	\$ 888.75	\$ 1,777.50
							
				Flock Leg Opt	.TS	TaperedSq PR8 or P7A Frm	
				Select Back Upholstery	\$(1)	Grade 1 Uph	
				Grade 1 Fab	.APX	Apex	
				Apex	25	Basalt	
				Select Seat Upholstery	\$(3)	Grade 3 Uph	
				Grade 3 Fab	.SX	Moxie	
				Moxie	23	Basalt	
				Flock Frame Opt	.P7A	Textured Charcoal N/A caster	
95	HON	1	HFLML1DF	Dual Fabric Modular Left End	WEST 077	\$ 1,022.29	\$ 1,022.29
							
				Flock Leg Opt	.TS	TaperedSq PR8 or P7A Frm	
				Select Back Upholstery	\$(1)	Grade 1 Uph	
				Grade 1 Fab	.APX	Apex	
				Apex	25	Basalt	
				Select Seat Upholstery	\$(3)	Grade 3 Uph	
				Grade 3 Fab	.SX	Moxie	
				Moxie	23	Basalt	
				Flock Frame Opt	.P7A	Textured Charcoal N/A caster	

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
96	HON	1	HFLMR1DF	Dual Fabric Modular Right End	WEST 077	\$ 1,022.29	\$ 1,022.29
							
				Flock Leg Opt .TS TaperedSq PR8 or P7A Frm			
				Select Back Upholstery \$(1) Grade 1 Uph			
				Grade 1 Fab .APX Apex			
				Apex 25 Basalt			
				Select Seat Upholstery \$(3) Grade 3 Uph			
				Grade 3 Fab .SX Moxie			
				Moxie 23 Basalt			
				Flock Frame Opt .P7A Textured Charcoal N/A caster			
97	HON	3	HFLGANG	Flock Ganging Bracket	WEST 077	\$ 23.04	\$ 69.12
							
98	HON	2	HFDB29A	Flock disc base for 29 1/2h tbls Use w/30" tops	WEST 077	\$ 379.20	\$ 758.40
							
				Select Paint Color \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .PR8 Silver Texture			
99	HON	2	HFTLD30	Flock 30 Diameter Round Laminate Top	WEST 077	\$ 239.20	\$ 478.40
							
				Edge Type .G 2MM Edge			
				Select Edge Color K Platinum			
				Grommet Selection .N No Grommet			
				Select Grade \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHP Handspun Pearl			
100	HON	1	HFDB42B	Flock disc base for 41h stding tbl Use w/36"tops	WEST 077	\$ 413.20	\$ 413.20
							
				Select Paint Color \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .PR8 Silver Texture			
101	HON	1	HFTLD36	Flock 36 Diameter Round Laminate Top	WEST 077	\$ 269.20	\$ 269.20
							
				Edge Type .G 2MM Edge			
				Select Edge Color K Platinum			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Grommet Selection .N No Grommet			
				Select Grade \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHP Handspun Pearl			
						Subtotal:	\$ 18,621.52
102	HON	4	HCWPT	15" x 17" Personal Table	WEST 094	\$ 220.44	\$ 881.76
							
				Laminate Grade Options \$(L1STD) Grd L1 Standard Laminate			
				Select Grade 1 Laminate Finish .LAHP Handspun Pearl			
				Select Edgeband Color .K Platinum			
				Paint Grade Options \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .PR8 Silver Texture			
103	HON	2	HFLMC1DF	Dual Fabric Modular Chair	WEST 094	\$ 888.75	\$ 1,777.50
							
				Flock Leg Opt .TS TaperedSq PR8 or P7A Frm			
				Select Back Upholstery \$(1) Grade 1 Uph			
				Grade 1 Fab .APX Apex			
				Apex 25 Basalt			
				Select Seat Upholstery \$(3) Grade 3 Uph			
				Grade 3 Fab .SX Moxie			
				Moxie 23 Basalt			
				Flock Frame Opt .P7A Textured Charcoal N/A caster			
104	HON	2	HFLML1DF	Dual Fabric Modular Left End	WEST 094	\$ 1,022.29	\$ 2,044.58
							
				Flock Leg Opt .TS TaperedSq PR8 or P7A Frm			
				Select Back Upholstery \$(1) Grade 1 Uph			
				Grade 1 Fab .APX Apex			
				Apex 25 Basalt			
				Select Seat Upholstery \$(3) Grade 3 Uph			
				Grade 3 Fab .SX Moxie			
				Moxie 23 Basalt			
				Flock Frame Opt .P7A Textured Charcoal N/A caster			
105	HON	2	HFLMR1DF	Dual Fabric Modular Right End	WEST 094	\$ 1,022.29	\$ 2,044.58
							
				Flock Leg Opt .TS TaperedSq PR8 or P7A Frm			
				Select Back Upholstery \$(1) Grade 1 Uph			
				Grade 1 Fab .APX Apex			
				Apex 25 Basalt			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Select Seat Upholstery	\$(3)	Grade 3 Uph	
				Grade 3 Fab	.SX	Moxie	
				Moxie	23	Basalt	
				Flock Frame Opt	.P7A	Textured Charcoal N/A caster	
106	HON	4	HFLGANG	Flock Ganging Bracket	WEST 094	\$ 23.04	\$ 92.16
							
107	HON	2	HFDB42B	Flock disc base for 41h stding tbl Use w/36"tops	WEST 094	\$ 413.20	\$ 826.40
							
				Select Paint Color	\$(P2)	P2 Paint Opts	
				Select Grade 2 Paint	.PR8	Silver Texture	
108	HON	2	HFTLD36	Flock 36 Diameter Round Laminate Top	WEST 094	\$ 269.20	\$ 538.40
							
				Edge Type	.G	2MM Edge	
				Select Edge Color	K	Platinum	
				Grommet Selection	.N	No Grommet	
				Select Grade	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.LAHP	Handspun Pearl	
109	HON	4	HFSS74L	Flock Stool 4-Leg	WEST 094	\$ 470.19	\$ 1,880.76
							
				Select Upholstery	\$(1)	Grade 1 Uph	
				Grade 1 Fab	.APX	Apex	
				Apex	25	Basalt	
				Flock Frame Opt	.PR8	Silver Texture	
						Subtotal: \$ 10,086.14	
110	HON	2	HECSMAILBMF	Low-back Arrow In	WEST 100	\$ 1,797.04	\$ 3,594.08
							
				Select Power Option	.N	None	
				Seat Cushion Fabric Opts	\$(3)	Grade 3 Uph	
				Grade 3 Fab	.SX	Moxie	
				Moxie	23	Basalt	
				Back Fabric Opts	\$(1)	Grade 1 Uph	
				Grade 1 Fab	.APX	Apex	
				Apex	25	Basalt	
				Select Base Option	.P	Plinth	

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Select Base Color P71 Black			
111	HON	1	HECSMTLBMF	Low-back Trapezoid	WEST 100	\$ 1,532.71	\$ 1,532.71
				Select Power Option .N None			
				Seat Cushion Fabric Opts \$(3) Grade 3 Uph			
				Grade 3 Fab .SX Moxie			
				Moxie 23 Basalt			
				Back Fabric Opts \$(1) Grade 1 Uph			
				Grade 1 Fab .APX Apex			
				Apex 25 Basalt			
				Select Base Option .P Plinth			
				Select Base Color P71 Black			
112	HON	6	HFCG6	Flock Casual Guest	WEST 100	\$ 374.19	\$ 2,245.14
				Select Upholstery \$(1) Grade 1 Uph			
				Grade 1 Fab .HAML Hamilton			
				Hamilton Fabric Selection 17 Charcoal			
				Flock Frame Opt .PR8 Silver Texture			
113	HON	2	HFCL2	26" Wide Lounge Chair	WEST 100	\$ 707.84	\$ 1,415.68
				Select Upholstery \$(3) Grade 3 Uph			
				Grade 3 Fab .VES Vestige			
				Vestige 05 Overcast			
				Select Flock Base .4S 4 Star Base			
				Flock Frame Opt P7A Textured Charcoal			
114	HON	2	HFLSC2	Thin Profile Square Chair	WEST 100	\$ 916.48	\$ 1,832.96
				Select Upholstery \$(1) Grade 1 Uph			
				Grade 1 Fab .APX Apex			
				Apex 25 Basalt			
				Select Flock Base .4S 4 Star Base			
				Flock Frame Opt P7A Textured Charcoal			
115	HON	3	HCWPT	15" x 17" Personal Table	WEST 100	\$ 220.44	\$ 661.32

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Laminate Grade Options	\$(L1STD)	Grd L1 Standard Laminate	
				Select Grade 1 Laminate Finish	.LAHP	Handspun Pearl	
				Select Edgeband Color	.K	Platinum	
				Paint Grade Options	\$(P2)	P2 Paint Opts	
				Select Grade 2 Paint	.PR8	Silver Texture	
116	HON	1	HTLSCUPILT1 860LML	Sculpt 18"x60" Pill Tray Tbl -Low Mtl Legs	WEST 100	\$ 1,000.67	\$ 1,000.67
				Grommet Selection	.N	No Cutout	
				Laminate Selection	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.LOFT	Loft	
				Select Paint	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.P7A	Textured Charcoal	
				Caster Selection	.G	Glide	
117	HON	1	HTMC304296	Preside 42x96 Seatd Mobile Collab Tbl	WEST 100	\$ 1,230.40	\$ 1,230.40
				Select Grommet	.N	No Grommets	
				Laminate Top Selection	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.LAHP	Handspun Pearl	
				Select Edgeband Color	.K	Platinum	
				Select Caster/Glide Option	.C	Caster	
				Paint Selection	\$(P2)	P2 Paint Opts	
				Select Grade 2 Paint	.PR6	Silver	
						Subtotal: \$ 13,512.96	
HON Tariff Surcharge						\$ 2,685.25	\$ 2,685.25
9.75% Sales Tax (EXEMPT)						\$ 0.00	\$ 0.00
Prevailing Wage Assembly and Installation						\$ 17,022.71	\$ 17,022.71
Grand Total:						\$ 109,229.51	

Ln#	Mfg Qty	Product	Description	Tag	Sell	Ext. Sell
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Terms & Conditions

1. **Pricing:** Prices quoted are valid for 30 days unless otherwise specified. Prices quoted may not include applicable sales tax. All orders are subject to approval by our credit department.
2. **Deposit:** A 50% deposit is requested prior to order entry.
3. **Installation:** Customer shall provide adequate facilities for off-loading, staging, moving, and handling of furniture. Unless otherwise noted on the proposal, elevator availability and use is assumed when product is to be installed anywhere besides the ground level. Stair carry will incur additional cost when not noted at time of quoting. Unless otherwise noted, delivery and installation will be made during normal business hours and based on non-prevailing wage labor. Additional costs will apply for overtime or additional work requested by the customer. Risk of loss transfers to the customer once the product is on site.
4. **Installation Delays:** If job site is not ready for furniture on the agreed scheduled installation date, additional charges may apply for extra handling and warehouse storage fees. Widmer will make every effort to minimize additional charges in the event of a delay. In the event of a delay, the merchandise will be considered accepted by the customer for purposes of payment. The customer may withhold the installation amount of the invoice against completion of delivery.
5. **Returns:** All product is made to order; therefore, all sales are final. All requests for changes in quantity or specification shall be in writing and if approved, additional charges may apply.
6. **Direct Shipping Product:** When the customer receives a direct shipment of product, it is the customer's responsibility to inspect the merchandise at time of receipt and file any freight claims within the manufacturer's required timeframe. While Widmer will assist as much as possible, Widmer cannot be held responsible for freight damage when product is shipping directly to the customer.
7. **Payment Terms:** Terms are net 15 days from date of invoice. A service charge of 2% per month will be added to all delinquent invoices. Customer shall not withhold payment in excess of the selling price of the specific merchandise that has not been delivered or is subject to repair and/or replacement.
8. **Payment Method:** Pricing is based on payment in cash, check or ACH. A 3% convenience fee will be added to invoice if a credit card (American Express, Visa or Mastercard) is used for purchases over \$2,500. Credit cards will be charged in full at time of order.

Approved By: _____ Date: _____ Purchase Order: _____

***Tariff surcharges are having an impact across the industry, these prices are subject to change.
 HON's upcoming price increase will be effective 4/29/26. Orders placed after that date will be subject to the increase.

LAKE LAND COLLEGE

MEMO

TO: Ike Nwosu, Vice President for Academic Services

FROM: Erin Swingler, Division Chair for Allied Health Programs, Nursing Instructor
John Woodruff, Vice President for Business Services

CC: Madge Shoot, Comptroller

DATE: March 11, 2026

RE: Board of Trustee Approval for ATI Instructional Products

Students enrolled in Lake Land College Nursing Programs utilize multiple products through the Assessment Technologies Institute (ATI). ATI products are designed to support student achievement in course and program outcomes. They further aim to promote success on NCLEX examinations.

The proposed three-year agreement provides meaningful cost stability by allowing the College to lock in favorable pricing and avoid potential annual rate increases, while also saving work time across multiple departments and promoting a more streamlined approach to this purchase. The term of the agreement would start July 1, 2026, and conclude June 30, 2029.

The enclosed pricing and contract are based on the nursing course and the class graduation date. The table in Appendix A summarizes the cost by fiscal year, program, Cohort, payment schedule, student count, and cost per student. As noted, the anticipated program/cohort headcount is based on the maximum potential headcount per cohort. If any students drop out, the cost would be less.

Recommended Motion: Approve as presented the ATI Instructional Products agreement with Assessment Technologies Institute (ATI) of Kansas City, Missouri, for the contract term July 1, 2026 thru June 30, 2029, for the amount not to exceed \$304,133.50 in fiscal year 2027, \$328,451.65 in fiscal year 2028, and \$348,502.81 in fiscal year 2029.

Appendix A

Fiscal Year 2027							
Program	Cohort	Name	Quoted Headcount	Price Per Student	Total Estimated Amount	Expected Invoice Date	
ADN	0527 PN-RN	Payment 1 of 1	15	\$ 746.50	\$ 11,197.50	Jun-26	* Invoiced but paid in July.
ADN	0527	Payment 3 of 4	56	\$ 746.50	\$ 41,804.00	Aug-26	
ADN	0528	Payment 1 of 4	70	\$ 746.50	\$ 52,255.00	Aug-26	
PN	0727	Payment 1 of 2	50	\$ 660.00	\$ 33,000.00	Aug-26	
ADN	1227 PN-RN	Payment 1 of 2	26	\$ 746.50	\$ 19,409.00	Oct-26	
ADN	0527	Payment 4 of 4	56	\$ 746.50	\$ 41,804.00	Dec-26	
ADN	0528	Payment 2 of 4	70	\$ 746.50	\$ 52,255.00	Dec-26	* 0527 PN-RN Joins this installment
PN	0727	Payment 2 of 2	50	\$ 660.00	\$ 33,000.00	Dec-26	
ADN	1227 PN-RN	Payment 2 of 2	26	\$ 746.50	\$ 19,409.00	Jun-27	
**Total estimated amount will change based on Headcounts				Total	\$ 304,133.50		
Fiscal Year 2028							
Program	Cohort	Name	Quoted Headcount	Price Per Student	Total Estimated Amount	Expected Invoice Date	
ADN	0528 PN-RN	Payment 1 of 1	15	\$ 823.75	\$ 12,356.25	Jun-27	* Invoiced but paid in July.
ADN	0528	Payment 3 of 4	56	\$ 746.50	\$ 41,804.00	Aug-27	
ADN	0529	Payment 1 of 4	70	\$ 823.76	\$ 57,663.20	Aug-27	
PN	0728	Payment 1 of 2	50	\$ 700.00	\$ 35,000.00	Aug-27	
ADN	1228 PN-RN	Payment 1 of 2	26	\$ 823.75	\$ 21,417.50	Oct-27	
ADN	0528	Payment 4 of 4	56	\$ 823.75	\$ 46,130.00	Dec-27	
ADN	0529	Payment 2 of 4	70	\$ 823.76	\$ 57,663.20	Dec-27	* 0528 PN-RN Joins this installment
PN	0728	Payment 2 of 2	50	\$ 700.00	\$ 35,000.00	Dec-27	
ADN	1228 PN-RN	Payment 2 of 2	26	\$ 823.75	\$ 21,417.50	Jun-28	
**Total estimated amount will change based on Headcounts				Total	\$ 328,451.65		
Fiscal Year 2029							
Program	Cohort	Name	Quoted Headcount	Price Per Student	Total Estimated Amount	Expected Invoice Date	
ADN	0529 PN-RN	Payment 1 of 1	15	\$ 879.67	\$ 13,195.05	Jun-28	* Invoiced but paid in July.
ADN	0529	Payment 3 of 4	56	\$ 823.76	\$ 46,130.56	Aug-28	
ADN	0530	Payment 1 of 4	70	\$ 879.67	\$ 61,576.90	Aug-28	
PN	0729	Payment 1 of 2	50	\$ 741.50	\$ 37,075.00	Aug-28	
ADN	1229 PN-RN	Payment 1 of 2	26	\$ 879.67	\$ 22,871.42	Oct-28	
ADN	0529	Payment 4 of 4	56	\$ 823.76	\$ 46,130.56	Dec-28	
ADN	0530	Payment 2 of 4	70	\$ 879.67	\$ 61,576.90	Dec-28	* 0529 PN-RN Joins this installment
PN	0729	Payment 2 of 2	50	\$ 741.50	\$ 37,075.00	Dec-28	
ADN	1229 PN-RN	Payment 2 of 2	26	\$ 879.67	\$ 22,871.42	Jun-29	
**Total estimated amount will change based on Headcounts				Total	\$ 348,502.81		



ATI MASTER LICENSE AND SERVICES AGREEMENT

This ATI Master License and Services Agreement (this “**Agreement**”) is entered into as of the latest date set forth on the signature page hereto (the “**Effective Date**”), by and between Assessment Technologies Institute, L.L.C., (“**ATI**”) and the undersigned Customer Lake Land College (“**Customer**”) (referred to collectively herein as “**the Parties**”) and contains terms and conditions governing Customer’s procurement of Products and Services from ATI.

1. PURPOSE; ORDERS.

(a) This Agreement sets forth terms and conditions under which ATI shall license ATI Products and provide ATI Services to Customer. “**Products**” shall mean ATI’s proprietary products or products licensed or supplied to ATI by a third party, including all related books, videos, curriculum content, documentation, manuals, guides, practice and proctored assessments (“**Assessments**”), computer software programs, and other materials, and any copies, in any form or medium delivered or made accessible to Customer, including all updates, upgrades, new versions and revisions thereto made commercially available by ATI and any related services provided by ATI as a part of the ordered Products, such as general maintenance and support services related to the Products. “**Services**” shall mean consulting services, additional implementation services and such other services separately contracted for by the Customer.

(b) Products and Services shall be provided as specifically set forth in an order form executed by the Parties hereunder (each, an “**Order Form**”) and subject to the terms thereof. In addition, Customer may submit orders for additional Products and Services covered by an active Order Form by email. Any such email order shall become binding only upon written confirmation by ATI (including by return email), and upon such confirmation shall constitute an “**Order Form**” for purposes of this Agreement. All Order Forms executed hereunder shall be governed by this Agreement and incorporated herein. In the event of a conflict between the terms of an Order Form and the terms herein, the Order Form shall prevail unless expressly stated otherwise therein. Each Order Form shall include (i) a list of the Products licensed to Customer and the quantity of such Products; (ii) the Services contracted for by the Customer and the hours committed for such Services, if any, and (iii) Product/Service fees due, including any specific invoicing periods.

2. LICENSE GRANT AND RESTRICTIONS.

(a) License Grant. Subject to the terms herein, ATI grants to Customer a limited, non-exclusive, non-transferrable, non-sublicensable right to access and use the Products delivered or made available online to Customer by ATI (“**License**”), as otherwise set forth in any Order Form solely for the term set forth therein. Products may be used only by Customer’s enrolled students (each, a “**Student**”), administrators, preceptors, faculty, and staff (collectively with Students, “**Authorized Users**”), as identified in the Order Form. Customer acknowledges that its right to use any Products comprised of computer software programs will be web-based only pursuant to the terms of this Agreement and such software will not be installed on any servers or other equipment owned by or provided to Customer. Customer hereby grants to ATI a limited license to use Customer Data (hereinafter defined) as necessary to provide the ATI Products and Services in accordance with this Agreement and any Order Form. Except as expressly provided in this Agreement, Customer retains all right, title and interest in and to Customer Data.

(b) Security of ATI Products. Customer shall supervise use of the Products by Authorized Users and allow only Authorized Users to access the Products. Customer acknowledges ATI’s Technical Requirements. Customer shall prevent Authorized Users from misusing and improperly sharing Products and will prohibit actual or attempted misconduct or violations of test integrity protocols on Assessments, including but not limited to, any copying, reproduction, engaging proxy testers on an Authorized User’s behalf, use of any technology or any third party in furtherance of circumventing testing policies and procedures, and sharing or distributing (beyond Authorized Users) all or part of any Assessment. Customer shall not and shall ensure Authorized Users do not(i) modify, translate, copy, reproduce, disassemble, decompile, or create derivative works of the Products or any portion thereof; and (ii) transfer, loan, rent, lease, distribute, or grant any rights in any form in

or to Products or remove or obscure any copyright or other proprietary notice, labels or proprietary marks therein. Customer, including Authorized Users, shall receive and utilize access information, such as passwords and usernames to permit Product access (“**Access Information**”). Customer shall safeguard against improper sharing or unauthorized use of Access Information. Some Products, such as Program Manager, provide Customer with “**Administrative Tools**” for the sole purpose of managing access to the Product, including the assignment of login identification, passwords, and security question to its Authorized Users. For such Products, Customer shall designate employees to serve as technical administrator of the Product on Customer’s behalf (each an “**Administrative User**”). Only the Administrative Users are permitted to use the Administrative Tools. Customer shall take reasonable steps to prevent unauthorized access to the Product including without limitation, securing the Administrative Tools and Customer shall protect, and require its Authorized Users to protect, the passwords and other log-in information.

(c) Assessments. Customer acknowledges any violation of this Agreement or ATI’s terms regarding ATI IP (defined below), or any misconduct committed by Authorized Users in connection with Assessments may result in invalidation of Assessment scores, immediate suspension and/or termination of Authorized User access to Assessments and Products. ATI may report any actual or suspected violation of the ATI terms of using Assessments to the Customer (and to other third parties and law enforcement authorities as ATI deems appropriate) and will pursue any action necessary to protect the integrity of Products and Assessments, and ATI’s ownership rights therein, which may include civil and criminal penalties. It is a violation of law to copy, reproduce, disseminate, or give others any part of an Assessment or any other Product. Testing integrity is of the highest priority at ATI; Customer agrees to provide all reasonable assistance and related information upon ATI’s request if ATI has a good faith basis to believe an Authorized User has engaged in a violation of these terms or the end user terms at account registration.

(d) Termination of License. ATI may terminate the Agreement and/or any License by written notice (i) with immediate effect if Customer infringes or misappropriates any ATI IP rights, if ATI determines that the security and integrity of any Assessment(s) would be at risk through continued use by Customer, or if Customer breaches any material License provision contained in this section, or (ii) if Customer fails to cure any other material breach of this Agreement within thirty (30) days after receipt of written notice from ATI. Upon expiration of the License term, or in the event of an earlier termination under this section, Customer shall cease use of the Products and ATI shall deactivate Customer’s access to the Products.

3. PAYMENT TERMS.

(a) Payment Type. Customer is responsible for paying the amounts owed by Customer. This section is applicable to all payments owed by Customer and the election of a different payment type does not excuse Customer from its obligations in subsection (c) through (f) of this section. Customer may elect to assign payment of Product fees to another party or split the payment of Product fees with another party approved by ATI. Such other payment arrangements must be made through the applicable Order Form. Terms for such payment arrangements will be described in Annex II to the Order Form. For the purpose of clarity, Customer shall pay all Services fees.

(b) Product and Services Fees Payment. Product and Service fees shall be paid pursuant to terms set forth in any Order Form. Unless otherwise provided for in the applicable Order Form(s), all invoices are due and payable net 30 calendar days from the invoice date, however, based on Customer’s credit history, ATI reserves the right to require advance payment of all or a portion of any Order Form. Any amounts which are not paid when due shall bear interest at three percent (3%) per month or the maximum legal rate, if less, provided that the foregoing interest will not apply if Customer is a Public Entity (defined below). Shipping and handling costs, as well as any tax owed by Customer, will be added to the purchase amount. If Customer is tax-exempt, Customer shall provide Customer’s tax-exempt certificate prior to invoicing by ATI. The fee for any student transferring into a cohort after commencement of said cohort shall be prorated based on the number of terms/semesters of such cohort and ATI will adjust Customer’s balance to account for any necessary additional invoiced amounts due to ATI.

(c) Enrollment Count; Customer Invoicing. Where an Order Form is based on enrollment counts, regardless of the payment type as described in Section 3(a) of this Agreement, Customer agrees that, on or before the class start date of each semester/term (first day of classes) for each cohort accessing the ATI Products specified in the Order Form, Customer will send to ATI, via an email, Customer’s estimated student enrollment count for each applicable cohort no



later than seven (7) calendar days prior to each scheduled class start date for each term/semester. ATI will invoice Customer based on each such estimated student enrollment count. If ATI does not receive Customer's estimated student enrollment count via email as described herein, solely to avoid interruption in students' access to ATI Products and Services, ATI will invoice Customer based on ATI's reasonably estimated projection of Customer's student enrollment count, as determined by Customer's past enrollments (or, if Customer is a new client to ATI, based on estimates Customer has provided to ATI at the time of ordering). If Customer fails to email ATI with an actual student enrollment count within thirty (30) days of receipt of an invoice Customer shall not be entitled to a credit. Nothing herein shall relieve Customer of its obligation to report to ATI and pay ATI for increased student enrollment in all applicable cohorts.

(d) Changes to Cohort Members. As ATI pricing is per student, Customer shall promptly notify ATI of any new student(s) joining the program after Customer has commenced use of the ATI Products and Services and Customer or such students shall be responsible for payment of fees to ATI for any additional students joining a cohort. Customer shall provide written notice to ATI of any changes in each cohort list, including additions for new or repeat students (described below) and deletions for student who leave Customer's nursing program. Customer will notify ATI in writing within 30 days of any such change to its student enrollment. If Customer is only ordering shippable products, shipment will happen in conjunction with invoicing of Customer's order. ATI will invoice Customer and/or students for such Products upon shipment.

(e) Repeat Students: If Customer purchases access to any ATI bundle of products and services (such as ATI Complete, Optimal, Supreme, Basic, CARP or any other offered Product) for any cohort(s) and requires any student from a cohort to repeat a term or semester with a different cohort (each referred to as a "**Repeat Student**"), then Customer (or Student) will pay ATI the standard per-student cost applicable to other students in the Repeat Student's new cohort. For clarity, students that use ATI's Virtual-ATI services (for an additional 12 weeks) are not considered "Repeat Students" under this section.

(f) ATI reserves the right to suspend access to ATI Products in the event that Customer is more than thirty (30) days past due on any undisputed amounts, and Customer agrees that ATI shall not be liable to Customer or to any third party for any liabilities, claims or expenses arising from or relating to termination or such suspension of access to ATI Products.

(g) Taxes. All fees noted in an Order Form are exclusive of all federal, state, and local laws, sales, use, value added or other taxes, fees, or costs which may be imposed, levied, or assessed against the sale, licensing, delivery, or use of Product(s). Customer shall pay all taxes that may become due as a result of this Agreement, except only ATI's income and payroll related taxes. ATI shall invoice Customer for all such taxes, which may be paid by ATI unless, prior to Product delivery or commencement of applicable Services, Customer provides ATI with a valid tax-exempt certificate.

4. PROPRIETARY RIGHTS.

Customer acknowledges that the Products, Services, related materials, as well as ATI's proprietary information, tools, methods, programs, software, graphics, user interfaces, logos, trademarks, anything developed or delivered by ATI under this Agreement, and all prior developed intellectual property, are and shall remain the sole and exclusive property of ATI or its licensors ("**ATI IP**") and, other than as expressly set forth in this Agreement, no license or other rights in or to the Products or Services are granted to Customer. For the purpose of clarity, unless otherwise specifically stated in the Order Form related to the Services, all Services are provided on a non-work for hire basis and Customer shall not receive any ownership or intellectual property rights with respect to the Services performed by ATI. Customer's limited right to use such ATI IP shall be governed by this Agreement. ATI Products and Services are protected by copyright and no part of the ATI Products or Services may be resold, licensed, copied, transferred, distributed, stored, reproduced, or disclosed to any third party without written permission of ATI. Customer is not permitted to use any ATI Products material or content for any purpose not expressly permitted herein or in the applicable Order Form. ATI reserves the right to seek all legal and equitable rights and remedies available to ATI for any Customer use of ATI IP in violation of this Agreement without posting bond or security.

5. CUSTOMER OBLIGATIONS

(a) General Obligations. In connection with Customer's use of ATI Products and Services, Customer shall comply with the terms set forth in this Agreement, any Order Form, the Product User Guide as described herein, and

if applicable, the Proctoring Requirements and each for the following obligations:

(i) Customer shall comply with all applicable laws, including without limitation laws governing the protection of personally identifiable information and other laws applicable to the protection of Customer Data. Customer will take appropriate measures to ensure its Authorized Users do not upload any patient data into any Products.

(ii) Customer shall not alter, reproduce or copy ATI IP, including that incorporated into the Products, in any way, and shall at all times assure that all copyright and other proprietary notices on Products remain intact, unaltered and prominent. Customer shall never claim or suggest that any Product is other than the intellectual property of ATI or its affiliates.

(iii) Customer shall not allow any person or entity to utilize any Products or Services for whom the applicable fee has not been paid to ATI.

(iv) When applicable, Customer agrees to provide an ADA compliant learning or testing environment suitable for an online or onsite delivery modality for the expected number of participants at no charge to ATI; and

(v) If Customer is the party administering an ATI Assessment, Customer is required to comply with the requirements collectively found in the [Proctor Guide](#) and in the [Proctor Oath](#). Customer will use reasonable methods to prevent cheating and unauthorized copying or distribution of Assessments, including maintaining and enforcing a strict policy that prohibits and sanctions any form of cheating, distribution or use of unauthorized copies of Assessments, or other test misconduct

(h) Product User Guide. In additions to all terms set forth in this Agreement and any applicable Order Form, the [Product User Guide](#) sets forth the requirements and other considerations with respect to Customer's and its Authorized Users' use of the Products, and/or Services ordered by Customer pursuant to an Order Form. The Product User Guide terms are incorporated into this Agreement and Customer agrees to each obligation, requirement and considerations in the Product User Guide as such relate to the Products used by Customer. ATI reserves the right to update or revise the Product User Guide as it deems necessary and at ATI's sole discretion provided that ATI has provided Customer with notice of a change to the Product User Guide. All revisions to the Product User Guide that occur during the Term of this Agreement are incorporated into this Agreement.

(i) Analytics. Some Products and some Services may include data analytics and reporting ("**Analytics**"). Customer agrees that any Analytics performed by the Products or Services hereunder are intended for the internal business uses of Customer only and that such Analytics and any resulting reports, data, or methodologies used by ATI will not be disclosed by Customer to any third party, unless compelled by law, in accordance with Section 7 of this Agreement.

(j) Program Approval: Customer certifies that Customer's programs have been approved by the required applicable state agency(ies) and entity(ies) with oversight over nursing education programs. ATI reserves the right to verify such approval. If, at any time, any of Customer's nursing education programs should no longer be approved by said agency or entity, Customer will promptly notify ATI of its change in status and, in such case, ATI reserves the right to terminate the applicable Order Forms of this Agreement.

(k) Curriculum Responsibility: Customer acknowledges and agrees that, as between the Parties, Customer retains sole responsibility for and control over its curriculum, instruction of core material, selection and use of ATI resources to support the curriculum, administration of student aid funds, and for decisions related to admission, advancement, assessment, retention and graduation of its students.

(l) High-Stake Use. Customer acknowledges and understands that ATI does not permit or recommend the use of ATI Products or Assessments as the sole criterion to determine student enrollment, expulsion, advancement, graduation, or readiness to sit for any licensure exam ("**High-Stakes Use**"). ATI disclaims any and all responsibility, liability or obligation in connection with any High-Stakes Use, policy or practice by Customer. Customer shall defend, indemnify and hold harmless ATI and its affiliates, directors, employees, agents, successors and assigns from and against any claim, liability, damage, cost or expense arising out of or related to Customer's High-Stakes Use of any ATI Products provided that, the foregoing indemnification obligation shall not apply to Customer if Customer is a Public Entity, as defined in Section 11(d) below. IT IS THE SOLE AND EXCLUSIVE RESPONSIBILITY OF CUSTOMER TO ENSURE CUSTOMER'S USE OF ATI PRODUCTS AND SERVICES IS COMPLIANT WITH LAWS, REGULATIONS, POLICIES, ACCREDITATION REQUIREMENTS AND STANDARDS APPLICABLE TO CUSTOMER; ATI DISCLAIMS ANY



OBLIGATION OR LIABILITY ARISING OUT OF CUSTOMER'S FAILURE TO SO COMPLY.

(m) Prohibited Use. Customer agrees that it and its Authorized Users shall not use ATI Products, directly or indirectly, to train, develop, enhance, inform or improve any artificial intelligence tools, systems, models, or algorithms ("AI Tools"). This prohibition applies irrespective of whether the AI Tools are developed for commercial purposes or not, and regardless of the specific AI Tool application or domain. Customer shall take all precautions to ensure that the ATI Products are utilized, only in a manner consistent with this section and Agreement. ATI reserves the right to monitor Customer's and its Authorized Users use of the Products and take appropriate legal action, including immediately suspending and/or indefinitely terminating Customer's and/or Authorized User access to ATI Products without refund due to a violation of this section.

(n) Remote Proctoring Services. ATI proctored assessments administered by Nursing Program pursuant to this Schedule may be proctored through use of ATI Remote Proctoring Services and Customer shall comply with the ATI Proctoring Requirements found here [Proctoring Requirements](#) for all Nursing Program Classes specified herein. The Parties understand and agree that ATI Remote Proctoring Services are an additional measure of test security designed to enhance the overall integrity of the testing process for ATI's proctored exams and, accordingly, use of ATI Remote Proctoring Services does not relieve Nursing Program of its proctoring obligations or duty to ensure a secure test environment when administering ATI assessments. In addition, ATI may offer ATI Remote Proctoring Services for certain of its NCLEX Review practice assessments, as indicated by ATI during planning discussions with Nursing Program, subject to the same ATI Remote Proctoring Services Terms noted herein.

(o) Live Review and Virtual-ATI. ATI proctored If Customer is ordering ATI Live NCLEX Review Services, Customer's use of these Services is subject to the [ATI Live Review Terms](#). If Customer is ordering ATI Virtual-ATI Services, Customer's use of these Services is subject to the [ATI Virtual-ATI Terms](#).

6. WARRANTIES AND DISCLAIMERS.

(a) ATI warrants that (i) for 90 days after delivery of, or Customer receiving access to, the Products, such Products shall be free from known or reasonably knowable material defects in materials under normal use as permitted herein and the relevant Order Form(s) and shall perform in all material respects in accordance with the documentation provided ("**Product Warranty**") and (ii) for 30 days following the performance of Services, such Services shall be performed in a good workmanlike manner consistent with generally accepted industry standards ("**Services Warranty**"). The foregoing Product Warranty and Services Warranty shall not apply if the Product(s) or Service(s), as applicable, has been subject to misuse or modification (other than modification by ATI or its licensors). For a breach of Product Warranty which is reported during the Product Warranty period, ATI shall correct or replace the Product or, if such is not practical in ATI's judgment, refund pro rata amounts paid for such defective Product for the period of nonperformance. For a breach of Services Warranty which is reported to ATI no later than thirty (30) days following performance of the defective Service, ATI shall re-perform such defective Service or, if re-performance is not practical in ATI's judgment, provide to Customer a refund for pro rata amounts paid for the defective portion of the Service. Except for the foregoing warranty, ATI's Products and are provided "as-is" without warranty of any kind.

(b) Customer acknowledges that Products are intended solely for academic purposes and that Authorized Users should NOT rely on the Products as a reference for administering medications or patient care or as a substitute for professional medical judgment. ATI does not assume, and hereby expressly disclaims, any responsibility for, or warranty regarding, Customer's ability to satisfy or meet any accreditation requirements. CUSTOMER IS SOLELY AND EXCLUSIVELY RESPONSIBLE FOR MONITORING AND VERIFYING ITS INPUT TO THE ATI PRODUCTS AND SERVICES (INCLUDING WITHOUT LIMITATION CUSTOMER DATA), ENSURING THAT NO PROTECTED HEALTH DATA IS STORED IN THE PRODUCTS, AND FOR DETERMINING THE ACCURACY, COMPLETENESS OR APPROPRIATENESS OF ANY FINANCIAL, CLINICAL OR MEDICAL INFORMATION OR OTHER OUTPUT PROVIDED BY ATI PRODUCTS AND SERVICES. ATI shall be entitled to rely on the accuracy, truthfulness and completeness of all Customer input into ATI Products (including Customer Data), and Customer hereby releases ATI from any claims arising out of such improper reliance on Products.

(c) THIS SECTION SETS FORTH ATI'S SOLE LIABILITY AND CUSTOMER'S SOLE REMEDY FOR BREACH OF WARRANTY. THE FOREGOING WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, WHETHER ORAL, WRITTEN, EXPRESS OR IMPLIED. ATI DISCLAIMS ANY OTHER EXPRESS OR IMPLIED WARRANTIES, INCLUDING WITHOUT LIMITATION WARRANTIES OF MERCHANTABILITY, TITLE, NON-INFRINGEMENT, COMPLETENESS AND FITNESS FOR A PARTICULAR PURPOSE OR THAT THE PRODUCTS OR SERVICES SHALL MEET CUSTOMER'S SPECIFIC REQUIREMENTS, BE ERROR FREE OR UNINTERRUPTED, NOR SHALL ATI BE LIABLE FOR UNAUTHORIZED ALTERATION, THEFT, OR DESTRUCTION OF CUSTOMER DATA, FILES OR PROGRAMS. ATI shall have no obligations under this section to the extent the breach is caused by (a) Customer Data; (b) Customer's improper use or modification of a Product; (c) any Authorized User conduct that would violate the requirements of this Agreement if such conduct were taken by Customer; or (d) to the extent applicable, any use of the Administrative Tools, whether authorized or unauthorized, including without limitation the acts and omissions of each Administrative User.

7. CONFIDENTIAL INFORMATION AND CUSTOMER DATA.

(a) The Parties agree that (i) ATI's Products, Services, Assessments and all proprietary and copyrighted products and services therein or provided hereunder and any information Customer receives or reviews concerning ATI, including, but not limited to, any trade secrets, know-how, patents, ideas, techniques and technical data, formulae, engineering, data, analytics, trials, results, studies, information concerning ATI's past, present and future research, marketing, financial information, development, operations and business activities, information regarding Products, methods of database creation, ATI's translation, standardization, enhancement, and data analysis techniques, ATI's data reporting methods and formats, ATI's software tools for report creation, distribution and retrieval, associated algorithms, tools, programs, architecture and technology, suppliers, customers, employees, and any other information or material proprietary to ATI or its licensors of which the Customer may obtain knowledge or access from ATI during ATI's performance hereunder, and (ii) any other non-public, confidential or proprietary information of ATI, this Agreement and any Order Forms, are confidential information of ATI ((i) and (ii), collectively, "**ATI Confidential Information**"). ATI Assessments are an ATI trade secret and protected under the US Defend Trade Secrets Act. Personal or academic information regarding Students and information about Customer submitted to ATI or any ATI Product or system by Customer or Customer's staff or Students ("**Customer Data**") is confidential information of Customer (collectively, "**Customer Confidential Information**"); and (iii) each Party may receive or have access to confidential and proprietary information ("**Receiving Party**") of the other Party ("**Disclosing Party**"), whether orally or in writing, that is marked as confidential or that should reasonably be understood to be confidential given the nature of the information (collectively, "**Confidential Information**"). Confidential Information shall not include any information that is (i) generally known to the public without breach of any obligation owed to the Disclosing Party; (ii) known to the Receiving Party prior to its disclosure by the Disclosing Party without breach of any confidentiality obligation; (iii) independently developed by the Receiving Party without reference to the Disclosing Party's Confidential Information (as evidenced by written record); or (iv) received from a third party without breach of any obligation owed to the Disclosing Party. The Receiving Party shall not disclose any Confidential Information of the Disclosing Party for any purpose outside the scope of this Agreement, except with the Disclosing Party's prior written consent or, with respect to any Student-specific information, with express written permission from the Student about whom such Customer Confidential Information pertains. Each Party shall protect the Confidential Information of the other Party in the same manner that it protects its own confidential and proprietary information, but in no event less than reasonable care. If Receiving Party is compelled by law or order of a governmental body with competent jurisdiction to disclose Confidential Information of the Disclosing Party, it shall provide the Disclosing Party with prior notice of such compelled disclosure (to the extent permitted by law). Each Party reserves the right to seek injunctive relief, in addition to any other remedies available at law, to protect its Confidential Information.

(b) Customer acknowledges that ATI and its licensors may collect, compile, and use statistical, diagnostic, technical, or general usage information and data related to the operation, performance, and use of the Products and Services by Customer ("**Usage Data**"). ATI may aggregate, de-identify, and/or anonymize Usage Data such that it does not identify Customer Confidential Information, personally identifiable Customer Data, identity of



Authorized Users, or Customer's name. As between the parties, ATI retains all right, title, and interest, including all intellectual property and proprietary rights, in and to such aggregated, de-identified, and/or anonymized Usage Data.

(c) ATI has not agreed to and does not agree to treat as confidential any suggestion, enhancement request, customization request, recommendation or idea for improving or otherwise modifying any of ATI's Products or Services ("**Feedback**") that Customer or any Authorized Users provide to ATI. Nothing in this Agreement or in the Parties' dealings arising out of or related to this Agreement will restrict ATI's right to use, profit from, disclose, publish, keep secret, or otherwise exploit Feedback, without compensating or crediting Customer or any Authorized User.

8. INDEMNIFICATION.

(a) **ATI Indemnification.** Subject to this section, ATI shall defend, indemnify and hold harmless Customer against a third-party claim against Customer claiming that Products, when used in accordance with ATI Product manuals and guides and this Agreement, infringes a valid patent or registered copyright, or misappropriates a trade secret of a third party, ATI shall defend Customer and indemnify Customer from losses, damages, penalties, fines, costs or other expenses (including reasonable attorneys' fees) the damages and costs finally awarded against Customer by a court or similar governmental body of competent jurisdiction resulting from such third party-claim, but only if (i) Customer notifies ATI promptly upon learning that a third-party claim covered by this section has been or might be asserted, (ii) ATI has sole control over the defense of the action and any negotiation for its settlement or compromise, and (iii) Customer fully cooperates in ATI's defense of such action. ATI shall have no obligation or liability under this section to the extent the action results from (i) a modification or improper use of such Product, (ii) the failure to promptly replace a Product with a new Product when notified by ATI that the replacement Product would have eliminated the actual or alleged infringement or misappropriation, (iii) the use of any non-ATI product, information, design, specification, instruction, software, data, or material in combination with the Product where such infringement would not have arisen but for such combination, (iv) Customer Data; (v) ATI's compliance with designs, plans or specifications furnished by Customer; or (vi) to the extent applicable, any use of the Administrative Tools, whether authorized or unauthorized, including without limitation the acts and omissions of each Administrative User. If a covered claim described in this section may be or has been asserted, Customer shall permit ATI, at ATI's option and expense, to (x) secure the right for Customer to continue using the Product, (y) replace, modify, or create a workaround for the Product to eliminate the infringement or misappropriation while providing functionally equivalent performance, or (z) terminate the applicable License and, upon Customer's return of the infringing Product, refund to Customer the amount actually paid to ATI for such Product. **THIS SECTION SETS FORTH ATI'S SOLE LIABILITY AND CUSTOMER'S SOLE REMEDY WITH RESPECT TO ANY INFRINGEMENT CLAIM.**

(b) **Customer Indemnification.** Customer shall indemnify, defend and hold harmless ATI against any third party claim and shall indemnify ATI from all losses, damages, penalties, fines, costs or other expenses (including reasonable attorneys' fees) to the extent such claim relates to (i) Customer Data or Customer's improper use of the Products, (ii) Customer's breach of this Agreement; or (iii) where applicable, the unauthorized use of, or access to, the Administrative Tools by persons other than an Administrative User, or misuse of the Administrative Tools by an Administrative User.

9. LIMITATION OF LIABILITY.

UNDER NO CIRCUMSTANCE SHALL EITHER PARTY OR THEIR RESPECTIVE DIRECTORS, OFFICERS, EMPLOYEES, LICENSORS, SUPPLIERS OR AFFILIATES BE LIABLE FOR (A) ANY CONSEQUENTIAL, INDIRECT, SPECIAL, OR INCIDENTAL DAMAGES OR LOST PROFITS, WHETHER FORESEEABLE OR UNFORESEEABLE, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT. (B) A MAXIMUM AGGREGATE AMOUNT EXCEEDING THAT WHICH CUSTOMER ACTUALLY PAID TO ATI FOR THE SPECIFIC PRODUCT WHICH IS THE SUBJECT OF SUCH LIABILITY IN THE PRIOR TWELVE (12) MONTHS, PROVIDED, HOWEVER, THE LIMITATIONS IN THIS SECTION SHALL NOT APPLY TO CUSTOMER'S MISAPPROPRIATION OF ATI'S INTELLECTUAL PROPERTY, MISUSE OF THE ADMINISTRATIVE TOOLS OR CUSTOMER'S OBLIGATION TO MAKE FULL PAYMENT OF ALL AMOUNTS DUE HEREUNDER.

10. TERM

(a) **Term.** Unless earlier terminated as provided in this Agreement, this Agreement commences on the Effective Date and shall continue for twelve

(12) months following the expiration or termination of the last Order Form(s) hereunder and the obligations and requirements of the last Order Form(s) have been completed ("**Term**"). The term of each Order Form shall be as set forth in the Order Form.

(b) **Termination as a Result of Breach.** If a party breaches any material provision of this Agreement, the non-breaching party may begin the process of terminating this Agreement by giving written notice of termination to the breaching party. If the breach is capable of being cured and is reasonably cured by the breaching party within 60 days after receipt of the notice of termination, the termination will not become effective. If the breach is not capable of being cured or is not reasonably cured by the breaching party within 60 days after receipt of the notice of termination, this Agreement shall terminate. Notwithstanding the foregoing, a breach that involves failure to make payment as required herein will permit the non-breaching party to terminate this Agreement with immediate effect, but such termination shall not excuse the breaching party from its payment obligations. Any termination of this Agreement shall automatically terminate all Order Forms then in effect (c) **Termination of Order Form.** Order Forms are non-cancellable, except as provided herein, and are nonrefundable. An Order Form only may be terminated for the reason and through the processes described in Section 10(b) above.

11. MISCELLANEOUS.

(a) **No Agency.** This Agreement does not create a partnership, franchise, joint venture, agency, fiduciary, or employment relationship between the Parties.

(b) **Force Majeure.** Neither Party shall be considered in breach of its obligations under this Agreement due to any failure to perform such obligations arising out of causes beyond the reasonable control, and without the fault or negligence, of such Party. Such causes shall not excuse Customer's payment obligations hereunder. If any such causes continue to prevent or delay performance for more than 180 days, ATI may terminate this Agreement, effective immediately upon notice to Customer.

(c) **Notice; No Waiver.** All notices or approvals required or permitted under this Agreement shall be given in writing and signed by the authorized representatives of the Parties hereto. All such notices shall be hand delivered or sent to the Parties' respective addresses first set forth above or to such other address as either Party may specify by written notice to the other. No failure or delay by either Party to exercise any right or remedy specified herein shall be construed as a current or future waiver of such remedy or right, unless said waiver is in writing.

(d) **Entire Agreement; Amendments; Survival.** This Agreement, together with the Order Forms, constitutes the entire agreement of the Parties and supersedes all prior written or oral agreements or understandings. This Agreement shall override and replace all terms contained in any Customer purchase order accepted by ATI. These terms supersede and exclude all prior or contemporaneous proposals, understandings, agreements, negotiations, and representations, whether oral or written, with respect to the subject matter of this Agreement. This Agreement may be superseded or modified solely by separate written agreement signed by both Parties. All provisions of this Agreement that by their nature are intended to survive expiration or termination shall survive.

(e) **Governing Law.** If the Client is a government entity or a political subdivision of a federal, state, or local government within the United States ("**Public Entity**"), this Agreement will be governed by the laws of the state in which such Client is located, without reference to: (i) any conflicts of law principle that would apply the substantive laws of another jurisdiction to the parties' rights or duties; (ii) the 1980 United Nations Convention on Contracts for the International Sale of Goods; or (iii) other international laws. If the Client is not a U.S. Public Entity, this Agreement will be governed solely by the laws of the State of Kansas, without reference to (i) through (iii) listed above. In the event of any action related to this Agreement, the court shall have the power to award costs and attorney's fees to the prevailing Party in such action, unless Customer is a Public Entity in which case, the foregoing shall not apply.

(f) **Waiver of Jury Trial.** EACH PARTY HEREBY KNOWINGLY, VOLUNTARILY, AND INTENTIONALLY WAIVES ANY RIGHTS IT MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY ACTION OR PROCEEDING ARISING OUT OF OR RELATED TO THIS AGREEMENT OR THE SERVICES PROVIDED HEREUNDER.

(g) **Assignment.** Neither Party may assign any of its obligations, rights or remedies hereunder, in whole or in part, without the express written approval of the other Party, except that either Party may assign this Agreement, in whole or in part, to any affiliates or in connection with any merger, consolidation, reorganization, or sale of all or substantially all of its assets or



similar transaction. This Agreement will be binding upon, will inure to the benefit of, and will be enforceable by the Parties and their respective successors and assigns. Any attempted assignment, transfer, or other conveyance in violation of this section shall be null and void.

(h) Restricted Government Rights. The Products were developed solely at private expense, contain "restricted computer software" submitted with restricted rights in accordance with the US FAR 52.227-19 (a) through (c) of the Commercial Computer Software License (Dec 2007) Clause and its successors, and in all respects is proprietary data belonging to ATI and/or its suppliers. For US Department of Defense units, the Products are considered commercial computer software in accordance with US DFARS 227.7202-3 and its successors, and use, duplication, or disclosure by the US Government is subject to the restrictions set forth herein.

(i) Publicity. Customer hereby permits ATI to use Customer's name and logo in ATI's list of customers and ATI Complete Partnership customers, including but not limited to in ATI's marketing and website materials, provided that ATI shall not include any statement indicating Customer's endorsement of ATI or any ATI Product without Customer's express written authorization. Any use beyond the foregoing shall require Customer's prior written permission.

(j) Severability. If any court of competent jurisdiction determines that any provision of this Agreement is illegal, invalid, or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect.

(k) Export Regulations. Customer acknowledges that ATI Products are subject to export controls and agrees to strictly comply with all applicable U.S. export controls and regulations and will not export any ATI deliverables outside of the U.S.

(l) Counterparts. This Agreement may be executed in one or more counterparts (including electronically), each of which shall be deemed an original and all of which shall be taken together and deemed to be one instrument.



IN WITNESS WHEREOF, the individuals below, being duly authorized representatives of the Parties hereto have executed this Master License and Services Agreement.

Customer:

ATI:

Lake Land College

Assessment Technologies Institute, LLC

By: _____
Name: John woodruff
Title: _____
Date: _____

By: _____
Name: Mike Lynch
Title: Senior Vice President of Sales
Date: _____

Notice: _____

Attention: _____
Email: _____

Notice: Assessment Technologies Institute, LLC
11161 Overbrook Road
Leawood, KS 66211, USA
Attention: Contracts Department
Email: AscendContracts@ascendlearning.com



ORDER FORM

Bundle

Parties:	Assessment Technologies Institute, LLC (“ATI” or “Service Provider”)	Lake Land College (“Nursing Program” or “Customer”)
	As of the latest date set forth on the signature page hereto.	
Governing Terms:	This Order Form (“ Order Form ”) adopts and incorporates by reference the terms and conditions of the ATI Master License and Services Agreement (“ Agreement ”) between the Parties dated <u>February 13, 2026</u> . All capitalized terms used in this Order Form but not defined herein shall have the meanings as set forth in the Agreement.	
Products and Services:	Nursing Program will purchase the ATI Products and Services listed on Annex I for all Cohorts with a start date during the Order Period.	
Term:	This Order Form covers Nursing Program’s license of ATI Products and Services for all Nursing Program cohorts with a start date during the period beginning July 1, <u>2026</u> , and ending June 30, <u>2029</u> (“ Order Period ”). Per Student Fees are adjusted annually on July 1, in coordination with the release of Product Innovations. Cohorts starting after July 1 in any year of this Order Form will be charged the adjusted fees as shown in the Cohorts and Payment Schedule section of Annex I .	
License Term:	The License Term shall be from the Order Form Effective Date through the graduation date of the last cohort shown on Annex I, or any Extension thereto. For certain products, as described in the User Guide, students will retain access to such Products for twelve months following graduation.	
Renewal Terms:	Upon expiration of the Initial Term, this Order Form shall renew for consecutive 12-month periods (together with the Initial Term, the “Order Form Term”), unless either Party provides written notice of nonrenewal at least 60 days prior to the end of the then-current Order Form Term or the Order Form or the Agreement is earlier terminated in accordance with the Agreement. Per Student Fees are adjusted annually on July 1 and, in the case of a Renewal Term, the Per Student Fees will be the then-current retail price.	
Payment Terms:	Net 30	
Payment Type:	Institution Pay	
Cohorts:	This Order Form covers all Nursing Program cohorts with a start date beginning during the Order Period. The anticipated cohort schedule is set forth on Annex I .	
Payment Schedule:	ATI will invoice Nursing Program pursuant to the payment schedule set forth on Annex I .	
Product Innovations:	ATI agrees to provide Nursing Program with annual product innovations as part of the standard bundle purchased pursuant to this Order Form. Standard Innovations become available with Products and Services July 1 of each year. Standard Innovations are part of bundle, such as updates, enhancements, or new features, that ATI, in its sole discretion, determines to be part of the standard bundle offering. Innovations that are not part of the standard bundle, or that are offered as premium or optional features, may be subject to additional fees and terms, which will be communicated to Nursing Program separately. Nursing Program may elect to purchase innovations for pre-existing cohorts in Annex I by	



	contacting ATI in writing and either (a) executing an Order Form for such purchase or (b) obtaining written confirmation from ATI that the purchase is approved. The price for any such pre-existing cohorts will be increased to match the then-current price, prorated for the remaining length of each such cohort.
Other Terms:	See additional Applicable Terms on Annex II , if any. For Bundles purchases that are institutional or Split pay only: In the event the estimated student enrollment count changes within thirty (30) days of receipt of invoice, Customer may request via email a one-time enrollment count adjustment (“Rebill”) from ATI via an email providing the actual enrollment count, provided that, in all cases, Customer is obligated to inform ATI, and agrees that it shall inform ATI, if the actual Student Enrollment exceeds the estimated Student Enrollment previously reported to ATI. In each such instance of Rebill, ATI will adjust Customer’s invoice to account for the updated enrollment count, which will include (i) an invoice for additional invoiced amounts due to ATI if the number of students in the actual student enrollment count increased over the estimated student enrollment count or (ii) a credit for amounts invoiced in excess of the actual student enrollment count to be provided to be applied to next invoice

Billing information to be completed by Customer		
Nursing Program’s Billing Address, if applicable:	Nursing Program’s E-mail:	Nursing Program’s Phone Number:
PO Number (or N/A):		

Check if Customer is tax exempt. If tax-exempt, Customer must provide a copy of Customer’s tax exemption certificate upon signing of the Agreement.

This Order Form is duly executed by an authorized representative of :	
Customer:	
By: <u>John woodruff</u>	
Name: _____	
Title: _____	
Date: _____	
ATI: Assessment Technologies Institute, LLC	
By: _____	
Name: _____	
Title: _____	
Date: _____	



ANNEX I

Product Bundle	Per Student Fees Year 1	Per Student Fees Year 2	Per Student Fees Year 3	Per Student Fees Year 4
OPTIMAL Bundle - RN	\$2986	\$3295.02	\$3518.67	

Estimated Annual Tax	\$0.00
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Products Included:

ATI Enhanced or Remote Proctoring
 Engage Pathophysiology RN
 Flashcards with Claire AI
 RN ATI Comprehensive Live NCLEX Review
 RN BoardVitals
 RN e-books
 RN Review Modules
 Setup Fee

ATI Essentials RN - Module A:
 ATI Plan Student Orientation
 Next Gen Questions Overview
 Nurse Logic
 Pulse Student Success Predictor
 Learning System Adaptive
 Self Assessment Inventory
 RN NCLEX Experience
 Video Case Studies

ATI Essentials RN - Module B:
 Civility Modules
 Dosage & Calc Tutorial
 RN Dosage & Calc Proctored Assessments
 Engage Fundamentals RN
 Skills Modules
 Engage Community & Public Health RN
 Engage Mental Health RN
 Engage Adult Medical Surgical RN
 Engage Maternal Newborn RN
 Engage Pediatrics RN
 Engage Pharmacology RN



ATI Essentials RN - Assessment Module:
Custom Assessment Builder
RN Assessment & Remediation (9 content areas)
RN Comprehensive Predictor

ATI Essentials RN - Module C:
EHRTutor
HealthAssess
Nurse's Touch
Nurse's Touch Informatics and Technology Practice Assessment
RN Real Life Clinical Reasoning Scenarios
Virtual Clinicals Swift River

ATI Essentials RN - Assessment Module Proctored:
RN Assessment & Remediation (9 content areas)
RN Comprehensive Predictor
Critical Thinking Entrance/Exit exams



Cohorts and Payment Schedule:



Nursing Program Cohorts (anticipated graduation)	Estimated Students	Name	Per Student Payment	Installment Amount
1229 PN-RN - RN				
Institution Pay				
	26	Payment 1 of 2	\$879.67 October 2028	\$22,871.42
	26	Payment 2 of 2	\$879.67 June 2029	\$22,871.42
Est. Cohort Total: \$42,835.00				
1228 PN-RN - RN				
Institution Pay				
	26	Payment 1 of 2	\$823.75 October 2027	\$21,417.50
	26	Payment 2 of 2	\$823.75 June 2028	\$21,417.50
Est. Cohort Total: \$42,835.00				
1227 PN-RN - RN				
Institution Pay				
	26	Payment 1 of 2	\$746.50 October 2026	\$19,409.00
	26	Payment 2 of 2	\$746.50 June 2027	\$19,409.00
Est. Cohort Total: \$38,818.00				
0530 - RN				
Institution Pay				
	70	Payment 1 of 4	\$879.67 August 2028	\$61,576.90
	70	Payment 2 of 4	\$879.67 December 2028	\$61,576.90
	70	Payment 3 of 4	\$879.67 August 2029	\$61,576.90
	70	Payment 4 of 4	\$879.66 December 2029	\$61,576.20
Est. Cohort Total: \$246,306.90				
0529 PN-RN - RN				
Institution Pay				
	15	Payment 1 of 1	\$879.67 July 2028	\$13,195.05
Est. Cohort Total: \$13,195.05				



0529 - RN Institution Pay				
	70	Payment 1 of 4	\$823.76 August 2027	\$57,663.20
	70	Payment 2 of 4	\$823.76 December 2027	\$57,663.20
	70	Payment 3 of 4	\$823.75 August 2028	\$57,662.50
	70	Payment 4 of 4	\$823.75 December 2028	\$57,662.50
				Est. Cohort Total: \$230,651.40
0528 PN-RN - RN Institution Pay				
	15	Payment 1 of 1	\$823.75 July 2027	\$12,356.25
				Est. Cohort Total: \$12,356.25
0528 - RN Institution Pay				
	70	Payment 1 of 4	\$746.50 August 2026	\$52,255.00
	70	Payment 2 of 4	\$746.50 December 2026	\$52,255.00
	70	Payment 3 of 4	\$746.50 August 2027	\$52,255.00
	70	Payment 4 of 4	\$746.50 December 2027	\$52,255.00
				Est. Cohort Total: \$209,020.00
0527 PN-RN - RN Institution Pay				
	1	Payment 1 of 1	\$746.50 July 2026	\$11,197.50
				Est. Cohort Total: \$11,197.50

¹Per Student Fees are adjusted annually on July 1, in coordination with the release of Product innovations. Cohorts or individuals starting after July 1 in any year of this Order Form will be charged the adjusted fees. If Nursing Program elects to extend this Order Form beyond the last Payment Date reflected in the tables above, it will do so in writing and will not be effective until confirmed by ATI. The costs for the Extension Period will start with the then-current Per Student fees, updated every July 1 of the Extension Period to reflect the new adjustments. For the purpose of clarity, Cohorts starting after July 1 in any year the Extension Period will be charged the adjusted fees.





ORDER FORM

Bundle

Parties:	Assessment Technologies Institute, LLC (“ATI” or “Service Provider”)	Lake Land College (“Nursing Program” or “Customer”)
	As of the latest date set forth on the signature page hereto.	
Governing Terms:	This Order Form (“ Order Form ”) adopts and incorporates by reference the terms and conditions of the ATI Master License and Services Agreement (“ Agreement ”) between the Parties dated <u>February 13, 2026</u> . All capitalized terms used in this Order Form but not defined herein shall have the meanings as set forth in the Agreement.	
Products and Services:	Nursing Program will purchase the ATI Products and Services listed on Annex I for all Cohorts with a start date during the Order Period.	
Term:	This Order Form covers Nursing Program’s license of ATI Products and Services for all Nursing Program cohorts with a start date during the period beginning July 1, <u>2026</u> , and ending June 30, <u>2029</u> (“ Order Period ”). Per Student Fees are adjusted annually on July 1, in coordination with the release of Product Innovations. Cohorts starting after July 1 in any year of this Order Form will be charged the adjusted fees as shown in the Cohorts and Payment Schedule section of Annex I .	
License Term:	The License Term shall be from the Order Form Effective Date through the graduation date of the last cohort shown on Annex I, or any Extension thereto. For certain products, as described in the User Guide, students will retain access to such Products for twelve months following graduation.	
Renewal Terms:	Upon expiration of the Initial Term, this Order Form shall renew for consecutive 12-month periods (together with the Initial Term, the “Order Form Term”), unless either Party provides written notice of nonrenewal at least 60 days prior to the end of the then-current Order Form Term or the Order Form or the Agreement is earlier terminated in accordance with the Agreement. Per Student Fees are adjusted annually on July 1 and, in the case of a Renewal Term, the Per Student Fees will be the then-current retail price.	
Payment Terms:	Net 30	
Payment Type:	Institution Pay	
Cohorts:	This Order Form covers all Nursing Program cohorts with a start date beginning during the Order Period. The anticipated cohort schedule is set forth on Annex I .	
Payment Schedule:	ATI will invoice Nursing Program pursuant to the payment schedule set forth on Annex I .	
Product Innovations:	ATI agrees to provide Nursing Program with annual product innovations as part of the standard bundle purchased pursuant to this Order Form. Standard Innovations become available with Products and Services July 1 of each year. Standard Innovations are part of bundle, such as updates, enhancements, or new features, that ATI, in its sole discretion, determines to be part of the standard bundle offering. Innovations that are not part of the standard bundle, or that are offered as premium or optional features, may be subject to additional fees and terms, which will be communicated to Nursing Program separately. Nursing Program may elect to purchase innovations for pre-existing cohorts in Annex I by contacting ATI in writing and either (a) executing an Order Form for such purchase or (b) obtaining written confirmation from ATI that the purchase is approved. The	



	price for any such pre-existing cohorts will be increased to match the then-current price, prorated for the remaining length of each such cohort.
Other Terms:	See additional Applicable Terms on Annex II , if any. For Bundled purchases that are institutional or Split pay only: In the event the estimated student enrollment count changes within thirty (30) days of receipt of invoice, Customer may request via email a one-time enrollment count adjustment (“Rebill”) from ATI via an email providing the actual enrollment count, provided that, in all cases, Customer is obligated to inform ATI, and agrees that it shall inform ATI, if the actual Student Enrollment exceeds the estimated Student Enrollment previously reported to ATI. In each such instance of Rebill, ATI will adjust Customer’s invoice to account for the updated enrollment count, which will include (i) an invoice for additional invoiced amounts due to ATI if the number of students in the actual student enrollment count increased over the estimated student enrollment count or (ii) a credit for amounts invoiced in excess of the actual student enrollment count to be provided to be applied to next invoice

Billing information to be completed by Customer		
Nursing Program’s Billing Address, if applicable:	Nursing Program’s E-mail:	Nursing Program’s Phone Number:
PO Number (or N/A):		

Check if Customer is tax exempt. If tax-exempt, Customer must provide a copy of Customer’s tax exemption certificate upon signing of the Agreement.

This Order Form is duly executed by an authorized representative of :	
Customer:	
By: _____	
John woodruff	
Name: _____	
Title: _____	
Date: _____	
ATI: Assessment Technologies Institute, LLC	
By: _____	
Name: _____	
Title: _____	
Date: _____	



ANNEX I

Product Bundle	Per Student Fees Year 1	Per Student Fees Year 2	Per Student Fees Year 3	Per Student Fees Year 4
Mid-Market PN	\$1320	\$1400	\$1483	

Estimated Annual Tax	\$0.00
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Products Included:

ATI Enhanced or Remote Proctoring
 HealthAssess
 PN ATI Comprehensive Live NCLEX Review
 PN e-books
 PN EHR Tutor
 PN Review Modules
 Setup Fee
 Virtual Clinicals Swift River

ATI Essentials PN - Module A:
 Achieve
 ATI Plan Student Orientation
 Next Gen Questions Overview
 Nurse Logic
 Pulse Student Success Predictor
 Learning System Adaptive
 Self Assessment Inventory
 Custom Assessment Builder
 PN NCLEX Experience
 Video Case Studies
 PN Assessment & Remediation (7 content areas)

ATI Essentials PN - Assessment Module Proctored:
 PN Assessment & Remediation (7 content areas)
 PN Comprehensive Predictor
 Critical Thinking Entrance/Exit exams



Cohorts and Payment Schedule:

Nursing Program Cohorts (anticipated graduation)	Estimated Students	Name	Per Student Payment	Installment Amount
0729 - PN Institution Pay				
	50	Payment 1 of 2	\$741.50 August 2028	\$37,075.00
	50	Payment 2 of 2	\$741.50 December 2028	\$37,075.00
Est. Cohort Total: \$74,150.00				
0728 - PN Institution Pay				
	50	Payment 1 of 2	\$700.00 August 2027	\$35,000.00
	50	Payment 2 of 2	\$700.00 December 2027	\$35,000.00
Est. Cohort Total: \$70,000.00				
0727 - PN Institution Pay				
	50	Payment 1 of 2	\$660.00 August 2026	\$33,000.00
	50	Payment 2 of 2	\$660.00 December 2026	\$33,000.00
Est. Cohort Total: \$66,000.00				

¹Per Student Fees are adjusted annually on July 1, in coordination with the release of Product innovations. Cohorts or individuals starting after July 1 in any year of this Order Form will be charged the adjusted fees. If Nursing Program elects to extend this Order Form beyond the last Payment Date reflected in the tables above, it will do so in writing and will not be effective until confirmed by ATI. The costs for the Extension Period will start with the then-current Per Student fees, updated every July 1 of the Extension Period to reflect the new adjustments. For the purpose of clarity, Cohorts starting after July 1 in any year the Extension Period will be charged the adjusted fees.



LAKE LAND COLLEGE

MEMO

TO: John Woodruff, Vice President for Business Services
FROM: Jeremy Moore, Facilities Planning Manager
DATE: March 16, 2026
RE: Approval of Bid for EV Charger Upgrade

The College recently solicited bids for upgrading the EV Charger at the West Building (Parking Lot D). The project scope includes removal of the existing EV charger and the furnishing and installation of a new ChargePoint Level 3 DC Fast-Charger, new concrete pad, and all associated conduit, wiring, and terminations. Also included in the scope is one additional charger to be used for classroom instructional purposes. The project will be funded through an awarded grant, with no impact to operating funds.

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 four bids were received. Below is a listing of the bids that were received:

NAME	TOTAL
COMMERCIAL ELECTRIC INC. MATTOON, IL	\$55,420.00
ANDERSON ELECTRIC INC. MATTOON, IL	\$57,980.00
NADLER ELECTRICAL CONTRACTING, INC. SULLIVAN, IL	\$65,554.07
BODINE ELECTRIC OF DECATUR DECATUR, IL	\$70,589.00

Based on the bids received, I recommend that we award this bid to Commercial Electric Inc. of Mattoon, Illinois, for the EV Charger Upgrade Project.

Please do not hesitate to contact me with any questions or further clarification.

Recommended Motion: Approve as presented the proposal received by Commercial Electric Inc. of Mattoon, Illinois for the total amount of \$55,420.00 for the EV Charger Upgrade Project.

LAKE LAND COLLEGE BID TABULATION

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College EV Charger Upgrades
Project No. 2026-005
BID DATE: March 16, 2026 - 1:00 PM

CONTRACTOR	Total Bid					
Commercial Electric Inc. Mattoon, Illinois	\$ 55,420.00					
Anderson Electric Inc. Mattoon, Illinois	\$ 57,980.00					
Nadler Electrical Contracting, Inc. Sullivan, Illinois	\$ 65,554.07					
Rathje Enterprises, DBA Bodine Electric of Decatur Decatur, Illinois	\$ 70,589.00					

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President
FROM: Ike Nwosu, Vice President for Academic Services
CC: Dustha Wahls, Human Resources Director
DATE: March 31, 2026
RE: Approval for Reappointment of Division Chairs for Academic Year 2026-2027.
Approval for Appointment of Greg Capitosti as Math and Science Division Chair.

I respectfully request the appointment of the following individuals to serve as division chairs for the 2026/2027 Academic Year.

- Ryan Orrick, Agriculture Division
- Erin Swingler, Allied Health Division
- Brian Madlem, Business and Technology Division
- Edward Thomas, Humanities and Communications Division
- Charles Jarrell, Social Science and Education Division

The search for the new Division Chair for the Math and Science Division has concluded successfully with the selection of Dr. Greg Capitosti as the new Division Chair. This is the response as to the stepping down of the current chair effective June 30, 2026. I respectfully request your approval to hire Dr. Capitosti as the Division Chair.

Recommended Motion 1:

Approve the reappointment of five Division Chairs as presented effective AY 2026-2027 and approve the appointment of Dr. Greg Capitosti as Division Chair of the Math and Science Division effective July 1, 2026.

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT**

The following employee has requested a General Leave of Absence/ Board policy 05.04.14

Deornellas, Laura	3/19/26-7/15/26
Hill, Jennifer	4/10/26-4/20/26

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Gaines, Andrew	Clinical Counselor Primary Position Psychology Instructor	3/30/2026
Spanhook, Kimberly	Community Learning Instructor Primary Position Adult Education Instructor	3/4/26

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Bence, Casey	Communications Assistant Primary Position Print Shop Technician Assistant	1/10/26

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid		
Draper, Donald	Lake Land College Student Trustee	4/15/26
Full-time Tenure Track		
Beissel, Hayden	Chemistry Instructor	8/21/26
Full-time		
Calliccoat, Damon	Transportation Training Specialist	4/20/26
Long, Michael	Correctional Horticulture Instructor	3/17/26
Reynolds, Matthew	Correctional Commercial Cooking Instructor	3/31/26

Part-time

Arthur, David	Allied Health Lab Assistant	3/16/26
Catalan, Lorena	Mailroom Assistant	3/25/26
Delorenzo, Bridget	Graduate Intern Student Wellness Center	4/2/26
Livingston, Andrea	Dual Credit Coordinator	3/10/26
McMechan, Tracie	Allied Health Den Clinical Instructor (hourly)	3/18/26
Rehkemper, Stephanie	Adjunct Faculty Allied Health Division	5/4/26
Saraswathula, Keerthana	Community Learning Instructor	4/2/26
Scott, Audrey	Community Learning Instructor	6/2/26
Webb, Tawny	Lab Student Assistant	3/23/26

Zmyslony, Lauren Dual Credit Coordinator 3/12/26

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Earp, David	Print and Mail Services Supervisor (Retired)	3/20/26
Hiland, Ronald	Correctional Construction Occupations Instructor	4/10/26
Hunt, Richard	Technical Training Coordinator	3/9/26
Marsh, Ernest	Correctional Manufacturing Skills Instructor	4/9/26
McClelland, Morris	Correctional Horticulture Instructor	4/1/26
Peebles, Grant	Correctional Career Technology Instructor	3/13/26

Part-time

Ennis, Emily	Tutor - Student Learning Assistance Center	1/16/26
Kidwell, Tina	Allied Health Den Clinical Instructor (hourly)	2/20/26
Kocher, Kylie	Agriculture Education Intern	6/20/25
Perry, Jimmie	Mailroom Assistant	3/27/26
Upton, Jacob	Technical Support Assistant	3/27/26

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Latch, Amanda	Print and Mail Services Supervisor Transferring from Print Shop Technician	4/14/26
Full-time Tenure Track		
Saxon, Naomi	Academic Counselor Transferring from Assistant Director of Financial Aid	8/3/2026