

# Lake Land College

District No. 517



## Board of Trustees

Agenda and Board Book  
August 8, 2022  
Regular Meeting No. 668

# Table of Contents

	Page
Agenda for August 8, 2022, Regular Meeting	3
Minutes for July 11, 2022, Regular Meeting	7
Supplemental Information for August 8, 2022, Regular Meeting	19

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

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



Regular Meeting No. 668  
Monday, August 8, 2022, 6:00 p.m.  
Kluthe Center, Room 220, Effingham

***Agenda***

**I. Routine.**

**A. Call to Order.**

**B. Roll Call.**

**C. Consent Item.**

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

1. Approval of Minutes of July 11, 2022, Regular Meeting.
2. Approval of Minutes of July 11, 2022, Closed Session.
3. Approval of Agenda of August 8, 2022, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.  
For summary and details of bills refer to:  
<https://www.lakelandcollege.edu/board-of-trustees/>
5. Destruction of Tape Recording of the February 4, 2021 Resource and Development Closed Session and the February 8, 2021 Closed Session.

## **II. Public Hearing on Fiscal Year 2023 Operating Budget.**

Refer to:

<https://www.lakelandcollege.edu/wp-content/laker-documents/laker/bot/2023%20Budget.pdf>

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

## **IV. Committee Reports.**

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

## **V. Business Items.**

### **A. Non-Action Items.**

1. Effingham Education Center (Kluthe) Update.
2. FY 2019-2022 Strategic Plan Final Report.
3. Proposed Adoption of Board Policy 07.06 - *Residency*.
4. Calendar of Events.

Board Book  
 Page  
 Number(s)

19-81  
 82-85  
 86-87

### **B. Action Items.**



Lake Land College Board of Trustees  
 Agenda – August 8, 2022  
 Page 3

	Board Book Page Number(s)
1. Approval of Resolution No. 0822-001 to Adopt Fiscal Year 2023 Operating Budget. <u>Refer to:</u> <a href="https://www.lakelandcollege.edu/wp-content/laker-documents/laker/bot/2023%20Budget.pdf">https://www.lakelandcollege.edu/wp-content/laker-documents/laker/bot/2023%20Budget.pdf</a>	88-120
2. Approval of Resolution No. 0822-002 Providing for the Issue of Not to Exceed \$17,000,000 General Obligation Community College Bonds of the District for the Purpose of Paying Claims Against the District, Providing for the Levy of a Direct Annual Tax Sufficient to Pay the Principal and Interest on Said Bonds, and Authorizing the Sale of Said Bonds to the Purchaser Thereof.	121-158
3. Acceptance of June 2022 Financial Statements.	159-170
4. Approval of Proposed Revisions to Board Policy 05.03 – <i>Bargaining Units</i> .	171-172
5. Approval of Proposed Revisions to Board Policy 06.38 – <i>Course Materials Rental</i> .	173-175
6. Approval of Proposed Revisions to Board Policy 07.16 <i>Student/Instructor Withdrawals</i> and Adoption of Board Policy 07.16.01 – <i>Student Financial or Physical Hardship Withdrawal Process</i> .	176-178
7. Approval of Proposed Revisions to the following Board Policies: ➤ 10.29 – <i>Collection of Tuition and Fees on Delinquent Accounts</i> . ➤ 10.35 – <i>Collection of Non-Sufficient Funds</i> . ➤ 11.13 – <i>Traffic Regulations and Parking</i> .	179-182
8. Approval of Architectural Fees for Construction Related Projects.	183-195
9. Acceptance of College Bridge Grant from ICCB.	196-200
10. Acceptance of Illinois Cooperative Work Study Grant from the Illinois Board of Higher Education.	201-236
11. Approval of Community Partner Agreement with the Board of Education of Paris-Union School District No. 95.	237-238
12. Approval of 10 Tuition Waivers for Math Pilot Students (TUT-010) for the Lab Portion of the College Algebra (MAT-130) Co-Requisite Pilot and Two Tuition Waivers for Students in the INS-200 Internship Experience as Embedded Math Tutors in Statistics and General Education Math (Sections MAT-115 and MAT-124).	239-240
13. Approval of Five-Year Agreement with CDW-G of Vernon Hills, Illinois, for Network Scanning Software for ISS.	
14. Approval of Use of HEERF Funding for Additional HyFlex Equipment.	241
15. Approval of Short-Term Lease with Maranatha Christian Academy of Mattoon for the Early Childhood Education Program.	242-256
16. Closed Session.	

## Lake Land College Board of Trustees

Agenda – August 8, 2022

Page 4

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 or dismissal of specific employees.

[Return to Open Session - Roll Call]

17. Approval of Recommendation to Terminate the Employment of a Correctional Construction Occupation Instructor at the Illinois River Correctional Center effective August 8, 2022, as Discussed in Closed Session.
18. Approval of Human Resources Report as Discussed in Closed Session. 257-258

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

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



Regular Board Meeting No. 667  
Board and Administration Center, Room 011  
Mattoon, IL  
July 11, 2022

**Minutes**

**Call to Order.**

Vice-Chair Cadwell called the July 11, 2022, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board & Administration Center, Mattoon, IL.

Vice-Chair Cadwell announced the Board would remove from the agenda action item #9 – Approval of Lease Agreement for an Early Childhood Education Program Initiative.

**Roll Call.**

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

**Trustees Absent:** Chair Mike Sullivan.

**Others Participating via Telephonic or Electronic Means:** None.

**Others Present:** Dr. Jonathan Bullock, President; Mr. Ikemefuna Nwosu, Vice President for Academic Services; Ms. Jean Anne Highland, Chief of Staff; Ms. Seirra Laughunn, Executive Assistant to the President's Office; Ms. Valerie Lynch, Vice President for Student Services; Mr. Greg Nuxoll, Vice President for Business Services; and members of the staff.

**Approval of Consent Items.**

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

1. Approval of Minutes of June 13, 2022, Regular Meeting.
2. Approval of Minutes of June 29, 2022, Special Board Meeting.

Lake Land College Board of Trustees  
 Minutes – July 11, 2022  
 Page 2 of 12

3. Approval of Agenda of July 11, 2022, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	785,366.34
Building Fund	\$	75,488.41
Site & Construction Fund	\$	52,250.00
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	46,009.26
Restricted Purposes Fund	\$	491,506.61
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	737.58
Student Accts Receivables	\$	365,406.06
Total	\$	1,816,764.26

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

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Sullivan.

**Motion carried.**

**Public Hearing concerning the Intent of the Board of Trustees to Sell \$17,000,000 Funding Bonds for the Purpose of Paying Claims against the District.**

6:02 p.m. – Vice-Chair Cadwell announced that a hearing was being held to receive comments on the proposal to sell bonds of the District in the amount of \$17,000,000 for the purpose of funding and paying claims against the District.

Vice-Chair Cadwell asked members of the Board for any further comments about the bond sale. There were no additional comments by Trustees.

Vice-Chair Cadwell asked the public for any written or oral testimony about the bond sale. There were none.

Lake Land College Board of Trustees  
Minutes – July 11, 2022  
Page 3 of 12

6:03 p.m. - Trustee Storm motioned and Trustee Walk seconded to adjourn the public hearing concerning the intent of the Board of Trustees to sell \$17,000,000 funding bonds for the purpose of paying claims against the District and resume to the regular Board meeting.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Sullivan.

**Motion carried.**

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

There were no public comments.

### **Committee Reports.**

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

Trustee Walk said she had no report at this time.

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

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

#### **Finance.**

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

#### **Buildings & Site.**

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

#### **Foundation.**

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

- The Foundation team has recently expanded with our newest employee, Penny Walk. Penny comes to us from EIU with an extensive career in Foundation/donor relations and was hired as our Donor Information & Database Coordinator last week.

Lake Land College Board of Trustees  
 Minutes – July 11, 2022  
 Page 4 of 12

- Thank you for your support and for joining us for our Open House on June 30th! We were very pleased with the turnout and have received such great feedback on our two newest buildings on campus.
- We are thrilled to share over 2,400 individual gifts were received by the Foundation office in FY22 totaling more than \$3.8 million.

**Student Report.**

Ms. Maggie Kelly, Student Trustee, had no report at this time.

**President's Report.**

- Lake Land received \$720,071 from the Illinois Department of Corrections (IDOC) in June and \$38,031 from the Illinois Department of Juvenile Justice (IDJJ) toward the FY2022 outstanding balance. A total of \$986,548 remains outstanding for IDOC and \$55,659 for IDJJ.
- In June, the College received payments from the State of Illinois for FY 2022 credit hour reimbursement of \$333,617 and equalization payments of \$505,251. The state is paid in full for FY 2022 credit hour reimbursement and equalization.
- The College received \$1 million in property tax payments in June.
- Lake Land College received its five-year Certificate of Recognition (through June 2027) from the Illinois Community College Board in accordance with the provisions of Section 2-15 of the *Public Community College Act*. Kudos to the entire Lake Land College community, and special thanks to Dr. Lynn Breer, Director of Institutional Research and Reporting, for coordinating our submission.
- Mary Hill 'Pete' Dobbs passed away this past June at the age of 91. She had served as a Lake Land College Trustee from 1975 to 1991. We extend our sympathy to her surviving family members, and we appreciate that they have established the William and Mary Hill Endowment Scholarship Fund at the College.

**Business Items.**

**Non-action Items.**

**Quarterly Investment Report.**

Mr. Gary Swearingen, financial advisor with SC3F Wealth Management Group (formerly Wells Fargo Advisors), highlighted the Quarterly Investment Report for the period ending June 30, 2022.

**Presentation of District Plaque to the Board of Trustees by the 2021-2022 National Tournament-Qualified Lake Land College Women's Softball Team.**

Mr. Bill Jackson, Director of Athletics, Mr. Nic Nelson, Director of Fitness Center/Head Softball Coach, and members of the Lake Land College Women's Softball Team presented the Region XXIV Championship Plaque to the Board of Trustees. The regional championship earned the team a birth to

Lake Land College Board of Trustees  
Minutes – July 11, 2022  
Page 5 of 12

the 2022 National Junior College Athletic Association's Division I Softball Championship National Tournament held in May 2022.

### **Athletic Department Honors**

Ms. Valerie Lynch, Vice President for Student Services, provided an overview of the 2021-2022 accomplishments of our student athletes in the past year.

### **Monthly Data Point Discussion – Spring 2022 End of Term Enrollment Report and Annual Enrollment Report for FY 2022.**

Ms. Lisa Cole, Director of Data Analytics, presented highlights of the Spring 2022 End of Term Enrollment Report and preliminary data for the Annual Enrollment Report for FY2022.

### **Summer Enrollment Report.**

Ms. Lynch highlighted summer 2022 enrollment as of tenth day in the term.

### **Proposed Revisions to Board Policy 05.03 – *Bargaining Units***

Trustees reviewed a request from Ms. Dustha Wahls, Director of Human Resources, with recommendations for the Board to consider proposed revisions to Policy 05.03 – *Bargaining Units*. Dr. Bullock reported these are needed to reflect the inclusion of the Illinois Department of Juvenile Justice (IDJJ) under the AFSCME contract. Trustees reviewed details of the proposed changes.

Dr. Bullock said this was submitted as first reading, and we will bring this back to the Board for approval during the August 2022 regular meeting.

### **Proposed Revisions to Board Policy 06.38 – *Course Materials Rental***

Trustees heard a recommendation from Mr. Greg Nuxoll, Vice President of Business Services, for the Board to consider proposed revisions to Policy 06.08 – *Course Materials*. Trustees reviewed details of the recommended changes. Mr. Nuxoll reported a key recommended change is to alter the deadline of textbook rentals – as detailed in item #8 of the Policy. Mr. Nuxoll said the policy states textbook rentals are due on the fifth college business day following exams. He said that data since Fall 2015 shows an average of 550 unreturned books each semester, which is an average of \$60,000 per semester, or around 10% of students receiving charges and blocks each semester. He is hopeful that aligning a book return deadline with the date a semester closes will enable more students to provide timely returns of the textbooks. He said other proposed revisions include a title correction, omission of obsolete information regarding software, and textbook and instructional materials process clarifications.

Mr. Nuxoll said this was submitted as first reading, and we will bring this back to the Board for approval during the August 2022 regular meeting.

### **Calendar of Events.**

Trustees reviewed a calendar of upcoming events. Dr. Bullock highlighted the upcoming Buildings and Site Committee Meeting on August 4, 2022, the Regular Board Meeting to be held at the Kluthe Center on August 8, 2022, and the Foundation Golf Classic on September 30, 2022.

### **Action Items.**

#### **Acceptance of May 2022 Financial Statements.**

Trustees reviewed the May 2022 Financial Statements and heard from Mr. Nuxoll who highlighted the Financial Statements and significant variances.

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

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Sullivan.

**Motion carried.**

#### **Approval of Bid for MobileArc Augmented Reality Welding Systems.**

Trustees heard a request by Mr. Nuxoll that the Board approve as presented the bid from ILMO Products Co. of Mattoon, in the amount of \$41,455, for the purchase of 16 MobileArc Augmented Reality Welding Systems, Project No. 2022-016. Trustees reviewed the bid tabulation sheet detailing ILMO Products submitting the lowest of three bids received.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the bid from ILMO Products Co. of Mattoon, in the amount of \$41,455, for the purchase of 16 MobileArc Augmented Reality Welding Systems, Project No. 2022-016.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Sullivan.

**Motion carried.**

#### **Approval of Bid for Parking Area and Roadway Sealing and Striping.**

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve the bid from Dunn Company of Decatur, Illinois, in the amount of \$165,745, for a Parking Area and Roadway Sealing and Striping project to repair and re-seal parking lots C, D and E and to seal and re-paint the striping on all of the campus roadways. Trustees received the bid tabulation sheet detailing Dunn Company submitting the lowest of three received bids.



Lake Land College Board of Trustees  
 Minutes – July 11, 2022  
 Page 7 of 12

Trustee Curtis moved and Trustee Walk seconded to approve the bid from Dunn Company of Decatur, Illinois, in the amount of \$165,745, for a Parking Area and Roadway Sealing and Striping project to repair and re-seal parking lots C, D and E and to seal and re-paint the striping on all of the main campus roadways, project No. 2022-017.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Sullivan.

**Motion carried.**

### **Approval of Lease Agreement Renewal with City of Paris.**

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve a three-year lease renewal agreement between the College, as Lessee, and the City of Paris, as Lessor, for the period of August 1, 2022, through July 31, 2025, including a two one-year automatic renewal option once the three-year agreement expires. Mr. Nuxoll said this lease is for the property located at 314 South Central Avenue, Paris, Illinois and the monthly rent amount is \$350.00.

Trustee Walk moved and Trustee Storm seconded to approve as presented a three-year lease renewal agreement between the College, as Lessee, and the City of Paris, as Lessor, for the period August 1, 2022, through July 31, 2025 including two one-year automatic renewal options once the three-year agreement expires. This lease is for property located at 314 South Central Avenue, Paris, at the same monthly rate of the expiring agreement or \$350 per month.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Sullivan.

**Motion carried.**

### **Approval of Amendment to the Contract with CTS Group, a Veregy Company, of St. Louis, Missouri.**

Trustees reviewed a recommendation from Mr. Nuxoll that the Board approve an amendment to the performance service contract with CTS Group, a Veregy Company, of St. Louis, Missouri, for the new roof installation project at the Kluthe Center in Effingham for a total cost of \$340,879. Trustees reviewed the proposed amendment.

Trustee Curtis moved and Trustee Storm seconded to approve as presented an amendment to the performance service contract with CTS Group, a Veregy Company, of St. Louis, Missouri,

Lake Land College Board of Trustees  
 Minutes – July 11, 2022  
 Page 8 of 12

for the new roof installation project at the Kluthe Center in Effingham for a total cost of \$340,879.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Sullivan.

**Motion carried.**

### **Closed Session**

6:54 p.m. – Trustee Walk moved and Trustee Curtis 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.

### **Return to Open Session - Roll Call**

7:05 p.m.

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

**Trustees Absent:** Trustee Sullivan, Chairman.

### **Approval of Human Resources Report as Discussed in Closed Session.**

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

Trustee Curtis motioned and Trustee Storm seconded to approve as presented the standard Human Resources Report. Chair Sullivan said this follows discussion on the topic in closed session related only to the appointment of a full-time Allied Health Instructor and a leave without pay request.

**The following employee is recommended for General Leave of Absence/ Board policy 05.04.14**

Mather, Sharon

7/05/22-7/08/22

### **Additional Appointments**

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

**Position**

**Effective Date**

Lake Land College Board of Trustees  
Minutes – July 11, 2022  
Page 9 of 12

**Part-time**

Garcia Orozco, Karen	Lab Student Assistant	6/12/22
Mason, Ronald	Test Proctor	6/2/22
Rubin, Talianna	Tutor-Disability Services - Student	6/1/22
Strode, Celestia	Tutor-Disability Services - Student	6/1/22

**Part-time- Grant Funded**

Rubin, Talianna	Tutor-Student Carl Perkins	6/1/22
Strode, Celestia	Tutor-Student Carl Perkins	4/21/22

**End Additional Appointments**

The following employees are ending their additional appointment

	Position	Effective Date
<b>Part-time</b>		
Bunch-Epperson, Genine	Alternative Education Instructor	5/19/22
Caldeira, Lara	Fitness Center Specialist	8/19/21
Gillespie, Alex	Adjunct DOC College Funded Instructor	5/10/21
Kreke, Ashley	Dual Credit Coordinator	4/23/21

**New Hire-Employees**

The following employees are recommended for hire

	Position	Effective Date
<b>Full-time</b>		
Temple, Benjamin	Engineering Technician	07/12/22
<b>Full-time Grant Funded</b>		
Millikin, Kevin	Correctional Auto Body Instructor	6/6/22
Monti, Francesca	Correctional Office Assistant	7/1/22
Pivetta, Christopher	Correctional Career Technology Instructor	5/31/22
Redman, Robyn	Correctional Career Technology Instructor	6/6/22

**Part-time**

Egejuru, Brian	Men's Basketball Assistant	7/1/22
Maxwell, Priscilla	Dual Credit Coordinator	5/25/22
Murphy, Jacob	Adjunct Faculty Math and Science Division	8/22/22
Pruitt, David	IEL Instructor	6/6/22
Rubin, Talianna	Tutor-Student Community Education	6/1/22
Strode, Celestia	Tutor-Student Community Education	6/1/22

**Terminations/Resignations**

The following employees are terminating employment

	Position	Effective Date
<b>Full-time</b>		
Althaus, Jon	Vice President for Academic Services	6/30/22

Lake Land College Board of Trustees  
 Minutes – July 11, 2022  
 Page **10** of **12**

Gentry, John	Power Plant Mechanic Instructor/Coordinator	5/9/22
Robertson, Zachary	Custodian	7/1/22
Tomasello, Benjamin	Custodian	6/9/22

**Part-time**

Boehm, Ava	Newspaper Editor - Student Newspaper	4/22/22
Cearlock, Jennifer	Dual Credit Coordinator	5/7/21
Gates, Linda	Adjunct Faculty Social Science Division	12/11/20
Harley, Casey	Dual Credit Coordinator	4/23/21
Heicher, Rachel	Adjunct Faculty Social Science Division	5/11/20
Hennings, Meliah	College Work Study - Early Childhood Education	11/25/21
Hensley, Beth	Sign Language Interpreter	2/4/20
Hoene, Katelyn	Adjunct Faculty Business Division	5/10/21
Howell, Berkley	Fitness Center Specialist	9/1/21
Hunt, Hannah	Newspaper Editor - Student Newspaper	5/13/22
Jackley, Krista	Dual Credit Coordinator	5/10/19
Johnson, Noah	Adjunct Faculty Agriculture Division	12/11/20
McDaniel, Regina	College Work Study - TRIO SSS	12/22/21
McKirahan Jr, James	Adjunct Faculty Technology Division	12/10/21
Merryman, Jarod	Pathways Classroom Assistant	5/19/22
Miller, Candace	Adjunct Faculty Technology Division	12/10/21
Monterusso, Lauren	College Work Study - TRIO Talent Search	3/30/22
Myers, Renee	College Work Study - Early Childhood Education	10/12/21
Neal, Lance	Adjunct DOC College Funded Instructor	12/10/21
O'Dell, Kathryn	Adjunct Faculty Social Science Division	5/11/20
Plummer, Robert	Adjunct Faculty Allied Health Division	8/23/21
Pruemer, Dave	Athletic Trainer Substitute	9/22/21
Puckett, Logan	College Work Study - Student Life	4/27/22
Rash, Chad	Sign Language Interpreter	2/14/20
Rickey, Constance	Allied Health BNA Adjunct Faculty	6/8/22
Sample, Stephanie	College Work Study Radio TV	5/13/22
Sherwood, Shirley	Allied Health EMS Adjunct Faculty	6/8/22
Stark, Patricia	Dual Credit Coordinator	4/23/21
Stokes, Samantha	Newspaper Editor - Student Newspaper	5/14/22
Stoutin, Drew	College Work Study - Business	3/29/22
Taylor, Shayla	Newspaper Editor - Student Newspaper	5/6/22
Turner, Trinity	College Work Study - Student Life	5/7/22
Tuttle, Allie	Perkins Student Worker - Allied Health	10/19/21
Vonderheide, Anthony	College Work Study Radio TV	5/12/22
Williamson, Katie	College Work Study - Early Childhood Education	4/22/22
Wright, Jason	Allied Health EMS Adjunct Faculty	6/17/22

Lake Land College Board of Trustees  
 Minutes – July 11, 2022  
 Page 11 of 12

### **Transfers/Promotions**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Lash, Lara	Allied Health Instructor From Simulation Lab Coordinator	8/19/22
Adams, Trisha	Correctional Office Assistant From Correctional Career Technology	4/18/22
Nead, Kaitlyn	Coordinator for Student Comm & Initiative From Admissions Representative	5/2/22

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Sullivan.

**Motion carried.**

### **Approval of Organizational Charts.**

Trustees reviewed proposed FY 2023 organizational charts for each unit of the College.

Trustees heard a brief overview from Dr. Bullock regarding key changes to the organizational charts.

Trustee Walk motioned and Trustee Curtis seconded to approve as presented the Organizational Charts effective FY 2023.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Sullivan.

**Motion carried.**

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

There was no additional discussion.

### **Adjournment.**

Trustee Storm moved and Trustee Curtis seconded to adjourn the meeting at 7:09 p.m.

There was no further discussion.

Motion carried by unanimous voice vote.

Lake Land College Board of Trustees  
Minutes – July 11, 2022  
Page **12** of **12**

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/](https://www.lakelandcollege.edu/col/board_minutes/)

# Strategic Planning FY 2019-2022

## Final Report to the Board of Trustees

July 27, 2022

### Mission Statement:

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. Our college fulfills this mission through: university transfer education; technical & career education; workforce development, community and continuing education; intellectual and cultural programs; and support services.

### Vision Statement:

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

**LAKE LAND**  
COLLEGE

## Table of Contents

	Page(s)
Update from the President.	4
Focus Areas, Goals and Objectives.	7
Strategic Initiatives.	8
Performance Dashboard of Strategic Initiatives.	11
Narrative Updates for Strategic Initiatives.	13
Summary Tables for All KPIs.	26
Detailed Reports for Each KPI.	30
Goal 1: Advance Student Success.	
Fall-to-Spring and Fall-to-Fall Retention Rates by Fall Cohorts.	30
Transfer Rates for Graduates and Non-Graduates by Fall Cohorts.	31
Fall-to-Fall Success Rates by Fall Cohorts.	32
Credit Hour Accumulation for Degree Seekers.	33
Percent of Successful Course Completion by Division.	34
Percent of Students Passing Courses by Division.	34
Percent of Successful Course Completion by Course Type.	35
Percent of Students Passing Courses by Course Type.	35
150% and 200% Time Completion Rates for First-Time, Full-Time Degree Seekers.	37
150% and 200% Time Completion Rates for First-Time, Part-Time Degree Seekers.	38
Success Rates for First-Time, Full-Time Degree Seekers at 150% and 200% Time.	39
Success Rates for First-Time, Part-Time Degree Seekers at 150% and 200% Time.	39
Number of Graduates by Degree Type and Fiscal Year.	41



## Table of Contents

### Goal 2: Fulfill Evolving and Emerging Education and Training Needs.

Student Full Time Equivalency (FTE).	42
Percent of Annual Graduates Who Transfer by Degree Type.	43
Percent of Graduates Transferring to a Two- or Four-Year Institution.	44
Work-Based Learning Experience – Student Surveys.	45
Percent of Associate Degree Graduates Who Transfer and Graduate within 200% Time.	46

### Goal 3: Commit to Quality, Access and Affordability.

Tuition and Fees Per Credit Hour.	47
Percent of In-District High School Graduates Enrolled in Fall Terms.	48
Market Penetration: Recent In-District High School Graduates Attending College.	49
Per Capita Cost Per FTE for Lake Land Compared to Other Colleges and State Average.	50

Diversity, Equity and Inclusion (DEI) Baseline Data	51
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### Exhibits:

A. Strategic Planning Committee.	56
B. Frequently Asked Questions – Guided Pathways.	57
C. Frequently Asked Questions –Data Analytics.	60

## Update from the President:

We present the final *Strategic Plan Bi-Annual Report* for the FY 2019-2022 planning cycle to the Board of Trustees and College community to provide transparency and accountability of our strategic planning progress. Despite this planning cycle occurring mostly within the unprecedented challenging times of the Covid-19 pandemic, we are proud to report on our meaningful advancements in our two key focus areas:

1. Implementing Guided Pathways to Success (GPS), while expanding K-12 and university partnerships, to provide a clear pathway to meaningful educational or career outcomes.
2. Implementing data analytics in support of GPS and furthering our commitment to becoming a data-informed institution.

Included in this report are status updates for 19 strategic initiatives we have been pursuing in alignment with laying the foundation for these two focus areas and simultaneously in support of our three goals: advance student success; fulfill evolving and emerging education and training needs; and commit to quality, access and affordability. We have successfully achieved the desired outcomes for 10 of the strategic initiatives, and we will continue pursuing nine initiatives into the next planning cycle as we seek to further operationalize GPS and data analytics.

During the 2019-2022 academic years, two teams of individuals have worked on the implementation of the Guided Pathways model. These teams are the Guided Pathways Leadership Team (GPLT) and the Guided Pathways Strategic Enrollment Management Team (GPSEM Team). We began the work with the GPLT, which achieved a multitude of accomplishments that paved the way toward a successful implementation of the Guided Pathways model. Some highlights of the team initiatives and accomplishments include:

- Redesigning the College's website to incorporate Areas of Study, program maps, and career data on each program.
- Finalizing program maps for full implementation in the fall of 2021.
- Collaborating with Marketing and Public Relations to update the College Catalog and transition to exploratory Areas of Study.
- Supporting Academic Counseling Services in development of a framework for helping students decide on a particular program of study and update advising processes to accommodate Area of Study students.
- Developing Standard Time Blocks and Scheduling Guidelines that were piloted at Kluthe Center in the fall of 2021.
- Creating mock schedules for all students in AAS or CRT career pathways.

For the 2021-2022 academic year, the College launched a new team to work on Guided Pathways implementation as well as strategic enrollment management – the Guided Pathways Strategic Enrollment Management Team (GPSEM). The Vice President for Student Services and the Vice President for Academic Services co-sponsor this team. Since early 2022, the GPSEM team has been chaired by the Associate Dean of Enrollment Management. The GPSEM team is designed to provide leadership and direction for the development and

implementation of the five-year Guided Pathways Strategic Enrollment Management Plan during FY 2023-2027.

The goal of the GPSEM Plan is to continue to scale implementation of the Guided Pathways model and continue to enhance and build upon strategies and supports to help students clarify their end goals, choose the most effective path to achieving those goals and stay on the path to completion. The implementation of the Guided Pathways model is an integral part of the college's strategic enrollment management plan, as the Guided Pathways model itself is designed to improve enrollment through its emphasis on access and student success.

Key accomplishments of the GPSEM team to date include:

- Using the same framework, cycle and reporting structure as the Strategic Plan, created a Matrix that includes goal statements and priority objectives for four focus areas:
  - Guided Pathways Implementation
  - Recruitment and Marketing
  - Onboarding Experience
  - Retention, Persistence and Completion
- Development of the functionalities for implementation of EAB Navigate, a retention and support product that digitally connects students to College faculty and staff to help them stay on their educational path. It also has the potential to support predictive modeling and provide early alerts to instructors and advisors to student risk factors that may influence or inform strategies that faculty and staff utilize to support students through advising or in their courses.

Working with data liaisons from reporting areas throughout the College, the Director of Data Analytics has led the charge to implement utilization of Tableau, a data visualization software tool. This is providing near real-time data access and significantly boosting data-informed decision making for college leaders, faculty and staff across the institution in support of organizational efficiencies and successful student outcomes. Divisions, several departments and various working teams have been provided at least one Tableau dashboard tailored for their needs, with some working teams having access to numerous data dashboards.

In support of the GPSEM team, the Director of Data Analytics continues to implement and expand predictive modeling for student success through use of Tableau and other available data reports, and we will further enhance our predictive modeling platform once EAB Navigate is in place in the coming year.

In addition to providing data analytics tools, we remain committed to long-term data utilization education and awareness for employees and the Board of Trustees. Members of the President's Cabinet, the Director of Data Analytics and the Director of Institutional Research and Reporting provide a monthly data point discussion at each regular Board of Trustees meeting and disseminate the monthly data point discussion presentations to the College community. Additionally, the Director of Data Analytics and the data liaisons share best

practices, success stories, etc. during various employee group meetings and via the College's e-newsletter – the *Laker Low Down*.

We also remain committed to closely monitoring the long-term trends of our college-level key performance indicators (KPIs), such as persistence, retention and completion rates, which are included in this report. With the 2021-2022 academic year, we have also incorporated additional KPIs for baseline student success data from a diversity, equity and inclusion perspective – providing disaggregated data for underrepresented student populations.

As previously reported in the spring of 2022, the KPIs reveal how some of our student success metrics were adversely affected by over two years of the Covid-19 pandemic challenges. For example, our fall-to-fall retention rate for the Fall 2019 cohort dropped to 57.5% from 70.1% for the prior year's cohort and our fall-to-fall success rate for the Fall 2020 cohort dropped to 70.1% from 76.8% for the prior year's cohort. However, we should be proud of our collaborative efforts to help as many students as possible persist to achieve their academic goals despite such strenuous circumstances, and remember that these retention rates are still well above national averages for community college students. Also, other metrics we were able to update in the summer of 2022 indicate positive signs for achieving pre-pandemic rates such as many of the completion rates within three or four years for degree seeking students. Additionally, we saw a reversal for the first time in several years of our declining enrollment trend with our summer 2022 enrollment yielding an 8.1% FTE increase or 8.8% headcount increase compared to the summer of 2021 enrollment.

As we conclude our current planning cycle, we thank the numerous faculty, staff and Board of Trustees who have been dedicated to helping the College lay the foundations for GPS and data analytics. In addition, we thank the many students, faculty, staff, Board of Trustees and community partners who provided significant feedback this past fall through surveys and focus group sessions to help us best transition to the FY 2023-2027 planning cycle. Our new focus areas, goals and objectives are based upon this valuable feedback from over 1,200 stakeholders and will concentrate on enhancing student success in three key areas: excellent teaching and learning, effective processes for student support, and expanding partnerships. The plan will also focus on institutional and employee excellence. Our collective commitment to the new strategic plan will position Lake Land College to effectively address the numerous challenges of the rapidly changing higher education landscape and excel to meet the evolving needs of our district and the holistic needs of the individuals we serve.



Dr. Josh Bullock, President

## Lake Land College Strategic Plan FY 2019-2022

### **Two Key Focus Areas:**

1. Implement **Guided Pathways to Success (GPS)**, while expanding K-12 and university partnerships, to provide a clear pathway to meaningful educational or career outcomes.
2. Develop institutional intelligence capacity (**data analytics**) to disseminate actionable data and analytic tools to all college faculty and staff.

Each strategic initiative (project) that we pursue in this planning cycle will align with one or both of these key focus areas and support one or more of the following goals and objectives:

### **Goal 1: Advance student success.**

- 1.1 Foster a holistic student experience through academic and social integration.
- 1.2 Ensure a student-centered culture through excellent teaching and exceptional service.
- 1.3 Improve retention, persistence and completion.

### **Goal 2: Fulfill evolving and emerging education and training needs.**

- 2.1 Partner with community, business, and education.
- 2.2 Align programs, services and delivery methods.
- 2.3 Expand transfer options and career pathways.

### **Goal 3: Commit to quality, access and affordability.**

- 3.1 Innovate for advancement.
- 3.2 Invest strategically in personnel, facilities and equipment.
- 3.3 Demonstrate personal and institutional accountability through data-driven decision making.

## Guided Pathways - Strategies

Goal	Strategic Initiative (Task)	Measurable Outcome(s)/Targeted Achievement(s) by End of FY 19	Measurable Outcome(s)/Targeted Achievement(s) by End of FY 20	Measurable Outcome(s)/Targeted Achievement(s) by End of FY 21	Measurable Outcome(s)/Targeted Achievement(s) by End of FY 22	Source of Data
Goal 1: Advance Student Success.	Years One - Four - Promote college-wide understanding of Guided Pathways model and how Guided Pathways can be used to improve student experiences, retention, and completion.	Campus-wide training regarding GPS through employee group meetings, staff development days, and division meetings. Design and update GPS website.	GPLT provides regular updates to employee group and division meetings. Annual report submitted and website continually maintained and updated.	GPLT provides regular updates to employee group and division meetings. Annual report submitted and website continually maintained and updated.	Dean of GPS provides regular updates to employee group and division meetings. Annual report submitted and website continually maintained and updated.	Website, Meeting Minutes, Annual Reports
Goal 1: Advance Student Success.	Create meta-majors to introduce students to major area of study as a link to specific programs of study.	Draft of meta-majors to be presented to Cabinet	Meta-majors finalized for implementation.	Full implementation of meta-majors	N/A	Meta-majors
Goal 2: Fulfill evolving and emerging education and training needs.	Create clear curricular pathways aligned with employment and further education.	Pilot program mapping process in Agriculture Division.	Complete program mapping in all remaining academic programs.	Program maps are finalized for implementation.	N/A	Program maps
Goal 1: Advance Student Success.	Identify redesign needs in processes for placement, advising, and registration to support the pathways.	Research gaps in current processes through EAB Enrollment Pain Point Audit, student focus groups, and GPS Scale of Adoption (Self-Assessment)	Redesign needs in processes for placement, advising, and registration identified to support meta-major and default program maps implementation.	Elements are finalized for implementation in support of meta-major and default program maps.	N/A	EAB Enrollment Pain Point Audit, Student Focus Groups Results, Scale of Adoption, Annual Report
Goal 1: Advance Student Success.	Identify and implement supports to help academically underprepared student to succeed in "gateway" courses for the major program, including but not limited to math and English.	N/A	Necessary supports to help academically underprepared students identified during the mapping process.	Implementation of redesigned academic supports.	N/A	Redesigned academic supports
Goal 1: Advance Student Success.	Develop integrated course schedules so that students can take courses when they need them, can plan their schedules, and complete programs in the shortest time possible.	Identify gaps in course scheduling and research best practices in course scheduling.	Redesign needs in scheduling are identified and finalized for implementation.	Implementation of redesigned scheduling processes to support Guided Pathways.	Implementation of redesigned scheduling processes to support Guided Pathways.	Redesigned course schedules
Goal 1: Advance Student Success.	Identify elements needed in a student tracking system to monitor student success along the pathway.	N/A	Identify gaps, research best practices in student tracking, and identify appropriate student planning/tracking tool. Plans underway for purchase or transition of current student planning/tracking tools.	Implementation of redesigned student tracking system to monitor student success along the pathway.	Implementation of redesigned student tracking system to monitor student success along the pathway.	Student tracking system
Goal 1: Advance Student Success.	Develop a plan for the College to identify students at risk of falling off-track and supports to intervene in ways to help students get back on track.	N/A	Identify gaps in current system in identifying student at-risk for falling off-track.	Transition into and pilot of redesigned process of identifying students at risk for falling off their pathway.	Transition into and pilot of redesigned process of identifying students at risk for falling off their pathway.	Student tracking system/Early alert system
Goal 1: Advance Student Success.	Develop and implement an Enrollment Management Plan	N/A	N/A	Guided Pathways Enrollment Management Year 1 Project Plan Development and Implementation	Guided Pathways Enrollment Management Plan Year 2 Development and Implementation	GPS Enrollment Management Plans; Annual Report

## Data Analytics - Strategies

Goal	Strategic Initiative (Task)	Measurable Outcome(s)/Targeted Achievement(s) by End of FY 19	Measurable Outcome(s)/Targeted Achievement(s) by End of FY 20	Measurable Outcome(s)/Targeted Achievement(s) by End of FY 21	Measurable Outcome(s) Targeted Achievements by End of FY 22	Source of Data
Goal 1: Advance Student Success.	Years One through Four - Promote college-wide understanding of data analytics terminology and how data analytics can be used to improve student outcomes and operational efficiencies.	Data discussion sessions held with administrators, supervisors and division chairs in fall 2018. FAQs developed and shared college-wide in spring 2019.	Data Analytics Task Force provides regular updates and data discussions to employee group and division meetings.	Data Analytics Task Force provides regular updates and data discussions to employee group and division meetings.	Director of Data Analytics to provide updates and data discussions to employee groups and division meetings.	Data Analytics Task Force Meeting Minutes and Additional Committee Records in Shared Drive.
Goal 1: Advance Student Success.	Year One - Investigate appropriate tools and software to transition from numerous data silos to a unified platform. Year Two - Identify and purchase appropriate tool.	Rubric tool developed to ensure investigation of potential software tools optimally aligns with the College's goals and resources.	Appropriate data analytics tool identified and plans underway for purchase to transition from numerous data silos to a unified platform.	N/A	N/A	Data Analytics Task Force Meeting Minutes. Board of Trustees Meeting Minutes.
Goal 3: Commit to quality, access and affordability.	Years One, Two and Three - Establish data governance model including policies and procedures in year one. Review and update policies and procedures as we progress with development in years two and three.	Data governance/ethics policy submitted to Board for approval, including reference to accompanying procedures.	Policies and procedures reviewed and updated as warranted.	Policies and procedures reviewed and updated as warranted.	Policies and procedures reviewed and updated as warranted.	Board Policy Manual, Board meeting minutes, Data Analytics Task Force Meeting Minutes, Records on shared drive.
Goal 3: Commit to quality, access and affordability.	Years One, Two and Three - Develop a common data dictionary and data standards in year one. Review and update as we progress with development in years two and three.	Common data dictionary and data standards document published and shared with college community.	Common data dictionary and data standards document reviewed for necessary updates and shared with college community.	Common data dictionary and data standards document reviewed for necessary updates and shared with college community.	Common data dictionary and data standards document reviewed for necessary updates and shared with college community.	Data Analytics Task Force Meeting Minutes, Records on shared drive.
Goal 3: Commit to quality, access and affordability.	Year One - Create a Director of Data Analytics position to oversee the planning, implementation and ongoing operation of the data analytics initiative.	Director of Data Analytics hired.	N/A	N/A	N/A	HR Records and Board of Trustees Meeting Minutes.
Goal 3: Commit to quality, access and affordability.	Year Three - Identify at least three pilot projects to utilize data analytics program and software tools, with one being Guided Pathways and Ag Division.	N/A	N/A	Pilot projects identified. Director of Data Analytics coordinating actions to launch the pilot projects.	N/A	Data Analytics Task Force Meeting Minutes and Additional Committee Records in Shared Drive.
Goal 3: Commit to quality, access and affordability.	Years Two and Three - Identify a data liaison within each unit, department or division to foster communication between data analytics experts and staff. Align liaisons with Guided Pathways liaison structure. Coordinate data analytics utilization via each department's data liaison and foster awareness for success stories, data driven decisions, use of data, learn best practices, etc.	N/A	Data liaison identified within each unit, department or division.	Data liaisons coordinating with key focus area teams to achieve strategic goals, foster data analytics awareness and learn best practices.	Build working groups to identify key risk factors for student success and implement a dashboard to be available for student advisors and faculty.	Data Analytics Task Force Meeting Minutes and Additional Committee Records in Shared Drive.
Goal 1: Advance Student Success.	Year Three - Develop an education plan for staff utilization of tools, policies, procedures and data dictionary.	N/A	N/A	Education plan established and shared with college community.	Monitor the usage of the Tableau Dashboard.	Data Analytics Task Force Meeting Minutes and Additional Committee Records in Shared Drive.
Goal 3: Commit to quality, access and affordability.	Year Three - Develop plan to address continual quality improvement and training needs.	N/A	N/A	Ongoing Quality Improvement Plan established and shared with College Community.	Ongoing Quality Improvement Plan established and shared with College Community.	Data Analytics Task Force Meeting Minutes and Additional Committee Records in Shared Drive.

## Data Analytics - Strategies

Goal	Strategic Initiative (Task)	Measurable Outcome(s)/Targeted Achievement(s) by End of FY 19	Measurable Outcome(s)/Targeted Achievement(s) by End of FY 20	Measurable Outcome(s)/Targeted Achievement(s) by End of FY 21	Measurable Outcome(s) Targeted Achievements by End of FY 22	Source of Data
Goal 3: Commit to quality, access and affordability.	Years One, Two, Three and Four - Identify and evaluate college-wide KPIs for overall strategic planning process and additional KPIs relevant to data analytics to measure incorporation of predictive modeling applications and actions/decisions based on data analytics.	Key performance indicators updated and published in Mid-Year Report.	Key performance indicators updated and published in Mid-Year Report.	Key performance indicators updated and published in Mid-Year Report.	Key performance indicators updated and published in Mid-Year Report.	Strategic Plan Mid Year Report, Data Analytics Task Force Meeting Minutes and Additional Committee Records in Shared Drive.
Goal 1: Advance Student Success.	Year Three - Each unit will begin to identify its own metrics or KPI's to measure success. Establish goal that by year five each department will have identified its own metrics for success.	N/A	N/A	Initial unit level KPIs identified.	Expand the KPI's that are being tracked and produce KPI's that are meaningful to each College Department.	Strategic Plan Mid Year Report, Data Analytics Task Force Meeting Minutes and Additional Committee Records in Shared Drive.





Meeting progress target



Not meeting progress target



Project placed on hold



Achieved strategy development complete














Abandoned

## Performance Dashboard of Strategies by Focus Area


### Guided Pathways

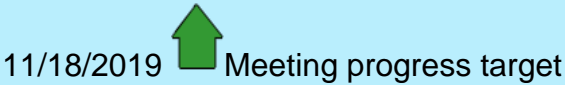
Focus Strategy	Status	Task Coordinator
Promote College-Wide Understanding of GPS		Valerie Lynch
Meta-Major Creation and Implementation		Darci Cather
Create clear curricular pathways		Darci Cather
Redesign needs for placement, advising, and registration		Darci Cather
Identify and implement supports to help academically underprepared students		Darci Cather
Develop integrated course schedules		Emily Ramage
Student tracking system		Valerie Lynch
Develop a plan to identify students at risk of falling off pathways		Valerie Lynch
Develop and implement an Enrollment Management Plan		Valerie Lynch

## Data Analytics



Focus Strategy	Status	Task Coordinator
Year Three - Data analytics education plan for all staff.		Lisa Cole
Develop a Data Dictionary		Lisa Cole
Data Liaisons		Lisa Cole
Data Analytics Software Tool(s)		Lisa Cole
KPIs for strategic planning bi-annual reporting.		Jean Anne Grunloh
Appropriate KPIs for each unit to measure success.		Lisa Cole
Data Analytics Pilot Projects with New Software Tool(s).		Lisa Cole
Hiring of Director of Data Analytics position		Jean Anne Grunloh
Promote college-wide understanding through Data Discussions		Lisa Cole
Develop plan and address continual quality improvement and training needs.		Lisa Cole
Establish a data governance model		Lisa Cole




## Guided Pathways – Strategy Status Updates

<b>Strategy:</b>	Promote College-Wide Understanding of GPS
<b>Task Coordinator(s):</b>	Valerie Lynch
<b>Cabinet Member:</b>	Jon Althaus
<b>Description:</b> Years One, Two, Three and Four - Promote college-wide understanding of Guided Pathways model and how Guided Pathways can be used to improve student experiences, retention, and completion.	
<b>Status Statement:</b>	<div>  <p>11/18/2019 Meeting progress target</p> <p>06/08/2020 Meeting progress target</p> <p>03/22/2021 Meeting progress target</p> <p>12/17/2021 Meeting progress target</p> <p>07/11/2022 Meeting progress target</p> </div>
<p><b>Mid-Year Progress Report:</b> Upon departure of the Dean of GPS, duties concerning the promotion of college-wide understanding of GPS and how it can improve retention and completion was shifted to the Associate Dean of Enrollment Management in conjunction with the Dean of Academic Operations. The new Associate Dean of Enrollment Management began leading a new Guided Pathways Team. The Guided Pathways Strategic Enrollment Management (GPSEM) Team was formed in November 2021 to develop a college-wide SEM plan utilizing the Guided Pathways framework. The GPSEM plan will also help move forward the continued implementation of Guided Pathways. The GPSEM team has begun work on the multi-year plan that includes an objective to strategize how to best communicate to the campus community and keep them informed on the progress of Guided Pathways.</p> <p>Source of Data: Website, Meeting Minutes, Annual Reports</p>	

<b>Strategy:</b>	Meta-Major Creation and Implementation
<b>Task Coordinator(s):</b>	Emily Ramage
<b>Cabinet Member:</b>	Jon Althaus
<b>Description:</b> Create meta-majors to introduce students to major area of study as a link to specific programs of study.	
<b>Status Statement:</b>	<div>  <p>11/18/2019 Meeting progress target</p> </div>




## Guided Pathways – Strategy Status Updates


	 06/08/2020 Meeting progress target  03/22/2021 Achieved strategy development complete
<b>Mid-Year Progress Report:</b> FY21 Outcome: Meta-majors have been fully implemented. Progress Narrative: During FY2019, the GPLT developed the meta-majors. During FY2020, the GPLT worked with ISS to code the meta-majors (henceforth called Areas of Study) in Colleague. The team also worked with MPR and ISS to update the website in order to capture the Areas of Study. Application has been updated and these changes went into effect September 2020. In FY21, the GPLT developed default first semester program maps for each of the Areas of Study. Additionally, the website was edited and updated, and the Areas of Study were introduced to the college community in the AY2021/2022 catalog. At the conclusion of FY21, Areas of Study (meta-majors) have been fully implemented and introduced via the website, catalog, and updated promotional materials.	

<b>Strategy:</b>	Create clear curricular pathways
<b>Task Coordinator(s):</b>	Emily Ramage
<b>Cabinet Member:</b>	Jon Althaus
<b>Description:</b> Create clear curricular pathways aligned with employment and further education.	
<b>Status Statement:</b>	 11/18/2019 Meeting progress target  06/08/2020 Meeting progress target  03/22/2021 Achieved strategy development complete
<b>Mid-Year Progress Report:</b> FY21 Outcome: Program maps finalized for implementation. Progress Narrative: During FY2019, the GPLT completed all program maps in the Agriculture Division. During FY2020, the GPLT completed program mapping in all remaining academic divisions. Program maps were created by program coordinators in conjunction with GPLT team members. Maps were reviewed by each division and by the GPLT prior to going to curriculum committee for approval. Curriculum committee approved all maps minus one (which will be returned to committee in September). At this point, program maps have been internally finalized and are in process of being updated in Colleague. Maps will move to ICCB in August for final approval. GPLT has met the outcome target for FY20. Maps will be available	



## Guided Pathways – Strategy Status Updates






in datatel and on the website when the application opens in September 2020. In FY21, program maps were finalized, as they were approved by ICCB, updated in Colleague, and redesigned in new map form on the College's website. Overall, the College completed program mapping for 158 programs.

<b>Strategy:</b>	Redesign needs for placement, advising, and registration
<b>Task Coordinator(s):</b>	Pamela Hartke
<b>Cabinet Member:</b>	Valerie Lynch
<b>Description:</b>	Identify redesign needs in processes for placement, advising, and registration to support the pathways.
<b>Status Statement:</b>	<div> <div>11/18/2019  Meeting progress target</div> <div>06/08/2020  Not meeting progress target</div> <div>03/22/2021  Achieved strategy development complete</div> </div>
<b>Mid-Year Progress Report:</b> FY21 Outcome: Elements are finalized for implementation in support of meta majors (Areas of Study) and default program maps. Progress Narrative: In FY21, the application and registration process has been updated to allow for students to choose an Area of Study upon applying. Additionally, Counseling Services is reaching out to all Area of Study students. Counseling Services has also developed an advising framework for supporting Area of Study students. Finally, Admissions and Records have full implemented multiple measures which provide students a variety of placement options which include high school GPA to provide more ways for students to take a college-level class in their first semester.	

<b>Strategy:</b>	Identify and implement supports to help academically underprepared students
<b>Task Coordinator(s):</b>	Pamela Hartke
<b>Cabinet Member:</b>	Jon Althaus
<b>Description:</b>	Identify and implement supports to help academically underprepared student to succeed in "gateway" courses for the major program, including but not limited to math and English.
<b>Status Statement:</b>	<div> <div>11/18/2019  Meeting progress target</div> </div>

## Guided Pathways – Strategy Status Updates

	 06/08/2020 Meeting progress target  04/05/2021 Achieved strategy development complete
<b>Mid-Year Progress Report:</b> For FY21, the Tutoring and Testing Center implemented virtual and online tutoring services through Smarthinking as well as the College's in-house tutors. Virtual tutoring services expanded access to all students to help those struggling or academically under-prepared succeed. Additionally, Admissions and Records also developed and implemented multiple measures for course placement (i.e. high school GPA, transitional math completion, etc.) to ensure that students were in the appropriate course and to help place them on a path to completion.	






<b>Strategy:</b>	Develop integrated course schedules
<b>Task Coordinator(s):</b>	Emily Ramage
<b>Cabinet Member:</b>	Jon Althaus
<b>Description:</b> Develop integrated course schedules so that students can take courses when they need them, can plan their schedules, and complete programs in the shortest time possible.	
<b>Status Statement:</b>	 11/18/2019 Meeting progress target  06/08/2020 Meeting progress target  03/22/2021 Meeting progress target  12/17/2021 Meeting progress target  07/21/2022 Meeting progress target
<b>Mid-Year Progress Report:</b> Turnover in the Academic Scheduling Coordinator position caused a slight delay in progress. New Academic Scheduling Coordinator reviews processes with division chairs to continue work toward full integration; Implementing targeted availability of sections to increase course utilization; (Ongoing).	

<b>Strategy:</b>	Student tracking system
<b>Task Coordinator(s):</b>	Valerie Lynch
<b>Cabinet Member:</b>	Valerie Lynch

## Guided Pathways – Strategy Status Updates

**Description:** Identify elements needed in a student tracking system to monitor student success along the pathway.

**Status Statement:**

11/18/2019		Meeting progress target
06/08/2020		Meeting progress target
04/05/2021		Not meeting progress target
12/17/2021		Meeting progress target
07/11/2022		Meeting progress target

**Mid-Year Progress Report:** EAB Navigate implementation began in the Fall of 2021 and continues at the time of this update (July 2022). The implementation will require working teams to develop procedures for tracking various cohorts of students and to run reports that will help us monitor and identify students in danger of falling off-track. EAB Navigate software will be piloted during the 2022-2023 academic year.

**Strategy:**

Develop a plan to identify students at risk of falling off pathways

**Task Coordinator(s):**






Valerie Lynch

**Cabinet Member:**

Valerie Lynch

**Description:** Develop a plan for the College to identify students at risk of falling off-track and supports to intervene in ways to help students get back on track.




**Status Statement:**

11/18/2019		Meeting progress target
06/08/2020		Meeting progress target
04/05/2021		Not meeting progress target
12/17/2021		Meeting progress target
07/11/2022		Meeting progress target

**Mid-Year Progress Report:** Academic Summit was conducted over summer 2021 to identify multiple at-risk factors for identifying students; Redesigned process for tracking at-risk students coincides with the implementation of EAB NAVIGATE. In the


## Guided Pathways – Strategy Status Updates

meantime, the College continues to utilize the current LEAP early alert system. Similar to the update for the student tracking system, the use of EAB Navigate will be the student success tool used to identify students at risk. An alert system will be built into our Navigate implantation process. EAB Navigate is set to be piloted during the 2022-2023 academic year.

<b>Strategy:</b>	Develop and implement an Enrollment Management Plan
<b>Task Coordinator(s):</b>	Valerie Lynch
<b>Cabinet Member:</b>	Valerie Lynch
<b>Description:</b>	Develop and implement an Enrollment Management Plan
<b>Status Statement:</b>	<div> <div>04/15/2021</div> <div>  </div> <div>Meeting progress target</div> </div> <div> <div>12/17/2021</div> <div>  </div> <div>Meeting progress target</div> </div> <div> <div>07/11/2022</div> <div>  </div> <div>Meeting progress target</div> </div>
<b>Mid-Year Progress Report:</b>	<p>During the 2021-2022 academic year, the Guided Pathways Leadership Team disbanded and was replaced with the Guided Pathways Strategic Enrollment Management Team. This team was charged with continuing the implementation of the Guided Pathways Model and using it as a framework to develop a Strategic Enrollment Management Plan (SEM plan). As of January 2022, the team is led by the new Associate Dean of Enrollment Management. The team has conducted a SWOT analysis and analyzed multiple data sources (such as the EAB Pain Points Audit and the results of the Campus Works Consultant Site Visit) as well as multiple years of enrollment data. In Spring 2022, the team consulted with EAB and decided to develop the GPSEM plan in a five-year cycle using a similar process to the College's strategic planning process. The GPSEM plan is on track to be developed in Fall of 2022 and will be operational before the end of the 2022-2023 academic year.</p>











## Data Analytics – Strategy Status Updates

<b>Strategy:</b>	Year Three - Data analytics education plan for all staff.
<b>Task Coordinator(s):</b>	Lisa Cole
<b>Cabinet Member:</b>	Jean Anne Highland
<b>Description:</b> Develop an education plan for staff utilization of tools, policies, procedures and data dictionary.	
<b>Status Statement:</b>	 <p>11/18/2019 Meeting progress target</p> <p>06/11/2020 Meeting progress target</p> <p>04/06/2021 Meeting progress target</p> <p>12/01/2021 Meeting progress target</p> <p>06/14/2022 Meeting progress target</p>
<b>Mid-Year Progress Report:</b> Each department supervisor has been contacted and either has a Tableau Report or was made aware of capabilities of reporting with Tableau. As of June 2022 there are 19 project folders and 50 users created in Tableau and security is applied to each area so only those with proper access can view the data they need. The following areas are represented: Admissions, Adult-Ed-ESL and Pathways, The Cabinet, Completion and Persistence (available to all users), Counseling and Advising, Developmental Education (including access to Math Faculty), Division Chairs Enrollment (available to all users), EOC - Covid Screening Resources, Foundation, Alumni, Human Resources, Marketing and Public Relations, Scheduling, Student Life/Student List, KPI's, Program Enhancement and Review, Various Institutional Research and other Internal Reporting. Other areas have reports but are not yet available as a dashboard, but as they are finished will be published in Tableau. These include: Information Systems and Services, Financial Aid, Accounting, and Department of Corrections.	


<b>Strategy:</b>	Develop a Data Dictionary
<b>Task Coordinator(s):</b>	Lisa Cole
<b>Cabinet Member:</b>	Jean Anne Highland
<b>Description:</b> Draft an initial data dictionary that provides definitions and explanations of all potential variables for data analysis for the college. The data dictionary will be a living document that will be modified on an ongoing basis. Additional variables and definitions will be included in the document over time as new or existing variables are identified.	


## Data Analytics – Strategy Status Updates

<b>Status Statement:</b>	<div style="text-align: center;">      </div> <div> 10/21/2019 Meeting progress target  06/01/2020 Meeting progress target  04/13/2021 Achieved strategy development complete </div>
<b>Mid-Year Progress Report:</b> N/A	


<b>Strategy:</b>	Data Liaisons
<b>Task Coordinator(s):</b>	Lisa Cole
<b>Cabinet Member:</b>	Jean Anne Highland
<b>Description:</b> Years Two, Three and Four - Identify a data liaison within each unit, department or division to foster communication between data analytics experts and staff. Align liaisons with Guided Pathways liaison structure. Coordinate data analytics utilization via each department's data liaison and foster awareness for success stories, data driven decisions, use of data, learn best practices, etc.	
<b>Status Statement:</b>	<div style="text-align: center;">          </div> <div> 11/18/2019 Meeting progress target  06/01/2020 Meeting progress target  04/06/2021 Meeting progress target  12/01/2021 Meeting progress target  06/14/2022 Achieved strategy development complete </div>
<b>Mid-Year Progress Report:</b> Each reporting area of the College has at least one person that was designated the data liaison. In the majority of the areas it is the department supervisor. Some supervisors have delegated the responsibility to those asking for the data - for example in Admissions, work has been done for the Director of Enrollment Services with supervision of the Dean of Admissions. Information Systems and Services has begun to recognize the use of Tableau and is beginning to redirect data requests that are routine so a dashboard can be created and end users can collect data as needed.	






## Data Analytics – Strategy Status Updates

<b>Strategy:</b>	Data Analytics Software Tool(s)
<b>Task Coordinator(s):</b>	Lisa Cole
<b>Cabinet Member:</b>	Jean Anne Highland
<b>Description:</b> Year One - Investigate appropriate tools and software to transition from numerous data silos to a unified platform. Year Two - Identify and purchase appropriate tool.	
<b>Status Statement:</b>	 <p>10/21/2019 Meeting progress target</p> <p>06/01/2020 Meeting progress target</p> <p>04/13/2021 Achieved strategy development complete</p>
<b>Mid-Year Progress Report:</b> Tableau, an interactive data visualization software tool, has been purchased and implemented. Dashboards are being developed and users are being trained. All new projects are being developed in Tableau when applicable. New additions to Tableau to assist with predictive analytics are being released and will be reviewed when available.	

<b>Strategy:</b>	KPIs for strategic planning bi-annual reporting.
<b>Task Coordinator(s):</b>	Jean Anne Highland
<b>Cabinet Member:</b>	Dr. Josh Bullock
<b>Description:</b> Years One, Two, Three and Four - Identify and evaluate college-wide KPIs for overall strategic planning process and additional KPIs relevant to data analytics to measure incorporation of predictive modeling applications and actions/decisions based on data analytics.	
<b>Status Statement:</b>	 <p>10/29/2019 Meeting progress target</p> <p>10/29/2019 Meeting progress target</p> <p>05/06/2020 Meeting progress target</p> <p>05/06/2020 Meeting progress target</p> <p>04/12/2021 Meeting progress target</p> <p>12/02/2021 Meeting progress target</p>






## Data Analytics – Strategy Status Updates

	07/22/2022  Meeting progress target
<b>Mid-Year Progress Report:</b> Key performance indicators for student success and institutional performance have been updated and published in the Strategic Plan Report. Additional metrics have been added for diversity, equity and inclusion.	


<b>Strategy:</b>	Appropriate KPIs for each unit to measure success.
<b>Task Coordinator(s):</b>	Lisa Cole
<b>Cabinet Member:</b>	Jean Anne Highland
<b>Description:</b> Years Three and Four - Each unit will begin to identify its own metrics or KPI's to measure success. Establish goal that by year five each department will have identified its own metrics for success.	
<b>Status Statement:</b>	<div> <div>11/18/2019  Meeting progress target</div> <div>06/11/2020  Meeting progress target</div> <div>04/06/2021  Meeting progress target</div> <div>12/01/2021  Meeting progress target</div> <div>06/14/2022  Meeting progress target</div> </div>
<b>Mid-Year Progress Report:</b> KPI reporting was created in Tableau for the update of the Strategic Plan and all the current KPI's identified. Academic Program specific KPI's via the PIE process have been put in place and are currently being used for the ICCB Program Review aggregated data prompts. Plans are already in place for creation of more KPI's that will be published to the website for anyone visiting the Lake Land Webpage to view. Departmental KPI's and KPI's related to next year's Strategic Plan will be implemented and published.	

<b>Strategy:</b>	Data Analytics Pilot Projects with New Software Tool(s).
<b>Task Coordinator(s):</b>	Lisa Cole
<b>Cabinet Member:</b>	Jean Anne Highland
<b>Description:</b> Years Three and Four - Identify at least three pilot projects to utilize data analytics program and software tools, with one being Guided Pathways and Ag Division.	

## Data Analytics – Strategy Status Updates


<b>Status Statement:</b>	11/18/2019		Meeting progress target
	06/01/2020		Meeting progress target
	04/06/2021		Meeting progress target
	12/01/2021		Meeting progress target
	06/14/2022		Achieved strategy development complete


**Mid-Year Progress Report:** The pilot projects (e.g. dashboards created to support the Guided Pathways efforts, the scheduling process and the Marketing and Public Relations Department) were completed and were a great success. This process has been implemented campus wide, with any working team now able to request specific data dashboards.

<b>Strategy:</b>	Hiring of Director of Data Analytics Position
<b>Task Coordinator(s):</b>	Jean Anne Highland
<b>Cabinet Member:</b>	Dr. Josh Bullock
<b>Description:</b> Year One - Create a Director of Data Analytics position to oversee the planning, implementation and ongoing operation of the data analytics initiative.	
<b>Status Statement:</b>	11/18/2019  Achieved strategy development complete
<b>Mid-Year Progress Report:</b> The Board of Trustees approved the appointment of Ms. Lisa Cole to the new administrative position of Director of Data Analytics during the May 2019 regular Board meeting.	

<b>Strategy:</b>	Promote college-wide understanding through Data Discussions
<b>Task Coordinator(s):</b>	Lisa Cole
<b>Cabinet Member:</b>	Jean Anne Highland
<b>Description:</b> Years One, Two, Three and Four - Promote college-wide understanding of data analytics terminology and how data analytics can be used to improve student outcomes and operational efficiencies.	




## Data Analytics – Strategy Status Updates

<b>Status Statement:</b>	 <p>10/21/2019 Meeting progress target</p> <p>06/01/2020 Meeting progress target</p> <p>04/06/2021 Meeting progress target</p> <p>12/01/2021 Meeting progress target</p> <p>06/14/2022 Meeting progress target</p>
<b>Mid-Year Progress Report:</b> Monthly data discussions for the board of trustees are still being presented, included in publicly released Board Books, available to staff. Additionally, Assessment and Program Review are a top priority for moving away from the compliance stage to the enhancement stage where everyone can see that assessment is meaningful and not just a process that has to be completed. We will continue to identify equity gaps and look at more disaggregated data to identify where programs need to improve and identify more at risk students.	

<b>Strategy:</b>	Develop plan and address continual quality improvement and training needs.
<b>Task Coordinator(s):</b>	Lisa Cole
<b>Cabinet Member:</b>	Jean Anne Highland
<b>Description:</b> Years Three and Four - Develop plan and address continual quality improvement and training needs.	
<b>Status Statement:</b>	 <p>11/18/2019 Meeting progress target</p> <p>06/01/2020 Meeting progress target</p> <p>04/06/2021 Meeting progress target</p> <p>12/01/2021 Meeting progress target</p> <p>06/14/2022 Meeting progress target</p>
<b>Mid-Year Progress Report:</b> We continue to try to utilize Tableau in every way possible to make end users think of it as the first place to answer any data related questions – which will enhance access to accurate data. As more people are trained	

## Data Analytics – Strategy Status Updates

and find their "aha moment" with data others are joining and sharing the positive aspects of Tableau. More integration and filtering ability is being added continually and each new function makes the dashboards even more useful. We will continue to take the process of holding data summits to brainstorm and collect project requests to get more people on board with using our data tool. Although the year-long process to implement EAB Navigate is just now occurring, we will continue to utilize Tableau and other available data reports to identify and make targeted outreach to at risk students. This predictive modeling platform will be enhanced once we have implemented EAB Navigate.

<b>Strategy:</b>	Establish a data governance model
<b>Task Coordinator(s):</b>	Lisa Cole
<b>Cabinet Member:</b>	Jean Anne Highland
<b>Description:</b> Establish a data governance model including policies and procedures in year one. Review and update policies and procedures as we progress with development in years two and three.	
<b>Status Statement:</b>	<div> <div>11/07/2019</div> <div>  Meeting progress target </div> </div> <div> <div>06/11/2020</div> <div>  Meeting progress target </div> </div> <div> <div>04/13/2021</div> <div>  Achieved strategy development complete </div> </div>
<b>Mid-Year Progress Report:</b> N/A	

Lake Land College Strategic Plan College Level KPIs 2019-2022									
Metric	FY2016 Outcome	FY2017 Outcome	FY2018 Outcome	FY2019 Outcome	FY2020 Outcome	FY2021 Outcome	FY2022 Outcome		
<b>Goal 1: Advance Student Success</b>									
Retention for ALL degree seekers (excludes DOC)	Fall 2014 Cohort	Fall 2015 Cohort	Fall 2016 Cohort	Fall 2017 Cohort	Fall 2018 Cohort	Fall 2019 Cohort	Fall 2020 Cohort		
Fall Cohorts	3,816	3,579	3,497	3,409	3,304	3,095	3,114		
Fall to Spring Retention	Spring 2015	Spring 2016	Spring 2017	Spring 2018	Spring 2019	Spring 2020	Spring 2021		
Enrolled	73.2%	73.2%	72.3%	74.0%	74.1%	75.0%	76.0%		
Completed (Fall not Enrolled Spring)	4.0%	3.7%	4.9%	5.3%	4.3%	4.3%	5.3%		
<b>Total Retention (Enrolled &amp; Completed)</b>	<b>77.2%</b>	<b>76.9%</b>	<b>77.2%</b>	<b>79.3%</b>	<b>78.5%</b>	<b>79.3%</b>	<b>81.3%</b>		
Fall to Fall Retention	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021		
Enrolled	42.8%	43.4%	45.3%	44.4%	44.5%	42.4%	37.6%		
Completed (fall, spring, summer)	21.2%	21.8%	23.9%	25.9%	25.6%	15.1%	24.0%		
<b>Total Retention (Enrolled &amp; Completed)</b>	<b>63.9%</b>	<b>65.2%</b>	<b>69.2%</b>	<b>70.3%</b>	<b>70.1%</b>	<b>57.5%</b>	<b>61.6%</b>		
Transfer without Graduating	10.0%	7.3%	9.9%	9.3%	5.9%	7.0%	8.7%		
Transfer with Graduating	8.4%	8.1%	9.7%	9.8%	10.7%	11.8%	9.9%		
Total Transferred	18.4%	15.4%	19.6%	19.2%	16.6%	18.8%	18.6%		
<b>Total Success Fall to Fall</b>	<b>73.2%</b>	<b>74.3%</b>	<b>76.7%</b>	<b>76.1%</b>	<b>77.1%</b>	<b>76.8%</b>	<b>70.1%</b>		
<b>Graduate Rate: Successful Completion for First-Time Degree Seeking Students, Excluding DOC</b>									
Completion Rates for first time full time degree seekers at 150% and 200% time	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019			
150% Time (within 3 years)	52%	53.6%	51.1%	49%	50%	49%			
200% Time (within 4 years)	53%	54.5%	54.0%	51%	52%				
Completion Rates for first time part time degree seekers at 150% and 200% time	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019			
150% Time (within 3 years)	12%	13.9%	27.0%	25%	18%	25%			Fall 2018 number reflect the year of Covid
200% Time (within 4 years)	12%	17.1%	28.1%	28%	20%				
Success Rates for first time full time degree seekers at 150% and 200% time	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019			
150% Time (within 3 years)	60%	62.2%	59.0%	55%	55%	56%			
200% Time (within 4 years)	56%	57.4%	57.2%	53%	53%				
Success Rates for first time part time degree seekers at 150% and 200% time	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019			
150% Time (within 3 years)	22%	26.0%	34.0%	30%	24%	32%			
200% Time (within 4 years)	18%	22.4%	32.8%	28%	25%				
Persistence for Degree Seekers (excludes DOC)	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2022
Full Time Students	2,427	2,333	2,256	2,273	2,162	2,038	1,880		
Completed 24 or more Hours	64.4%	65.4%	65.6%	77.7%	66.7%	67.1%	69.5%		Data not available-A-1 report not completed yet.
Part Time Students	1,389	1,246	1,214	1,136	1,142	1,057	874		
Completed 12 or more hours	42.8%	44.5%	47.4%	48.4%	48.6%	50.9%	46.7%		

Yellow Highlights=New Numbers

Red=Results do not meet or exceed goals



Lake Land College Strategic Plan College Level KPIs 2019-2022									
Metric	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022		
	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome		
<b>Persistence: Successful Completion and Passing Rate, Including All Students Enrolled for FY, Excluding DOC, DUAL, IDOT, and Heartsaver CPR</b>									
<b>Persistence: Percent of Successful (C or Higher) Course Completion by Division</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>		<b>FY2022</b>
Agriculture	90%	91%	93%	92%	92%	92%	88%		93%
Allied Health	89%	89%	91%	93%	90%	90%	94%		89%
Business	75%	76%	77%	77%	77%	79%	79%		81%
Humanities	70%	71%	74%	74%	74%	73%	78%		74%
Math & Science	72%	73%	75%	76%	76%	75%	81%		73%
Social Science & Education	78%	80%	80%	81%	82%	81%	85%		83%
Technology	85%	85%	85%	87%	89%	87%	87%		86%
Total Overall	77%	79%	80%	80%	81%	81%	85%		81%
<b>Persistence: Percent of Students Passing Courses (D or Higher) by Division</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>		<b>FY2022</b>
Agriculture	96%	96%	96%	96%	96%	96%	93%		96%
Allied Health	91%	91%	92%	95%	93%	92%	95%		91%
Business	81%	82%	82%	83%	82%	83%	82%		86%
Humanities	74%	75%	78%	78%	78%	77%	82%		78%
Math & Science	78%	79%	81%	82%	82%	80%	84%		80%
Social Science & Education	81%	83%	83%	84%	85%	85%	88%		86%
Technology	89%	89%	88%	90%	92%	89%	90%		88%
Total Overall	82%	83%	84%	85%	85%	84%	88%		85%
<b>Persistence: Successful Course Completion by Course Type (C or Higher)</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>		<b>FY2022</b>
Online/Hybrid	71%	73%	74%	74%	77%	77%	79%		78%
Face to Face	79%	81%	83%	84%	83%	83%	90%		84%
<b>Persistence: Percent of students passing courses by course type (D or Higher)</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>		<b>FY2022</b>
Online/Hybrid	76%	78%	79%	78%	81%	81%	83%		82%
Face to Face	84%	85%	87%	88%	87%	87%	91%		88%
<b>Graduate: Number of Completers (Duplicated) for Fiscal Year, Excluding DOC</b>									
<b>Graduates by Degree Type</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2022</b>
AA	144	109	253	194	278	270	300	300	235
AES	7	4	5	8	0	5	5	5	7
AS*	233	200	50	165	72	51	53	53	56
AAS	389	358	367	375	397	346	321	321	336
ALS	38	39	37	35	37	35	23	23	19
CRT	489	436	571	530	509	353	359	359	439
Total degrees	1,300	1,146	1,283	1,307	1,293	1,060	1,061	1,061	1,092
Total Grads	1,058	975	1,060	1,105	1,045	888	883	883	893
Note in FY2017 there was a shift in the classification of AS to AA degrees.									

Yellow Highlights=New Numbers

Red=Results do not meet or exceed goals

7/26/2022

Goal 2: Fulfill evolving and emerging education and training needs									
Metric	Baseline	FY2016 Outcome	FY2017 Outcome	FY2018 Outcome	FY2019 Outcome	FY2020 Outcome	FY2021 Outcome	FY2022 Outcome	Outcome
<b>FTE Growth for All Students</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>ESTIMATED FY2021</b>	<b>FY2022</b>	
Total Reimbursable FTE	6,315.3	6,067.5	5,751.5	5,390.3	5,516.2	5,239.9	3066.92*	Data not available until October 2022	
DOC Reimbursable FTE	1,737.2	1,703.2	1,511.4	1,453.0	1,698.0	1,738.9	206.3*		
College Reimbursable FTE (non-DOC)	4,578.1	4,364.2	4,240.0	3,937.4	3,818.2	3,500.9	2860*		
<b>Graduates who Transfer (Excludes DOC)</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>
Total graduates	1,211	1,070	975	1,062	1,105	1,052	888	883	Data not available until spring 2023.
Total Percent									
Number of Transfer Program Grads	404	389	311	302	367	344	312	313	
Percent that Transfer	66%	66.3%	67.8%	71.20%	67.3%	75.6%	69.9%	67.7%	
Number of Career/Tech Program Grads	807	681	664	760	738	708	576	570	
Percent of Career/Tech that Transfer	16%	11.6%	16.9%	15.90%	9.5%	15.0%	16.7%	18.1%	
Total Graduates									
Percent Transfer to a Four Year Institution	35%	30.0%	30.0%	29.0%	27.3%	32.4%	34.3%	33.3%	
Percent Transfer to a Two Year Institution	5%	2.0%	3.0%	3.0%	1.4%	2.4%	1.0%	2.4%	
Total Percent of Graduates who Transfer	40%	32.0%	33.0%	31.0%	28.7%	34.8%	35.4%	35.7%	
<b>Partnerships</b>		<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>
As a result of my work based learning experience, I have a better understanding of concepts, theories, and skills in my program of study.	% of students strongly agree	51.0%	51.0%	50.2%	55.8%	50.6%	55.6%	Was not dissmentiated due to COVID	Was not dissmentiated due to COVID and COVID testing
How valuable was your work based learning experience in providing additional experience beyond the classroom?	% of students find great value	50.0%	50.0%	47.5%	51.4%	46.0%	50.2%	Was not dissmentiated due to COVID	Was not dissmentiated due to COVID and COVID testing
<b>Cohort Graduates Transfer and Graduate within 200% after leaving LLC (excludes DOC)</b>	<b>FY2011 Grads</b>	<b>FY2012 Grads</b>	<b>FY2013 Grads</b>	<b>FY2014 Grads</b>	<b>FY2015 Grads</b>	<b>FY2016 Grads</b>	<b>FY2017 Grads</b>	<b>FY2018 Grads</b>	
Total Graduates	930	944	882	1,211	1,070	975	1,062		
Total graduates with transfer degree	334	330	318	404	389	311	302		
Percent of graduates with transfer degree	36%	35.0%	36.1%	33.4%	36.4%	31.9%	28.4%		
Percent of transfer grads that transfer to another institution	78%	94.8%	68.6%	72.0%	77.6%	77.5%	81.8%		
Percent of transfer grads that transfer and graduate from transfer institution	63%	54.5%	53%	58.2%	62.5%	60.5%	67.5%		
Total graduates with CTE associate degree	596	614	564	807	681	664	760		
Percent of graduates with CTE degree	64.1%	65.0%	63.9%	66.6%	63.6%	68.1%	71.6%		
Percent of CTE Program Grads that transfer to another institution	24.8%	26.9%	24.6%	31.0%	25.6%	30.6%	24.7%		
Percent of CTE grads that transfer and graduate from transfer institution	10.9%	9.9%	11.0%	16.6%	11.7%	15.8%	13.9%	Data not available until October 2022	

\*Numbers are based on estimates. Information has not been finalized with ICCB.

Text Color Codes:

Yellow Highlights = New Numbers

Purple = Preliminary Figures

Red = Results do not meet or exceed goals

Goal 3: Commit to quality, access, and affordability									
Metric	Baseline	FY2016 Outcome	FY2017 Outcome	FY2018 Outcome	FY2019 Outcome	FY2020 Outcome	FY2021 Outcome	FY2022 Outcome	FY2023 Outcome
<b>Tuition and Fees</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2022</b>
Tuition and Fees Cost less book rental	\$105.00	\$105.00	\$116.00	\$121.70	\$125.70	\$125.67	\$130.67	\$130.67	Data not available from ICCB yet.
LLC Rank of all 39 Community Colleges Districts	tied for 30th	31st of 39	31st of 39	34th of 39	33rd of 39	35th of 39	35th of 39	37th of 39	
<b>Market Penetration</b>	<b>Fall 2014</b>	<b>Fall 2015</b>	<b>Fall 2016</b>	<b>Fall 2017</b>	<b>Fall 2018</b>	<b>Fall 2019</b>	<b>Fall 2020</b>	<b>Fall 2021</b>	<b>Fall 2022</b>
Percent of In District High School Graduates enrolled at Lake Land the fall following High School Graduation	34.6%	38.6%	40.2%	35%	34%	35%	34%	30%	Data not available until October 2022.
College Attendance of Recent High School Graduates:									
Percent Attending Lake Land	60.0%	56.0%	62.0%	61%	54%	54%	55%	52%	
Percent Attending Other in State Colleges	26.0%	32.0%	25.0%	25%	25%	34%	30%	33%	
Percent attending out of state colleges	14.0%	12.0%	14.0%	14%	21%	13%	15%	15%	
<b>Cost/FTE</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>
Audited Operations Expenses (Funds 1 & 2 Less DOC)	\$38,460,164	\$40,147,222	\$42,964,073	\$ 44,017,995	\$ 43,130,668	\$ 45,524,623	\$ 57,495,132	\$ 48,623,044	Data not available from audit yet.
Audited Operations SURS Contribution pass through AND Retiree Health Insurance	\$8,711,368	\$10,090,935	\$11,679,457	\$ 15,331,267	\$ 15,953,963	\$ 15,792,383	\$ 21,659,490	\$ 20,436,721	Data not available from audit yet.
Total Audited Operations Expenses Less SURS Pass Through	\$29,748,796	\$30,056,287	\$31,284,616	\$ 28,686,728	\$ 27,176,705	\$ 29,732,240	\$ 35,835,642	\$ 28,186,323	Data not available from ICCB yet.
Annual Reimbursable FTE Less DOC	5,187.0	4,578.1	4,364.2	4,240.1	3,937.4	3,818.2	3,500.9	2,860.6	Data not available from audit yet.
Total FTE <sup>1</sup>	7,294.0	6,657.0	6,378.0	6,057.0	5,667.0	5,776.0	5,487.0	3,279.0	Data not available from ICCB yet.
Per Capita Costs <sup>2</sup>		\$363.72	\$353.42	\$412.08	\$442.76	\$463.98	Data not available from ICCB yet.	Data not available from ICCB yet.	Data not available from ICCB yet.
Cost/FTE (where LLC falls compared to all other CC in IL)*	38th of 39	37th of 39	38th of 39	36th of 39	37th of 39	37th of 39	Data not available from ICCB yet.	Data not available from ICCB yet.	Data not available from ICCB yet.
<sup>1</sup> Total FTE is defined by ICCB and is pulled from ICCB's annual historical tables and includes both reimbursable and non-reimbursable credit hours. This FTE will not necessarily match FTE provided under Goal 2.									
<sup>2</sup> Per capita costs means cost per student.									
<a href="http://www2.iccb.org/data/studies-reports/historical-tables/">http://www2.iccb.org/data/studies-reports/historical-tables/</a>									

Text Color Codes:

Yellow Highlights = new numbers

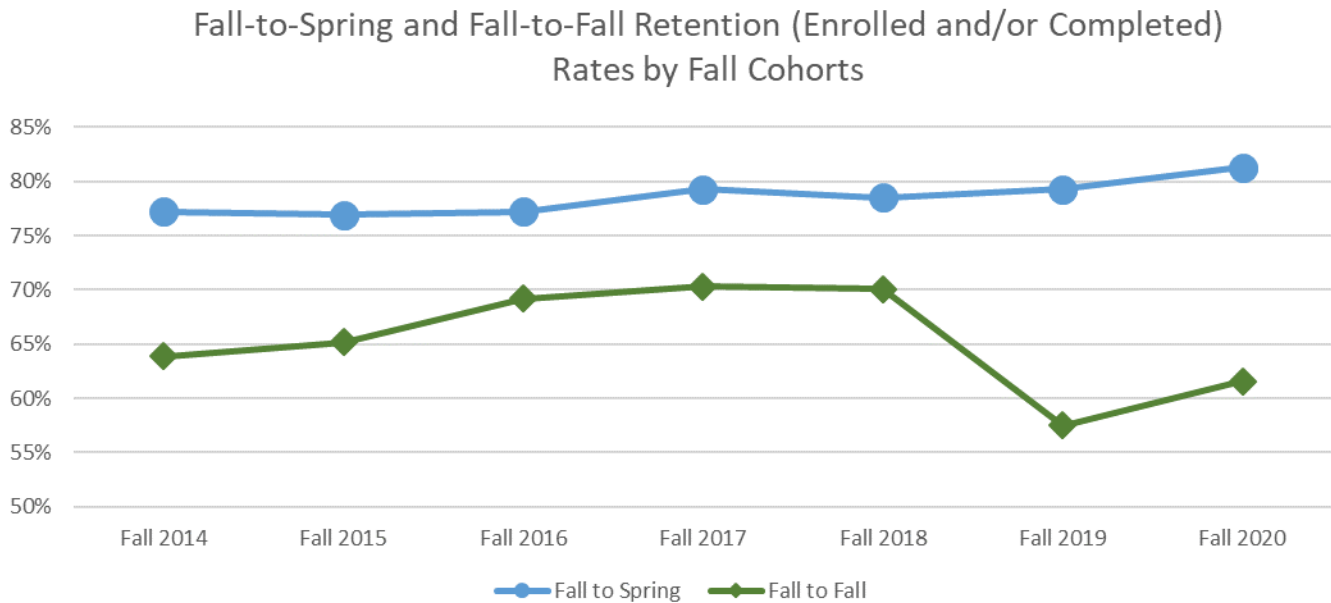
Purple = Preliminary Figures

Red = Results do not meet or exceed goals

## Institutional Key Performance Indicators

### Goal 1: Advance Student Success

#### Outcome: Retention (Enrolled &/or Completed) for all Degree Seeking Students



**Definition: Retention** rates represent the proportion of each cohort that continues enrollment and/or have completed a degree from fall to the following spring and/or the following fall. In this case, the fall cohort is defined as all degree seeking students enrolled in fall semester. Students are considered retained if they are enrolled in the following semester and/or have completed a degree. Each year a handful of students complete a degree in fall or spring yet continue to enroll at Lake Land the following term with one or more courses. Dual credit and DOC students are excluded from this measure.

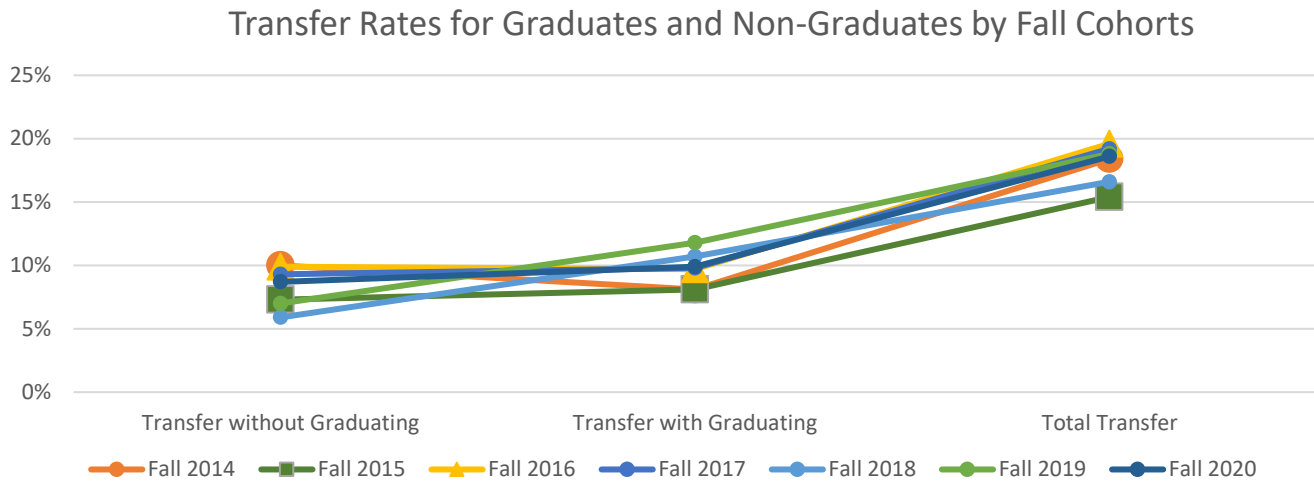
**Explanation:** The spring retention rate for degree seeking students enrolled in the fall term ranges between 77% and 79%. The fall-to-fall retention rates have increased about 5% between the fall 2015 cohort (65%) and fall 2018 cohort (70%) but have decreased to 58% for fall 2019 and to 62% for fall 2020 cohorts. While the fall to spring retention rates have remained fairly steady the fall to fall retention rates dropped by 12% for the fall 2019 cohort and increased by only 4% for the fall 2020 cohort. The COVID pandemic hit the campus at midterm during spring 2020 and continued through this reporting period. This may account for some of the decrease in retention for the fall 2019 and 2020 cohorts.

**Lake Land College Goal:** Lake Land used retention data from the past four years to establish its retention goal. Lake Land's fall-to-spring retention goal is to meet or exceed 76.3%, and its fall-to-fall retention goal is to meet or exceed 67.9%.

**Source:** Tableau Reports.

## Goal 1: Advance Student Success

### Outcome: Transfer Rates for Graduates and Non-Graduates by Fall Cohorts



**Definition:** Transfer rates represent the proportion of each fall degree seeking cohort that transfers to another two- or four-year college or university by the following fall. In this case, the fall cohort is defined as all degree seeking students enrolled in the fall semester. Students can transfer after graduating with a degree from Lake Land or transfer without graduating. Both graduates and non-graduates who transfer are reported in the graph above along with a total percentage of students who transfer. Dual credit and DOC students are excluded.

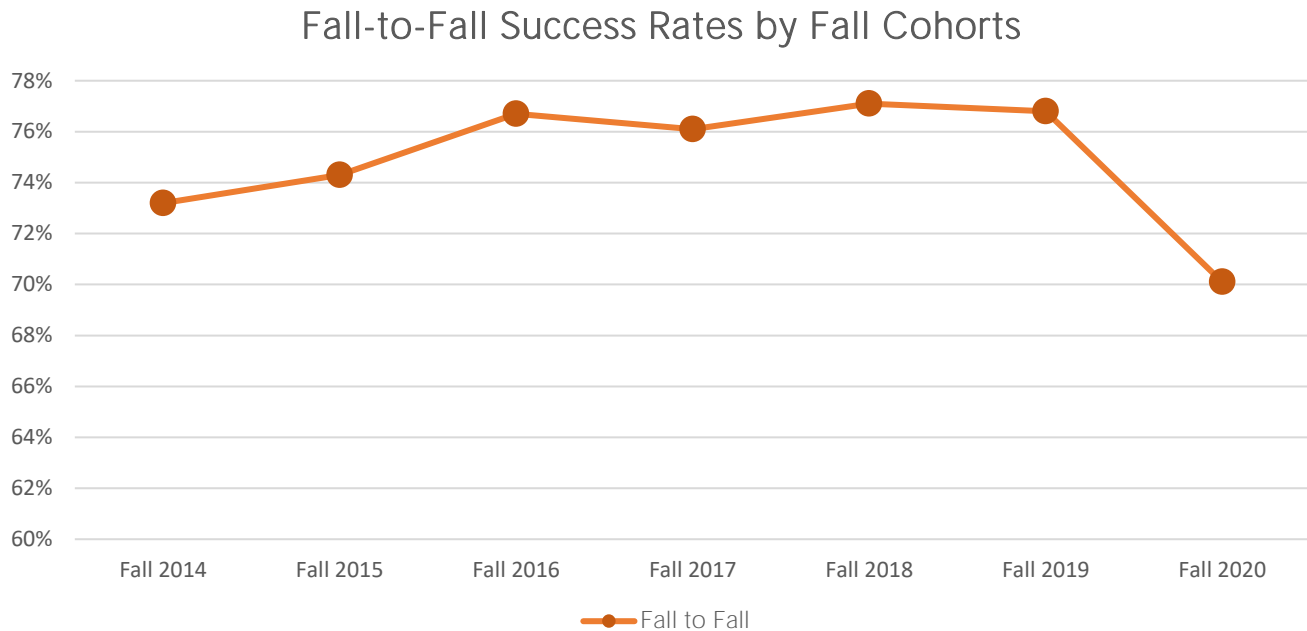
**Explanation:** It appears that around 6% to 10% of degree seeking students at Lake Land College transfer to another institution before graduating and around 8% to 12% transfer after graduating from Lake Land. On average, around 8% of degree seekers transfer before graduating and 10% transfer after graduating. Overall, an average of 18% of degree seeking students transfer by the following fall.

**Lake Land College Goal:** Lake Land's transfer goal is to have an average of 18.2% of its degree seeking students to transfer to another institution with or without graduating.

**Source:** Tableau Reports and transfer information from the National Student Clearinghouse (NSC).

## Goal 1: Advance Student Success

### Outcome: Overall Success Rates by Fall Cohorts



**Definition:** Overall success rates represent the proportion of each degree seeking fall cohort that continues enrollment, and/or graduates, and or transfers to another institution from fall to the following fall. In this case, the fall cohort is defined as all degree seeking students enrolled in fall semester. Students are considered successful if they are enrolled in the following semester and/or have completed a degree and/or have transferred to another institution. Dual credit and DOC students are excluded.

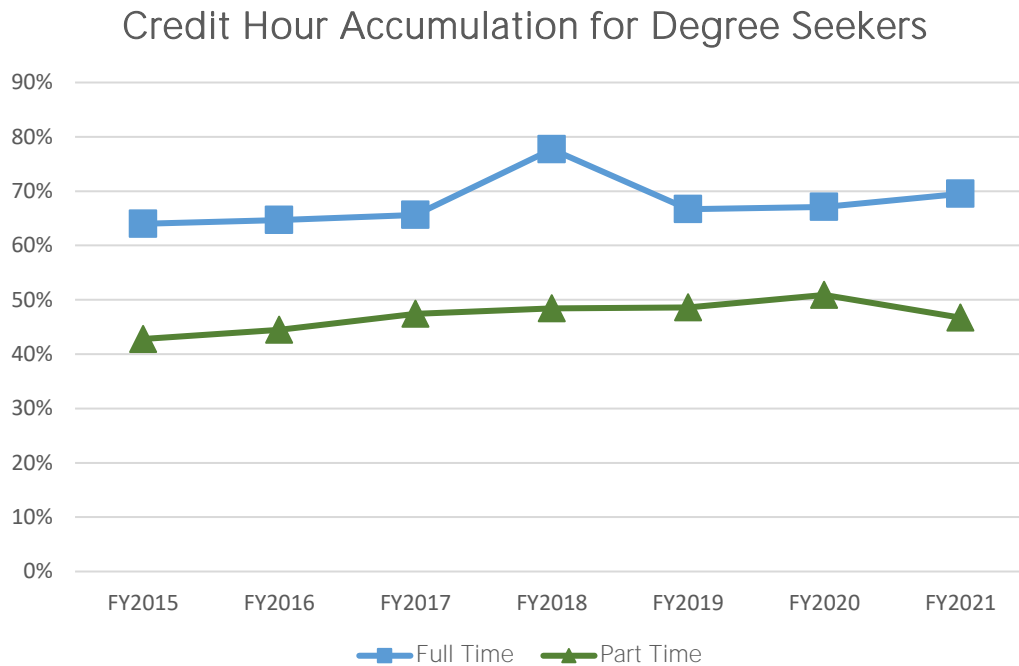
**Explanation:** The fall-to-fall success rates range between 70% and 77% and has seen a fairly steady increase between the fall 2014 and fall 2019 cohorts. However, the success rate for the fall 2020 cohort dropped to only 70%, which is down 7% from the previous two cohorts. The fall 2020 cohort took the vast majority of their classes completely online due to the COVID pandemic.

**Lake Land College Goal:** National or state averages related to success for any degree seeker are not available. All data that could be found focused on first-time degree seekers. As a result, Lake Land averaged its success rate across four fall term degree seeking cohorts. Lake Land's goal is to meet or exceed a 75.1% success rate. In other words, at least 75% of degree seeking students enrolled in a fall term will enroll, graduate, or transfer to another college by the following fall term.

**Sources:** Tableau Reports, Graduation reports by term and NSC data.

## Goal 1: Advance Student Success

### Outcome: Credit Hour Accumulation for Degree Seekers



**Definition:** Credit hour accumulation involves the number of completed credit hours accumulated over one academic year. The graph represents the percentage of full-time degree seekers completing 24 or more credit hours and the percentage of part-time degree seekers completing 12 or more credit hours over an academic year. Full- and part-time status are identified by the number of credit hours in which a student is enrolled during the fall term. Dual and DOC students are excluded.

**Explanation:** Between FY2015 and FY2021, a range of 64% to 78%, an average of 68% of full-time degree seekers accumulated 24 or more credit hours during the academic year. On average 47% of part-time degree seekers accumulated 12 or more credit hours over an academic year. Between FY2015 and FY2020 part-time degree seekers saw a steady increase in the percentage completing 12 or more credit hours. In FY2015 43% of part-time degree seekers accumulated 12 or more credit hours, and this percentage increased to 48% in FY2018 and 51% in FY2020 but dropped to 46.7% in FY2021.

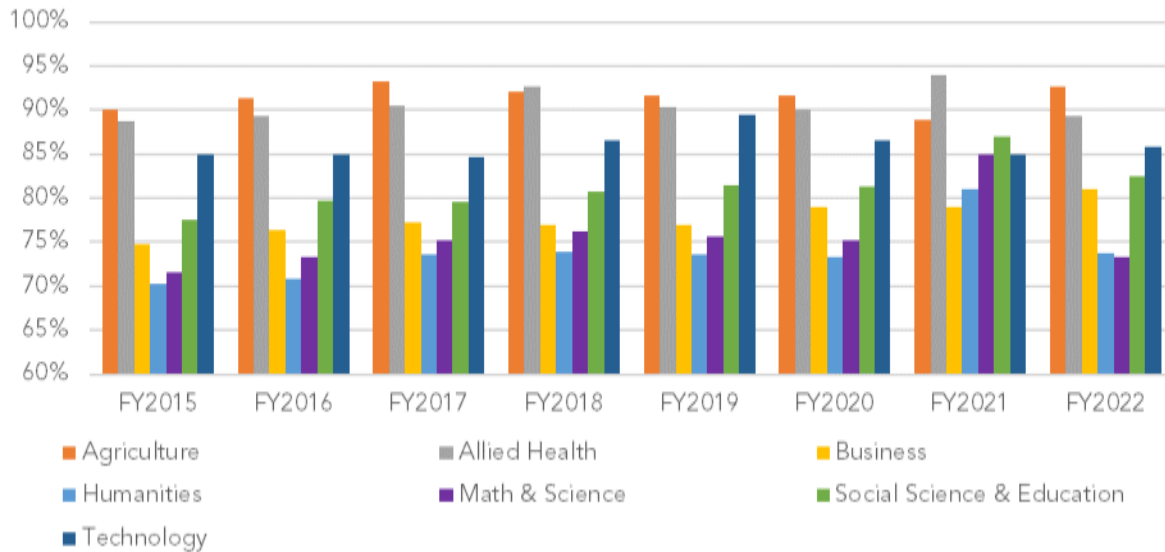
**Lake Land College Goal:** According to Complete College America, only 12% of first-time, full-time students complete 24 or more credit hours and 22% of part-time students complete 12 or more credit hours annually. The Illinois community college credit accumulation average for full-time students completing 24 or more hours is 30.5% and 25.4% of part-time students complete 12 or more hours in an academic year. This goal was established by averaging the previous four years of credit hour accumulation. Lake Land's goal is to have 74.8% or more of full-time students complete 24 or more and 34.1% of part-time students complete 12 or more credit hours.

**Source:** A1 and Tableau Reports

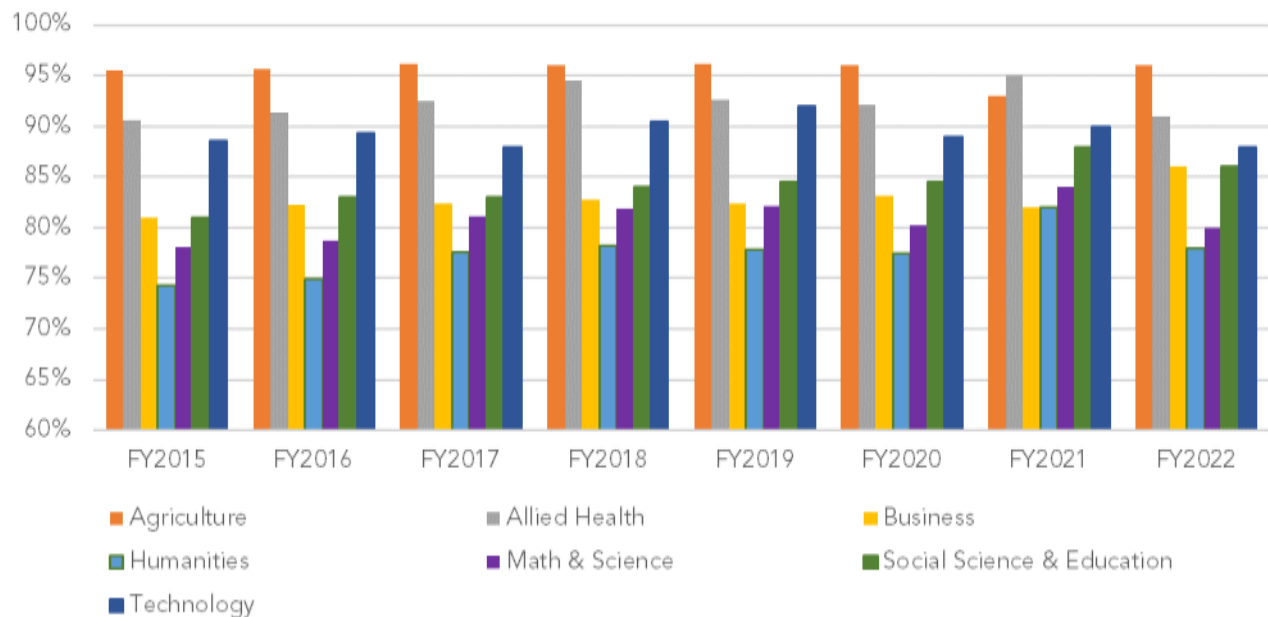
## Goal 1: Advance Student Success

### Outcome: Successful Course Completion

**Percent of Successful Course Completion by Division**

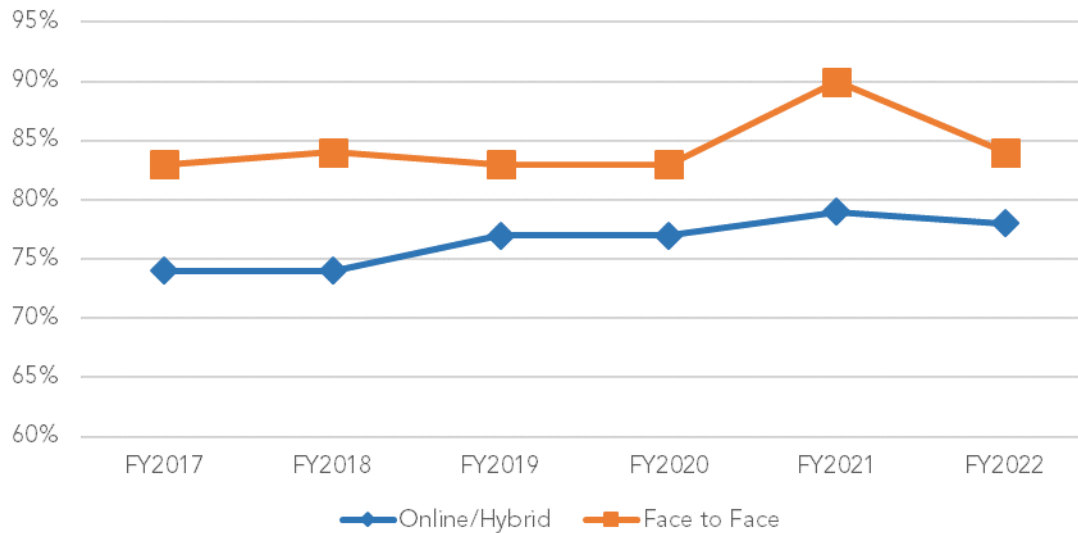


**Percent of Students Passing Courses by Division**

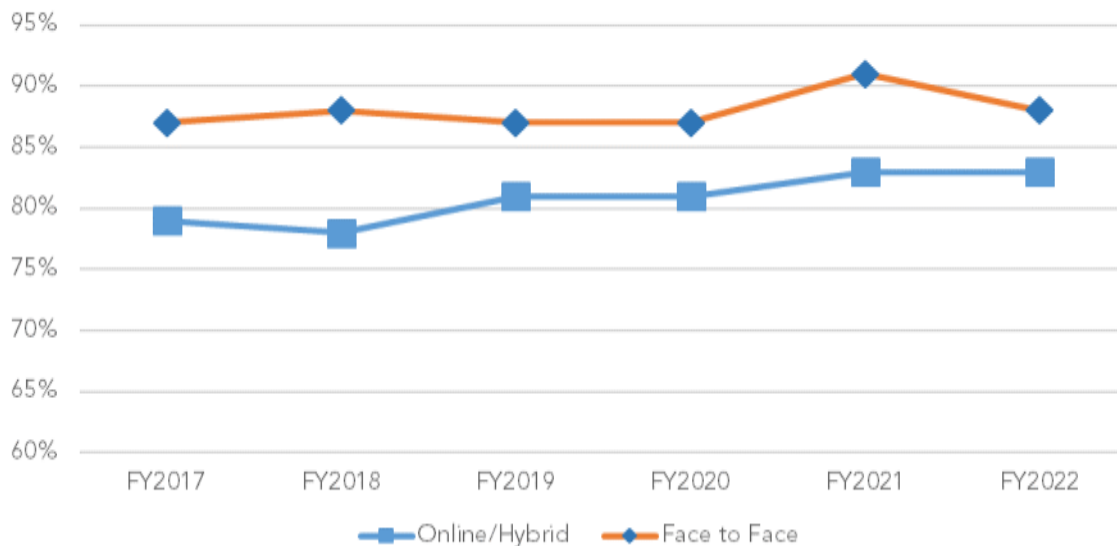




### Percent of Successful Course Completion by Course Type



### Percent of Students Passing Courses by Course Type



**Definition: Successful course completion** involves completing a course with an A, B, or C. The first graph represents the percentage of students who **successfully** complete courses by division and fiscal year. The third graph represents the percent of students **successfully** completing face-to-face and online courses by fiscal year. **Passing courses** involves students completing a course with a passing grade of A, B, C, or D. The second graph presents the percent of students completing courses with a **passing grade** and the fourth graph reports the percent of students completing online and face-to-face courses with **a passing grade**. Dual

and DOC students are excluded. Due to the COVID pandemic, the College allowed students to convert grades from A, B, or C to a P for pass and Ds and Fs to a W. As a result, these analyses were updated to include Ps as successful course completions and passing for all reporting years, which has changed some of the percentages slightly.

**Explanation:** While the successful course completion varies quite a bit among the divisions, it remains very steady within each division. Agriculture, Allied Health, and Technology divisions have the highest successful course completion rates across the college. Allied Health's course completion rates range between 89% and 94%. Agriculture's successful course completion rates range between 90% and 93% while Technology's course persistence hovers between 85% and 89%. Social Science and Education ranges between 78% and 87%. Social Science and Education, Humanities and Math & Science course completion increased between FY2020 and FY2021. The Humanities, Math and Science, and Business divisions have fairly similar successful completion rates which range between 70% and 85%. The percent of students passing courses mimics the results of successful course completion. These percentages are slightly higher for each division since it includes students receiving a passing grade of an A, B, C, or D. Including D's as a grade increases the course completion rates by 2% to 3% for each division. Humanities, Math and Science and the Social Science and Education divisions saw slight increases (approximately 4%) in FY21. The Agriculture Division and Business divisions experienced increases in passing rates in FY22.

Successful course completion for face-to-face courses averages around 85%. Online/hybrid courses average around 77%. When examining the percent of students passing courses, the results mimic the percentages of students successfully completing courses. Again, the percentage for both online/hybrid and face-to-face students with a passing grade is around 4% higher than the percentages of students successfully completing courses. Several factors may play into the difference between online/hybrid and face-to-face courses. A few potential reasons could include the following: student engagement or feeling connected to the instructor or fellow students in online courses may be difficult, students with developmental course needs taking online classes, and students may be unprepared for online courses (i.e., new to online courses, struggle with the technology, access to Internet and computers, etc.).

**Lake Land College Goal:** According to the Community College Research Center, completion rates for online courses tend to be lower than completion for face-to-face courses by around 5.5% in one state and 12.7% in another state.<sup>1</sup> Course completion rates for students taking all online courses were even lower in these states (8.2% and 14.7% lower respectively than students taking face-to-face courses). Using the past two years of data available, Lake Land's goal is to have 74% or more of its students successfully complete courses and 79% of its students successfully pass courses.

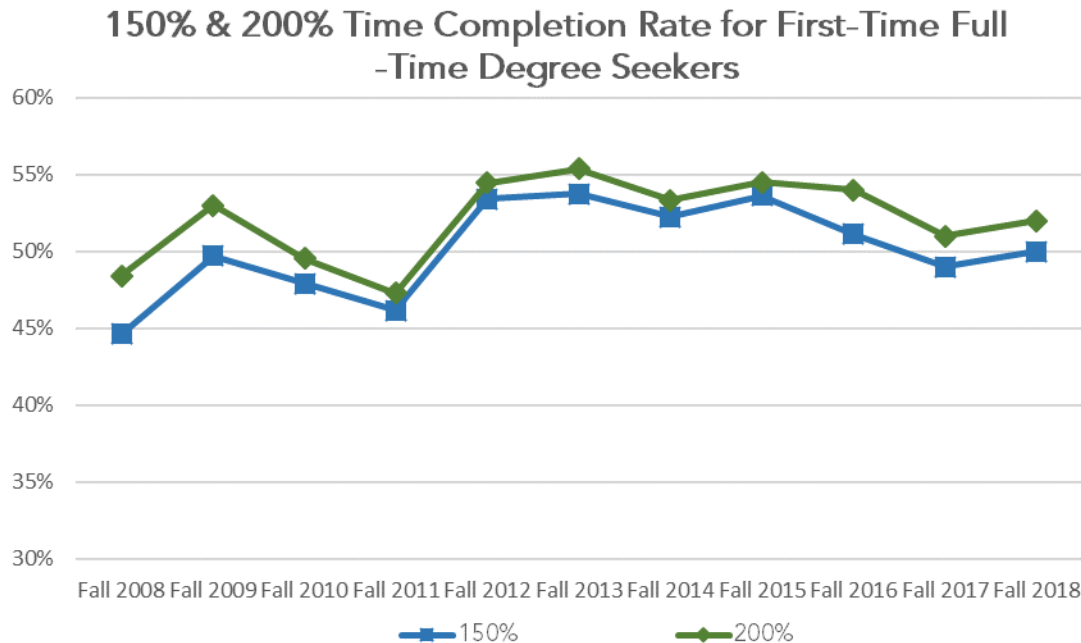
**Source:** Course Persistence & Tableau Reports

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<sup>1</sup> Jaggars, Edgecombe, & Stacey, (2013). *What we know about online course outcomes*. Community College Research Center.

## Goal 1: Advance Student Success

### Outcome: Completion Rates for First-Time, Full-Time Degree Seekers



**Definition:** Completion rates represent the proportion of each first-time degree seeking student cohort that earns an Associate degree and/or certificate within three years (150%) or four years (200%) of their first fall term enrollment. A full-time cohort consists of all first-time, full-time degree or certificate seeking students enrolling in college for the first time after high school in a fall semester. A full-time student is enrolled in 12 or more credit hours in the first fall term. Dual and DOC students are excluded from this measure.

**Explanation:** Between fall 2008 and fall 2018, first-time, full-time degree seekers at Lake Land average a 50% completion rate at 150% time and a 52% completion rate at 200% time. This is well above the national average for community colleges (23.5% and 29.2% respectively). Completion rates range between 45% and 54% at 150% time and 48% and 55% at 200% time.

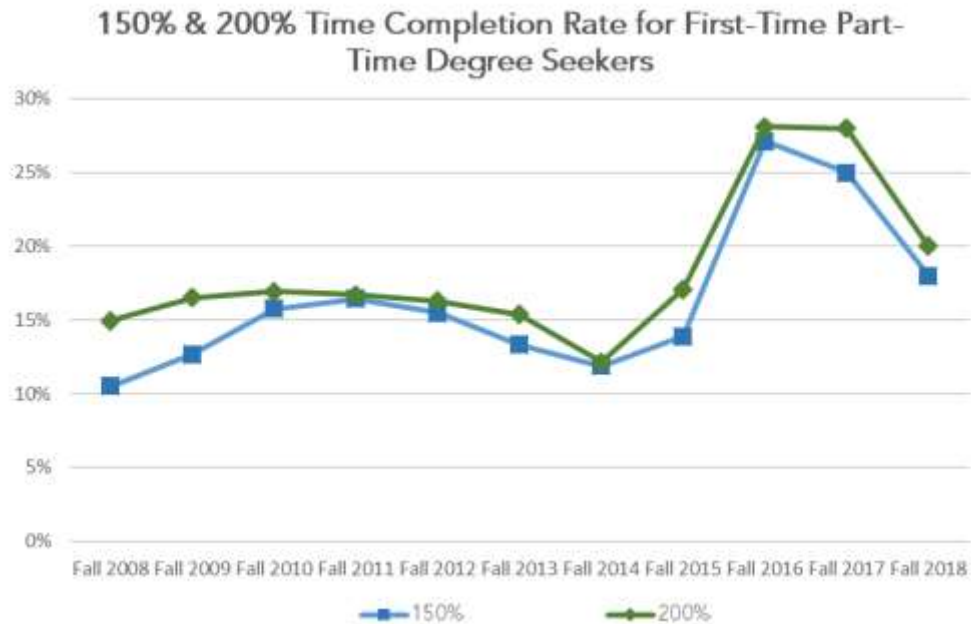
**Lake Land College Goal:** According to the American Association of Community Colleges (AACC), completion rates for first-time, full-time students average 23.5% at 150% time and 29.0% at 200% time.<sup>2</sup> Using data compiled across the past four years, Lake Land identified that on average 50% of first-time full-time students complete a degree within 150% time and 52% complete within 200% time. Lake Land's goal is to meet or exceed these percentages for first-time, full-time students.

**Source:** Institutional Research Retention Reports

<sup>2</sup> Trends in Community College Enrollment and Completion Data. (2017). American Association of Community Colleges.

## Goal 1: Advance Student Success

### Outcome: Completion Rates for First-Time, Part-Time Degree Seekers



**Definition:** Completion rates represent the proportion of each first-time degree seeking student cohort that earns an Associate degree and/or certificate within three years (150%) or four years (200%) of their first fall term enrollment. The part-time cohort consists of all first-time, part-time degree or certificate seeking students enrolling in college for the first time after high school in a fall semester. A part-time student is enrolled in less than 12 credit hours in the first fall term. Dual and DOC students are excluded from this measure.

**Explanation:** First-time, part-time degree seekers at Lake Land average a 16% completion rate at 150% time and an 18% completion rate at 200% time. While rates remain fairly steady between the fall 2009 and 2015 cohorts, marked increases in completion can be seen for the fall 2016 and 2017 cohorts. The fall 2016 cohort had a 27% and 28% completion rate at 150% and 200% time respectively, and the fall 2017 cohort had a 25% and 28% completion rate at 150% and 200% time respectively. These rates drop again for the fall 2018 cohort. According to Campbell and Bombardieri (2017), only 17% of first time part-time students complete a degree within eight years of their first term of at community colleges.<sup>3</sup>

**Lake Land College Goal:** Using data compiled across the past four years, Lake Land identified that on average 15% of first-time, part-time students complete a degree within 150% time and 16% complete within 200% time. Lake Land's goal is to continue to meet or exceed these percentages for first-time, part-time students.

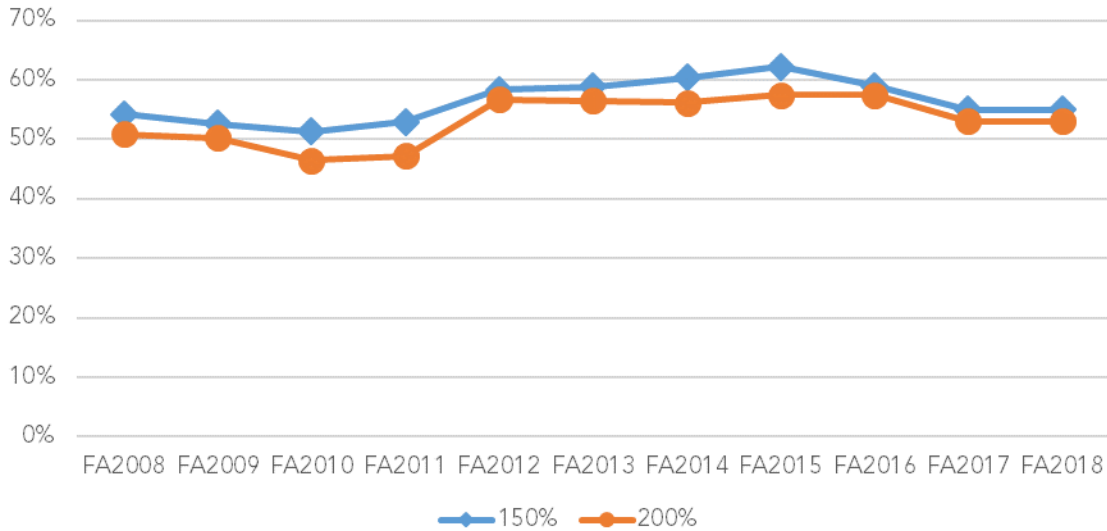
**Source:** Institutional Research Retention Reports

<sup>3</sup> Campbell, C, & Bombardieri, M. (2017). New data highlight how higher education is failing part time students. Center for American Progress. Retrieved from: <https://www.americanprogress.org/issues/education-postsecondary/news/2017/10/18/440997/new-data-highlight-higher-education-failing-part-time-students/>

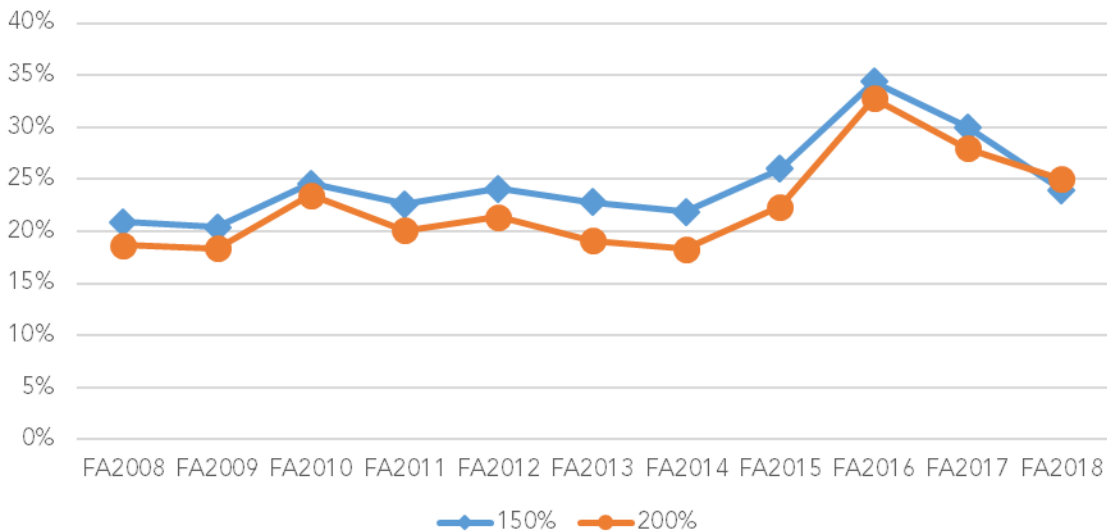
## Goal 1: Advance Student Success

### Outcome: Success Rates for All First-Time Degree Seeking Students

**Success Rates for First-Time Full-Time Degree Seekers at 150% and 200% Time**



**Success Rates for First-Time Part-Time Degree Seekers at 150% and 200% Time**



**Definition:** Success rates represent the proportion of each first-time, degree seeking fall cohort that successfully completes a degree or certificate and/or is still enrolled at 150% (3 years) and 200% (four years) time of enrollment. In this case, the fall cohort is defined as all first-time, full-time or part-time degree seeking students enrolled for the first time in the indicated fall semester. Students are considered successful if they are enrolled and/or graduated within three years (150% time) or four years (200%) of their first semester at Lake Land. Dual and DOC students are excluded from this measure.

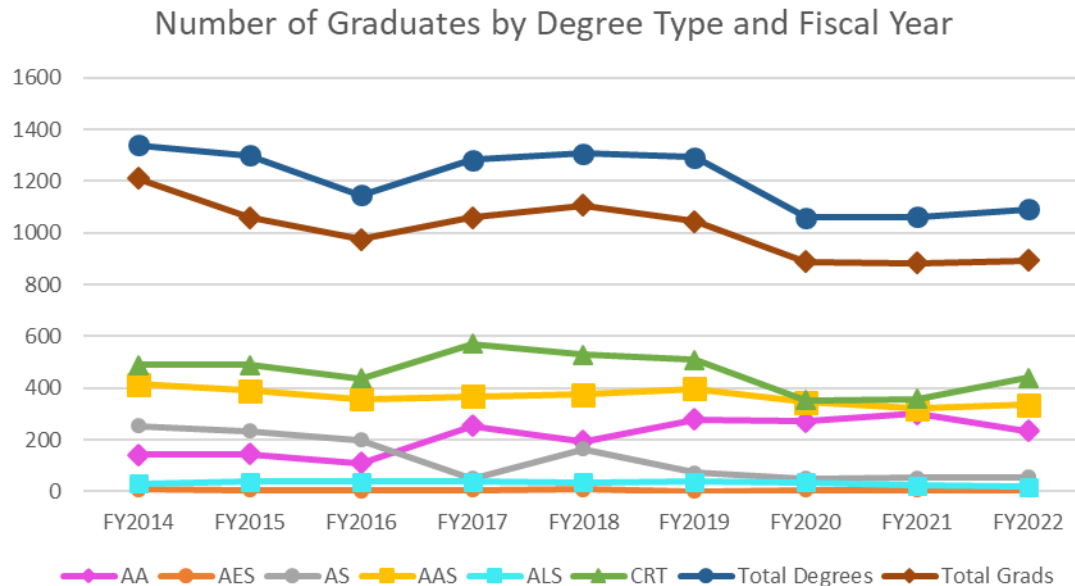
**Explanation:** For first-time, full-time degree seekers, the average success rate is around 56% at 150% time and 53% at 200% time. For first-time, part-time degree seekers the average success rate is around 25% at 150% time and 23% at 200% time. While additional students graduate between 150% and 200% time, fewer students tend to be enrolled at 200% time compared to 150% time. This is why the success rates at 200% time may be slightly less than at 150% time for both full- and part-time students.

**Lake Land College Goal:** Using data compiled across the past four years, Lake Land identified that on average 55% of first-time, full-time students are successful within 150% time and 52% are successful within 200% time. Around 24% of first-time, part-time students are successful at 150% time and 21% are successful at 200% time. Lake Land's goal is to continue to meet or exceed these percentages for first-time students.

**Source:** Institutional Research Reports

## Goal 1: Advance Student Success

### Outcome: Number of Completers by Degree Type



**Definition:** Number of graduates by degree type provides the number of students who graduated in the fiscal year by type of degree. Students can graduate with more than one degree and/or certificate within a fiscal year so the total number of degrees and graduates is also provided. Thus, the total number of graduates are not necessarily the number of unique graduates. DOC students are excluded from this measure.

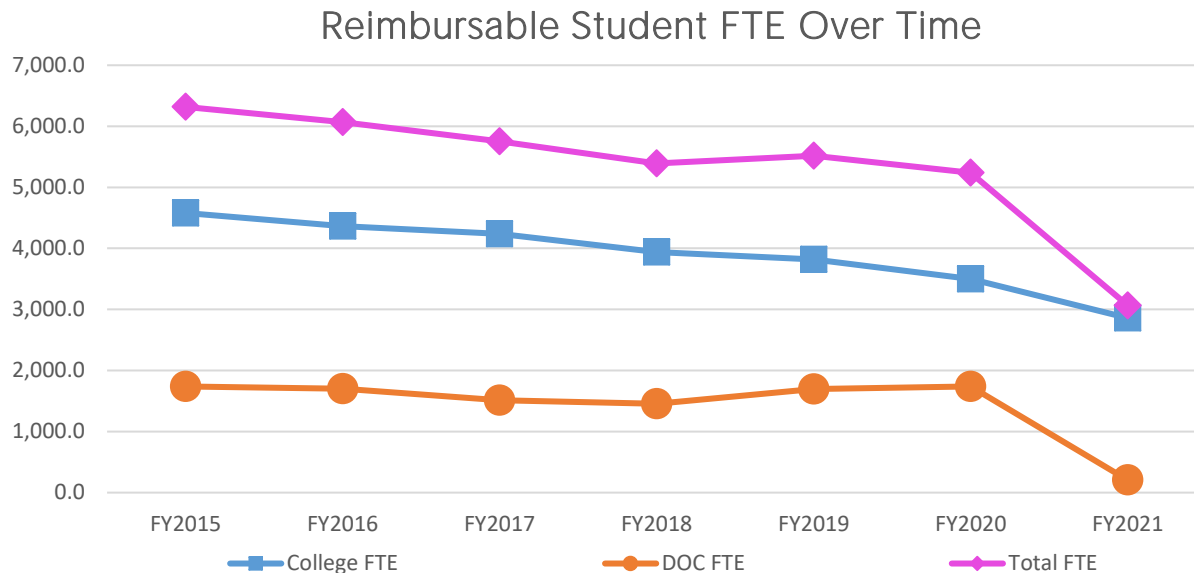
**Explanation:** For the most part, the number of degrees awarded by type have remained fairly steady over time with a few exceptions. Between FY2016 and FY2017, the number of AA degrees has increased and the number of AS degrees has decreased. This is probably due to a change in requirements for AS degrees. AS degrees now require an additional math course. As a result, many of the degrees designated as Associate in Science degrees in FY2016 are now designated as Associate in Arts degrees. The number of graduates as well as the number of degrees and certificates awarded in FY2020 and FY2021 were the lowest number Lake Land College has seen in the past eight years. Two factors, decreasing enrollment and the COVID pandemic starting in March 2020, may have had an impact on these decreases. The number of graduates in FY2022 remained fairly equal to the number from FY2020 and FY2021.

**Lake Land College Goal:** Continue to monitor and track graduates by degree type.

**Source:** Institutional Research Annual Graduate Report

## Goal 2: Fulfill Evolving and Emerging Education and Training Needs

### Outcome: FTE for ALL Students



**Definition:** FTE is the full time equivalency of reimbursable credit hours for the academic year.

**Reimbursable credit hours** - Students included are those certified by instructors as being in attendance at midterm, or have completed the course subsequent to midterm with a passing grade, and who are residents of the state of Illinois, who only repeat courses in accordance with ICCB Rule 1501.507c6. Students completing the course the first time with a grade less than a “C” or withdrew after midterm can be claimed one additional time. **One FTE** is equal to 30 credit hours. FTE is the total number of earned credit hours for summer, fall, and spring terms divided by 30. Annual FTE is different from term FTE. Term FTE is the total credit hours for that *TERM* divided by 15 credit hours. College FTE is calculated based on college degree seeking students, dual credit students, course enrollees and technical training students. DOC FTE is based on credit hours generated by students in any of the DOC sites.

**Explanation:** Total FTE including both college and DOC has steadily declined between FY2015 and FY2018 and increased slightly in FY2019 and decreased again in FY2020 and FY2021. DOC FTE was fairly steady between FY2015 and FY2016, decreased steadily between FY2016 and FY2018, which may, in part, be due to state funding issues. DOC FTE increased slightly between FY2018 and FY2020 but dropped dramatically in FY2021 due to the closure of access to most correctional centers because of the COVID pandemic. Illinois did not have a budget in FY2017 and funding was not available to hire the staff needed to teach classes at many DOC sites. With the help from additional DOC sites, DOC FTE increased in FY2019 and FY2020. College FTE, along with enrollment, has been steadily declining over the past several years.

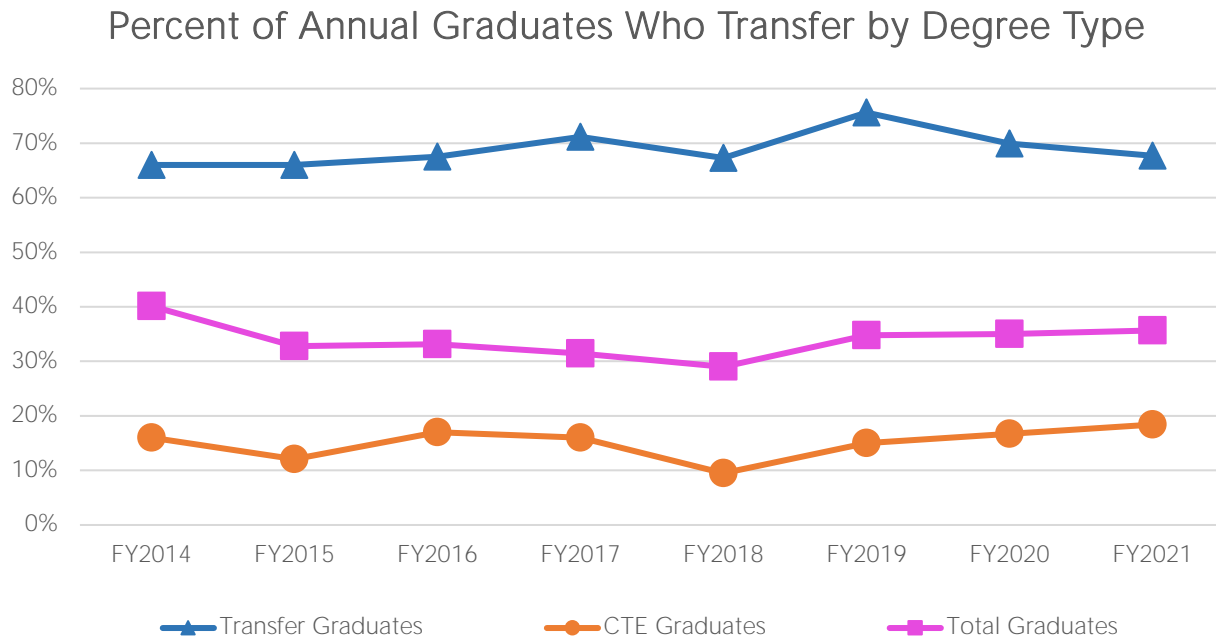
**Lake Land College Goal:** Lake Land’s goal for annual, reimbursable FTE for all students is to meet or exceed an annual FTE of 5306 which includes both DOC and college FTE.

**Source:** Lake Land College Audits



## Goal 2: Fulfill Evolving and Emerging Education and Training Needs

### Outcome: Annual Graduates Who Transfer by Degree Type



**Definition:** Graduates who transfer is the percent of students graduating in an academic year who transfer to another college/university. The percent of graduates in transfer programs, the percent of graduates in career/technical programs, and the percent of total graduates who transfer are included. DOC students are excluded from this analysis.

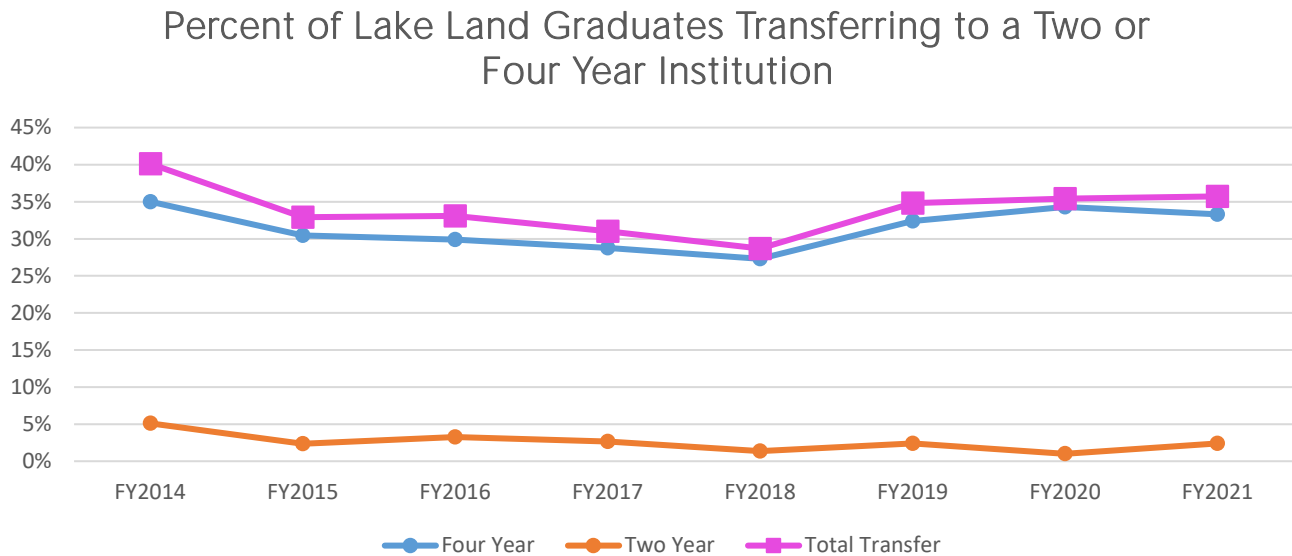
**Explanation:** Transfer rates for students with transfer degrees ranges between 66% and 76% over time while only 9% to 18% of students with CTE degrees transfer. When combined, around a third of all graduates transfer over time. However, one must take into consideration when looking at both transfer and CTE graduates as a whole, the number of CTE graduates is usually at least double the number of transfer graduates. Far fewer CTE graduates transfer and many never intend to transfer to a four-year institution.

**Lake Land College Goal:** Lake Land has averaged the transfer rates for CTE graduates and transfer graduates over the past five years. Lake Land is using these averages to establish transfer rates of its graduates in these types of programs. Lake Land's transfer goals are as follows: 68% or more of transfer graduates will transfer to another institution, 15% or more of CTE graduates will transfer to another institution, and overall 34% or more of Lake Land's graduates will transfer to another institution.

**Source:** XQGD and National Student Clearinghouse.

## Goal 2: Fulfill Evolving and Emerging Education and Training Needs

### Outcome: Annual Graduates Who Transfer by Institution Type



**Definition:** Graduates who transfer by institution type is defined as the percent of students graduating in an academic year who transfer to a four-year or a two-year institution. The percent of graduates transferring to four-year institutions, the percent of graduates transferring to two-year institutions, and the percent of total graduates who transfer are included. DOC students are excluded from this analysis.

**Explanation:** Transfer rates for students transferring to a four-year institution are much higher than that of students transferring to another two-year institution. On average about 31% of graduating students transfer to a four-year institution and only an average of 3% transfer to another two-year institution. Jenkins and Fink (2016) estimate that 33% of community college students transfer to a four-year institution, and 29% transfer after completing a degree or certificate.<sup>4</sup>

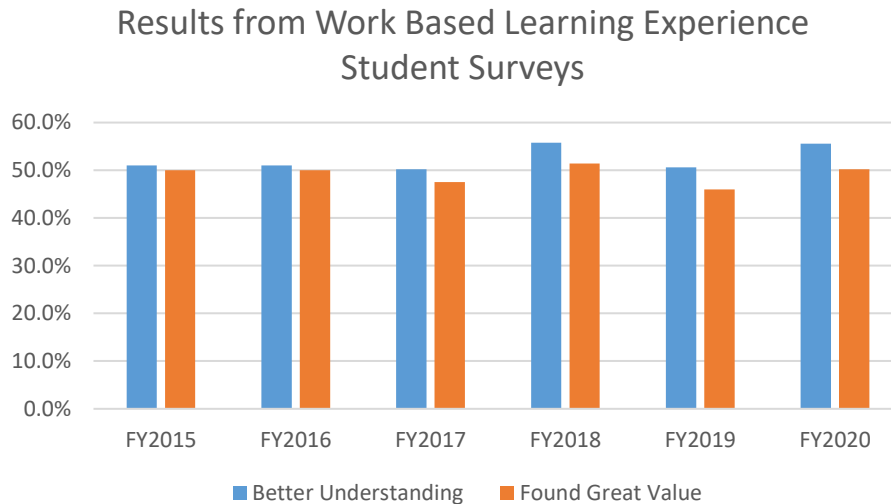
**Lake Land College Goal:** Overall, Lake Land would like to see 34% or more of graduates transfer to another institution with at least 31% or more transferring to a four-year institution and 3% or more transferring to a two-year institution.

**Source:** XQGD and National Student Clearinghouse.

<sup>4</sup> Jenkins, D., & Fink, J. (2016). *Tracking transfer: New measures of institutional and state effectiveness in helping community college students attain bachelor's degrees*. New York, NY: Community College Research Center, Teachers College, Columbia University. Retrieved from <http://ccrc.tc.columbia.edu/publications/tracking-transfer-institutional-state-effectiveness.html>

## Goal 2: Fulfill Evolving and Emerging Education and Training Needs

### Outcome: Results from Internship Survey



**Definition:** Every semester program coordinators have students who participate in work based learning experiences/internships complete a survey. The above graph presents the results from two survey questions. Better understanding represents the percent of students who strongly agree with the following statement: As a result of my work based learning experience, I have a better understanding of concepts, theories, and skills in my program of study. Found great value represents the percent of students who responded with find great value to the following question: How valuable was your work based learning experience in providing additional experience beyond the classroom? DOC students are excluded from this analysis.

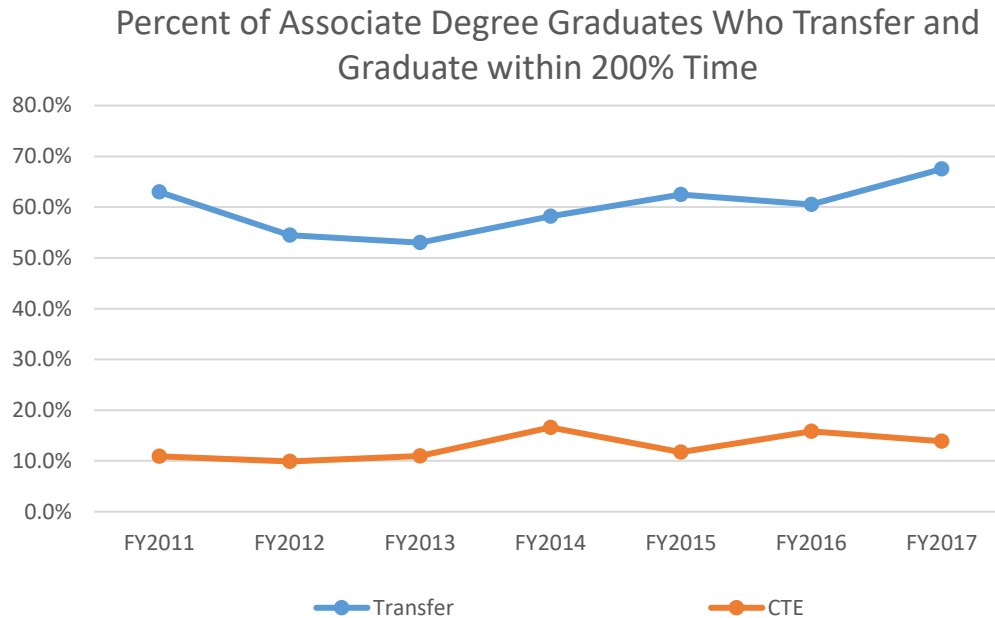
**Explanation:** Fifty to fifty-five percent of students participating in work based learning experiences indicate they have a better understanding of concepts, theories, and skills in their program of study after participating in some kind of occupational experience. Over time, 46% to 51% of students participating in work based learning experiences find great value in these experiences. Data were not collected during FY2021 due to the COVID pandemic and in FY2022 due to pandemic and testing processes at various locations.

**Lake Land College Goal:** Lake Land will continue to survey all students with a work based learning experience. The goal is to continue to see at least 51% or more of students having a better understanding of their concepts, theories, and skills in their program of study and for 49% or more to find great value in their work based learning experience.

**Source:** Work Based Learning Experience Survey.

## Goal 2: Fulfill Evolving and Emerging Education and Training Needs

### Outcome: Associate Degree Graduates who Transfer and Graduate



**Definition:** This outcome involves students who graduate with an associate degree during a fiscal year. These students are tracked to determine if they transfer to another college and complete a degree at the transfer institution within four years of graduating from Lake Land. The completion of degrees at transfer schools may be underreported through the National Student Clearinghouse. Not all of the schools that submit data to the clearinghouse provide graduate data. DOC students and certificate only graduates are excluded from this analysis.

**Explanation:** Within four years of graduating from Lake Land with an associate degree, an average of 60% of students with a transfer degree transfer to another institution and graduate from the transfer college. An average of 13% of Lake Land graduates with a CTE associate degree transfer and graduate with a four year degree within four years of graduating from Lake Land. It is not surprising to see the difference in transfer and graduation rates between transfer and CTE graduates, since, in all likelihood, transfer students plan to seek additional education. However, at least 10% of CTE graduates transfer and graduate with additional degrees.

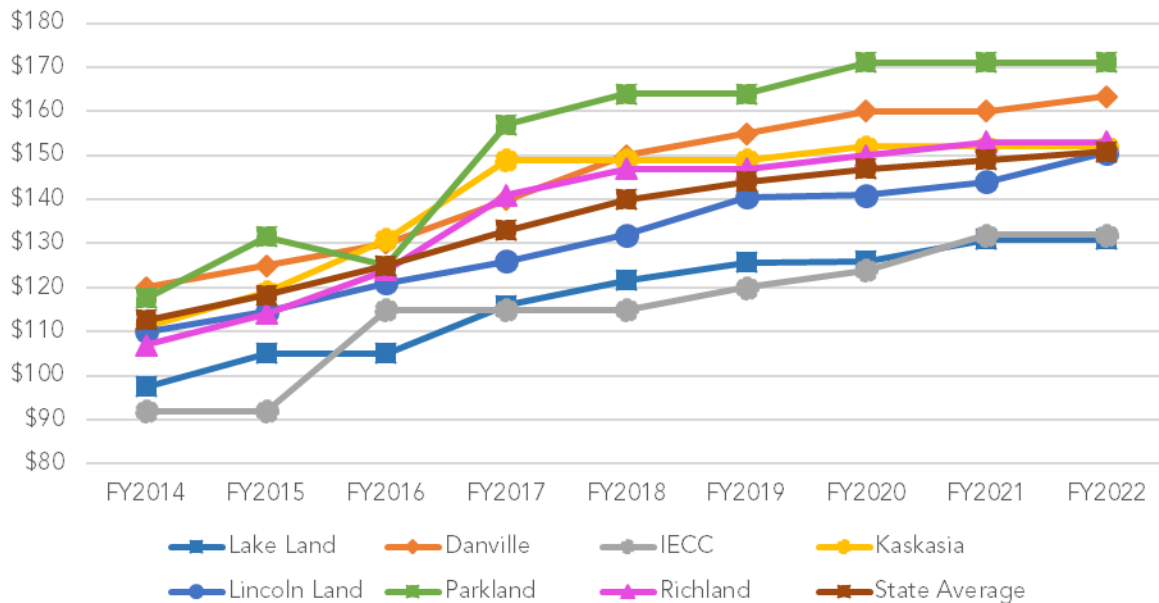
**Lake Land College Goal:** Lake Land will continue to monitor and track transfer graduation rates for all associate degree graduates. The goal is to see at least 57% or more of transfer graduates to transfer and graduate from their transfer institution within 200% time of transfer, and to see at least 12% or more of its CTE graduates who transfer to graduate from their transfer institution within 200% time.

**Source:** XQGD and National Student Clearinghouse.

## Goal 3: Commit to Quality, Access, and Affordability

Outcome: Tuition and Fees

Tuition and Fees Per Credit Hour by Fiscal Year



**Definition:** Cost of tuition and fees per credit hour is defined as the amount students pay per credit hour for tuition and fees (minus the cost of book rental for Lake Land College--\$10.30 FY14 through FY16 and \$11.30 for FY17 through FY19 and \$13.42 for FY20) by fiscal year. Lake Land is one of the few community colleges in Illinois that rent textbooks. Students purchase their books at most other colleges.

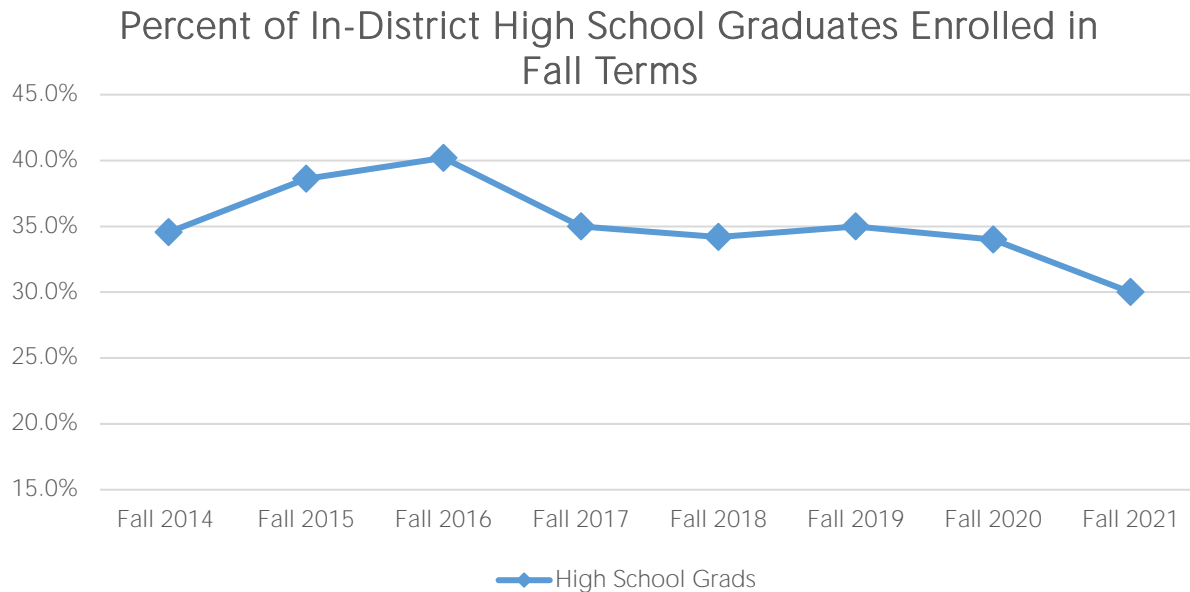
**Explanation:** In FY2016 through FY2021, Lake Land ranked 31<sup>st</sup>, 31<sup>st</sup>, 34<sup>th</sup>, 33<sup>rd</sup>, 35<sup>th</sup> and 35<sup>th</sup> respectively out of 39 community colleges in the state in cost per credit hour. As indicated in the graph, the cost per credit hour for Lake Land across time is lower than tuition and fees at most other community college counterparts in Illinois, and Lake Land's cost is lower than the state average over time.

**Lake Land College Goal:** Maintain a rank between 31<sup>st</sup> and 39<sup>th</sup> for cost of tuition and fees per credit hour when compared to all other community colleges in Illinois.

**Source:** ICCB Financial Data

### Goal 3: Commit to Quality, Access, and Affordability

#### Outcome: Market Penetration In-District High Schools



**Definition:** Market penetration for in-district high school students involves the percent of **total** recent in-district high school graduates enrolled at Lake Land College the fall after high school graduation. This percentage is based on **ALL** high school students graduating the previous spring. For example, the fall 2014 number is based on the total number of in-district high school graduates in spring 2014. Dual and DOC students are excluded from this analysis.

**Explanation:** Enrollment at Lake Land College for recent high school graduates increased between fall 2014 and fall 2016. Enrollment in fall 2017 shows a 5% decrease of the graduating class that remained fairly steady through fall of 2020. Fall of 2021 saw another 4% decline in enrollment of recent in-district high school graduates. According to The Chronicle of Higher Education, this trend will continue. Colleges across the country, including community colleges, have experienced and will continue to experience a decrease in enrollment. The biggest factor for this decline is the declining number of high school graduates. These numbers are expected to continue to decline through the 2029-2030 academic year.<sup>5</sup>

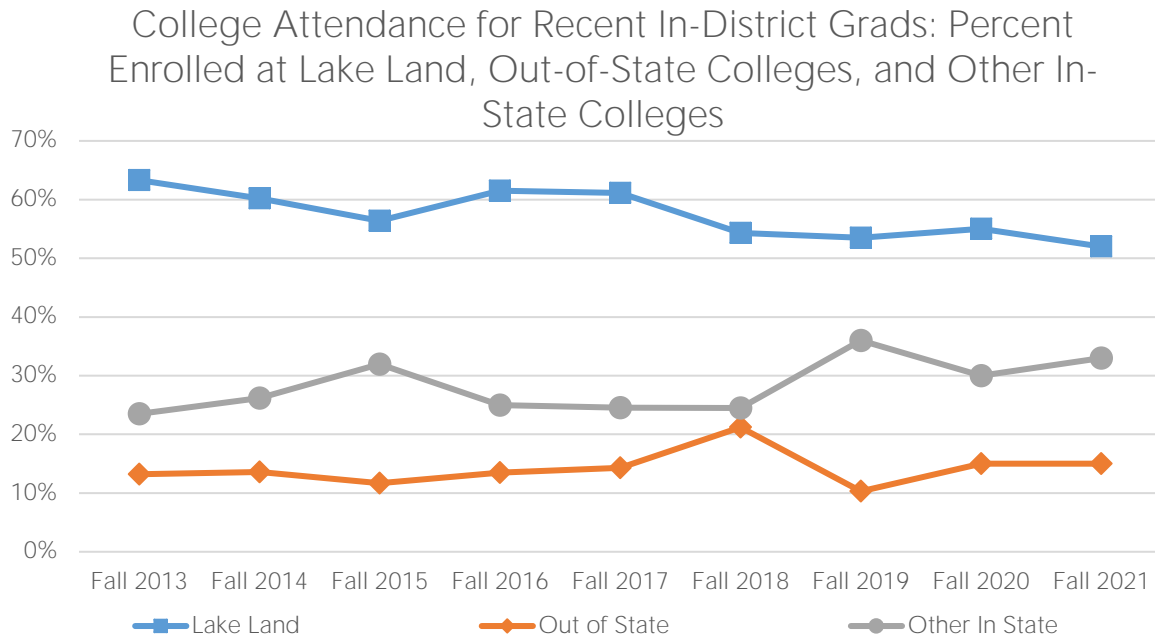
**Lake Land College Goal:** Achieve enrollment of 37% or more of recent in-district high school graduates the fall after high school graduation.

**Source:** Fall 10<sup>th</sup> Day Reports, Enrollment Reports, and U.S. Census Bureau.

<sup>5</sup> The Future of Enrollment: Where Colleges Will Find Their Next Students (2017). The Chronicle of Higher Education.

### Goal 3: Commit to Quality, Access, and Affordability

#### Outcome: Market Penetration: Recent In-District High School Graduates Attending College



**Definition:** Market penetration of recent in-district high school students attending college provides a summary of where college enrollees attend college. For example, based on the number of graduates on high school transcripts, Lake Land College's district had a total of 1,826 students in the 2018 graduating class. Of these students, 1,318 attended college the fall after graduation. This graph focuses on just the 1,318 students attending college and summarizes the percent of these students who enroll at Lake Land, who enroll at other in state colleges, and who enroll at out of state colleges. Dual credit students who have not graduated from high school and DOC students are excluded from this analysis.

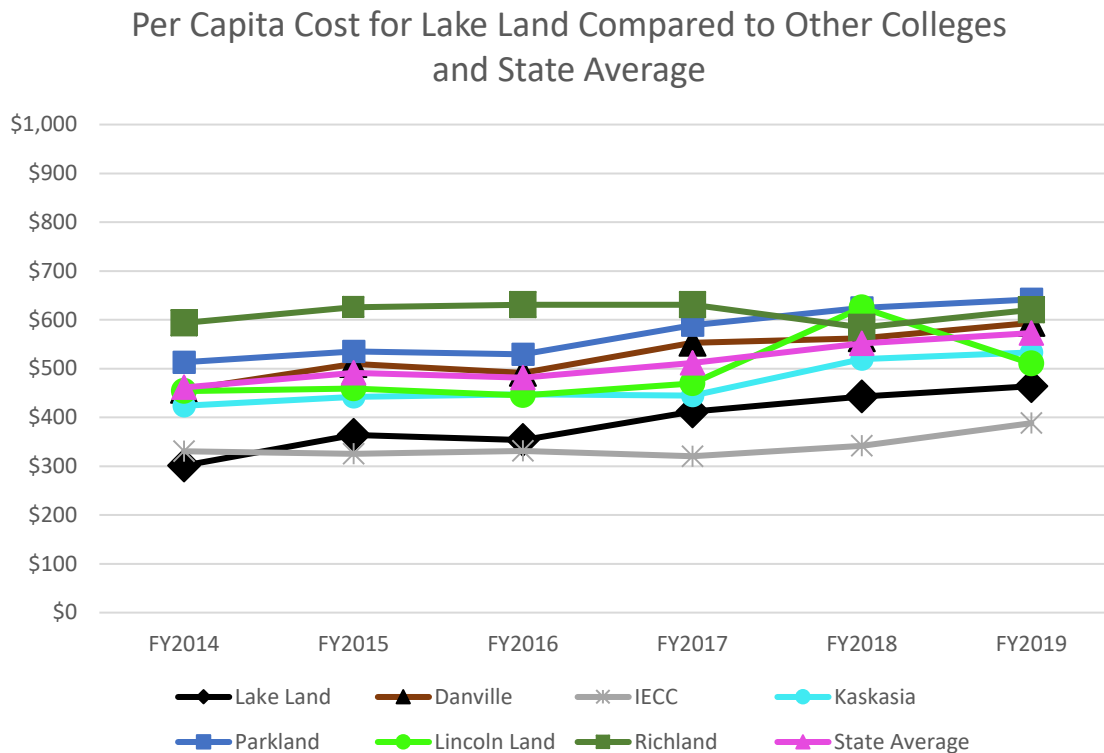
**Explanation:** Of the recent high school graduates attending college, an average of 57% attend Lake Land College. Since fall 2016, Lake Land has seen a 10% decrease in enrollment for this group with a 7% dip in fall 2018. On average 28% of recent high school graduates attend other Illinois colleges. In fall 2015 and 2019, other in state colleges saw an increase in college attendance from this group while fall 2018 experienced a marked increase in out of state college enrollment. Out of state college enrollment jumped from 14.3% in fall 2017 to 21.2% in 2018 and dropped back down to 13% in fall 2019 and jumped back up in Fall 2020 to 15%.

**Lake Land College Goal:** Achieve enrollment of 60% or more of college-bound recent high school graduates enrolling at Lake Land College.

**Source:** National Student Clearinghouse, Enrollment and Tableau reports.

### Goal 3: Commit to Quality, Access, and Affordability

#### Outcome: Per Capita Cost per FTE



**Definition:** Per Capita Cost per FTE is defined as the annual total cost for full-time students enrolled at Lake Land College excluding DOC. This is calculated by using the total of audited operations expenses (Funds 1 and 2 less DOC) minus the SURS contribution pass through divided by the annual FTE less DOC.

**Explanation:** In FY2014 through FY2019, Lake Land ranked 38<sup>th</sup>, 37<sup>th</sup>, 38<sup>th</sup>, 36<sup>th</sup>, 37<sup>th</sup>, and 37<sup>th</sup> respectively out of 39 community colleges in the state in per capita cost per FTE.

**Lake Land College Goal:** Maintain a rank between 31<sup>st</sup> and 39<sup>th</sup> for cost per FTE when compared to all other community colleges in Illinois.

**Source:** ICCB Financial Data and Lake Land College Annual Audit



## Diversity \* Equity \* Inclusion

### Data Points - Updated Fall 2021

#### Ethnicity

Based on Primary Ethnicity

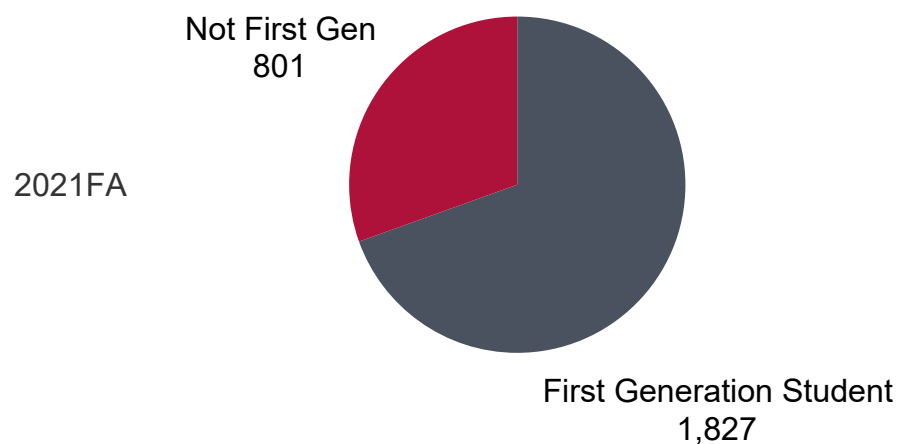
	2017FA	2018FA	2019FA	2020FA	2021FA
Asian	0.90%	0.99%	0.78%	1.04%	1.25%
Black	18.26%	18.43%	17.49%	4.39%	8.43%
Hispanic	6.02%	6.06%	6.56%	3.18%	4.82%
Indian	0.35%	0.39%	0.48%	0.38%	0.42%
Unknown	3.76%	6.41%	4.97%	7.80%	3.72%
White	70.70%	67.72%	69.73%	83.21%	81.37%

#### Ethnicity

Based on all Ethnic Provided

MINORITY STATUS	2017FA	2018FA	2019FA	2020FA	2021FA
Minority - Non-White	25.53%	25.87%	25.31%	8.99%	14.91%
Unknown Ethnic	3.76%	6.41%	4.97%	7.80%	3.72%
White	70.70%	67.72%	69.73%	83.21%	81.37%

## First Generation Students



## Status

	2021FA
First Generation Student	69.52%
Not First Gen	30.48%

## Ethnicity

	2021FA
Minority - Non-White	8.70%
Unknown Ethnic	1.97%
White	89.33%

## Gender

	2021FA
Female	64.97%
Male	35.03%

## Single Parents

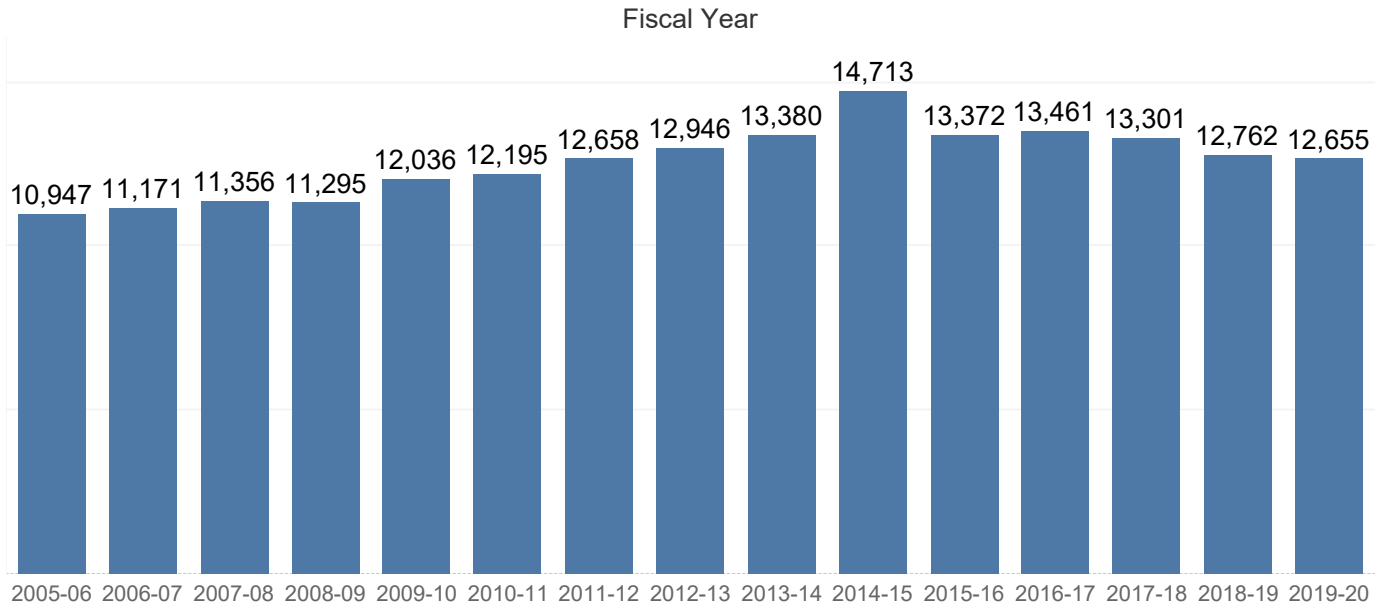
	2021FA
Identified Single Parents	211

## Low Income

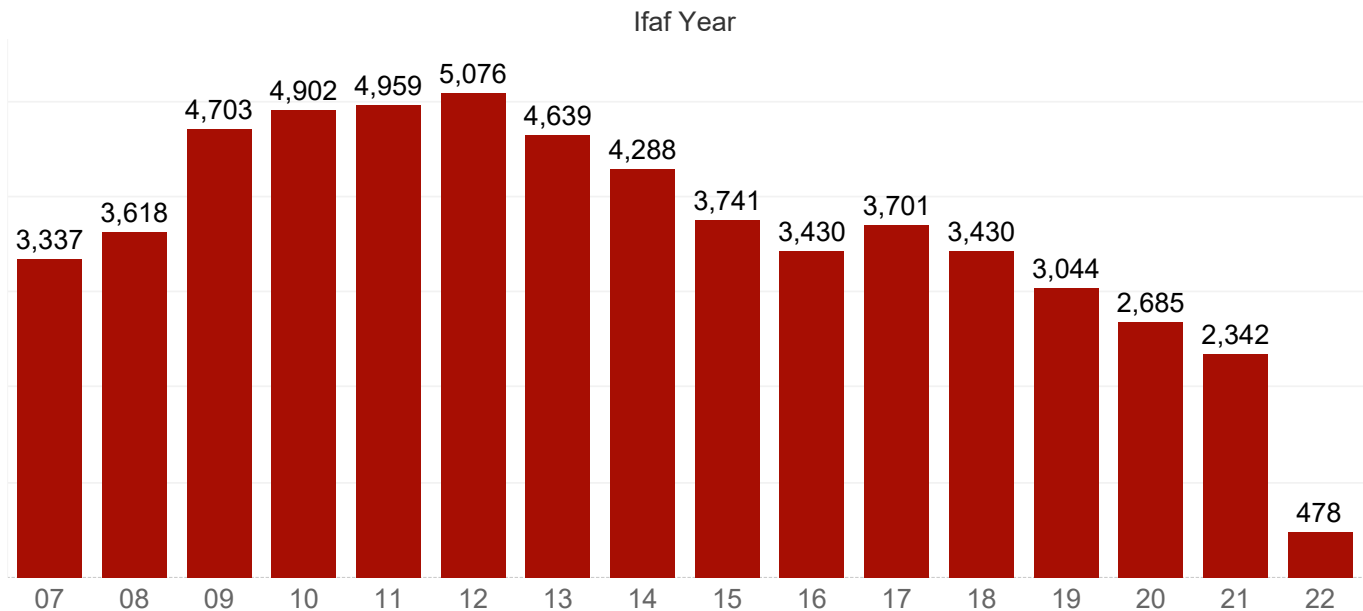
Low Income - PELL Eligible	843
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## Number of Students in our In-District schools who come from a low income family.

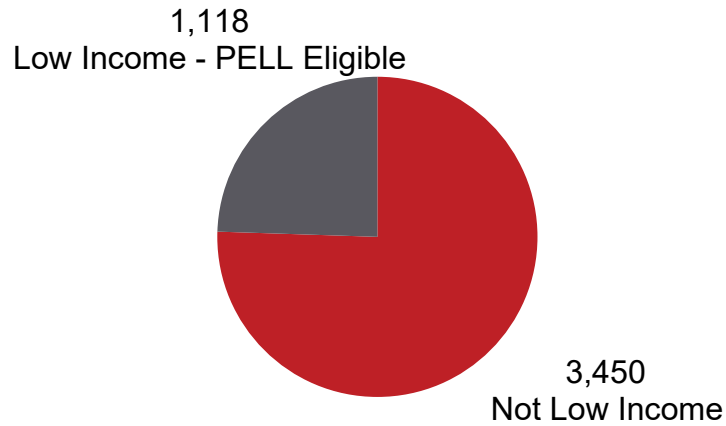
Information from ISBE Report Card



## Lake Land Students - Low Income based on FAFSA Results



## Low Income - 2021FA



### Low Income By Degree Type

Associate in Applied Science	411
Associate in Arts	309
Associate in Engineering Science	3
Associate in Liberal Studies	145
Associate in Science	59
Certificates	129
Course Enrollees	20
Meta Major Programs	5
Technical Skills Training	37
Grand Total	1,118

### By Enroll Status

Continuing	666
New	234
New Transfer	44
Readmit	174

### By Load

Full-Time	696
Part-Time	422

### Ethnicity

Minority - Non-White	10.20%
Unknown Ethnic	1.70%
White	88.10%

## Student with Accommodations

DISABILITY STATUS	2015FA	2016FA	2017FA	2018FA	2019FA	2020FA
One Disability and Used Services	190	159	149	149	138	110
One Disability and NO Services	13	10	9	8	17	12
Multiple Disabilities and Used Services	9	4	2	4	10	8
Multiple Disabilities and NO Services	1			1	1	
Grand Total	213	173	160	162	166	130

### Gender

	2020FA
Female	76
Male	46
Grand Total	122

### Ethnicity

	2020FA
Minority Non-White	22
Unknown	1
White	99
Grand Total	122

### By Program Type

Associate in Applied Science	37
Associate in Arts	30
Associate in Liberal Studies	13
Associate in Science	7
Certificate	16
Course Enrollee	7
Other	5
Technical Training Skills	7
Grand Total	122

## Exhibit A

### Lake Land College

### Strategic Planning Committee

**Purpose:** Assist with facilitating the development and maintenance of the College's strategic plan. Serve as a resource to the President's Cabinet on issues related to the strategic plan. Be champions for the planning process and aid in communicating the process with the college community. Specific tasks include:

- Vet the strategic planning process.
- Research trends in higher education and provide as inputs to the planning process.
- Serve as facilitators for strategic planning visioning sessions.
- Assess visioning session feedback and develop a summary of results and key findings.
- Assist the President's Cabinet with development of College level goals and objectives.
- Participate in the annual review and updating of the College strategic plan.
- Be champions for the planning process and resulting plan.

**Composition as of July 1, 2021.** The Committee is comprised of the following individuals:

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

**Chair:** Jean Anne Highland, Chief of Staff

**Committee Assistant:** Seirra Laughunn, Executive Assistant, President's Office

**Members:**

- (3) 1 member from each of the bargaining units as appointed by the unit's Executive Committee.
    - Michelle Gill (Para-professional)
    - Laura Tucker (Custodial Association)
    - Joe Tillman (Faculty Association)
  - (2) 1 support staff each from the student services and business services teams.
    - Tony Sharp (Business Services)
    - Michelle Zumbahlen (Student Services)
  - (1) Career Tech faculty member
    - John Carpenter
  - (1) Transfer faculty member
    - Cheryl Beam
  - (1) Division chair
    - Ike Nwosu
  - (3) 1 appointed team member each from the academic services, student services and business services teams.
    - Darci Cather (Academic Services)
    - Emily Hartke (Student Services)
    - Madge Shoot (Business Services)
  - (1) Director of Institutional Research
    - Dr. Lynn Breer
  - (1) Director of Data Analytics
    - Lisa Cole
  - (1) Chief Information Officer
    - David Stewart
-

## **Exhibit B**

### **Guided Pathways for Success Frequently Asked Questions**

#### **Why is Lake Land College implementing Guided Pathways?**

Implementing Guided Pathways to Success (GPS), while expanding K-12 and university partnerships, to provide a clear pathway to meaningful educational or career outcomes for our students is one of two key focus areas for the College's FY 2019-2021 Strategic Plan. The Guided Pathways to Success Model supports the strategic plan goals of advancing student success and fulfilling the evolving and emerging education and training needs. It is designed to help students seamlessly transition into higher education through multiple entry points and smoothly advance toward their educational and career goals.

#### **What is a guided pathway?**

A guided pathway is a descriptive and easy-to-use plan detailing the scope and sequence of courses required to complete a credential efficiently and transition to baccalaureate degree programs or the labor market. It includes the route a student takes to connect with, enter, progress through, and complete his/her program of study, as well as, the skills they need to acquire for the labor market they will enter after their certificate or associate or baccalaureate degree. Programs have integrated supports along the way to ensure students are staying on the path.

#### **Do students have to participate in a Guided Pathway?**

Guided Pathways are designed in such a way that all students will be placed on a pathway which aligns with their career and/or educational goals. Students will still have options on the courses they take, as well as choice of time and modality.

#### **What are the advantages of Guided Pathways for the students?**

Guided Pathways are clearly structured programs closely aligned with support services. They provide success management tools including career exploration, guided onboarding, and academic planning. These tools will assist students to choose and stay on a career path and complete the program of study. They help identify "at risk" students for early intervention. Guided Pathways are designed to ensure that students are able to complete their degrees in a timely manner and not accumulate credits that do not count towards their degrees.

#### **What are the advantages of Guided Pathways for the faculty?**

Guided Pathways has many advantages for faculty. It is designed to further our goal of helping students be more successful in their courses, helping with completion and retention rates. Additionally, it takes the guesswork out of advising by making course selections clear. Furthermore, it provides faculty with analytics to determine if course and programs are being met, as well as early alert tools. Faculty may use this data to

## **Exhibit B**

continually adapt and improve their courses. They can also easily alert students when they are going off track or are in danger of failing.

### **Don't we already have pathways at Lake Land College?**

While Lake Land actually has a lot of components that address the essential practices of Guided Pathways (program models in the catalog, mandatory orientation, mandatory advisement, etc.), they are housed in various silos and aren't streamlined in a continuous structured experience for students where all of the components support one another. Guided Pathways is designed to ensure that all programs are clearly mapped out to student end goals with clear support services systematically built in along the way. Materials should also be easily accessible and understandable for students.

### **Will implementing Guided Pathways change the schedule and when courses are offered?**

Lake Land College is currently in the process of moving toward a centralized scheduling approach to support the implementation of Guided Pathways. As such, the College hired an Academic Scheduling Coordinator who will be responsible for managing and coordinating the development of the master schedule based upon the academic program maps, student need, and faculty/course utilization strategies. As Guided Pathways are implemented, we will likely see changes to the schedule, as we move toward greater predictability and structure in scheduling.

Additionally, Guided Pathways will not require students to be full or part-time or take traditional vs. online classes and so on. It is not designed to limit modality, and the pathways will not change due to scheduling. At the same time, they are designed to ensure that students can complete a full sequence of courses in a timely manner. Thus, if a course is not being offered in sequence or at a time that is conducive to students, there is a possibility the schedule might change. Guided Pathways are designed to ensure student success so such changes will occur later in the implementation process if it is deemed necessary to help students persist and succeed in their courses. These changes will be designed to happen gradually through a careful and strategic implementation process.

### **How can Guided Pathways help part-time students?**

Guided Pathways can help part-time students clarify their career options and make connections between these options and programs of study earlier in their trajectory. In doing so, we can immediately show students how their education will bridge to a living wage and a career path. Additionally, Guided Pathways can help students get into programs of study earlier and the work they do can be placed into a clearer context for why they are taking the courses and how the coursework fits into a more cohesive whole program of study. Guided Pathways also incorporates integrated "intrusive



## **Exhibit B**

advising” and interventions to help guide students in their journeys, encourage them to continue, and notify them when they are off track.

### **Are there Guided Pathways for students that require remedial math and English courses?**

One of the essential components of Guided Pathways is the development and incorporation of co-requisite courses. Lake Land College has already made great strides in this area! Focus would then be placed on expanding these initiatives to scale. Guided Pathways is also structured to ensure that students are placed in the “right” math that is relevant to their career goals. Pathways are designed to ensure that students can receive the help they need.

### **Will students lose their right to choose their own classes?**

No, Guided Pathways present recommended pathways or sequences of courses designed to fit the students’ end career and/or educational goals. At the same time, they do present an opt-out feature for students if they would decide to take a different course.

### **What is a “meta-major”?**

A meta-major is a collection of academic programs that have common or related content. Programs within a meta-major will share some common requirements to allow for early exploration as students may enroll in this broad field of interest without collecting excess units. Lake Land College had developed 10 meta-majors which will be called Areas of Study that are designed around career interests and curricular commonalities.

### **Will students still be able to choose undecided as a major?**

In the Guided Pathways Model, students will no longer choose “undecided” as a major. Rather, they will work closely with an Academic Counselor to determine their area(s) of interest and choose an exploratory Area of Study. Areas of Study are designed to give students an opportunity to explore career interests/academic programs within a certain area before making a final selection. Rather than delaying the choice by choosing “undecided,” students will make choices incrementally, determining their major by the end of the first semester or a set number of accumulated credit hours.

## **Exhibit C**

### **Data Analytics FAQs**

#### **What is data analytics?**

Data analytics (DA) involves the use of specialized software and tools to analyze large and complex data sets with the intention of garnering insights about the information they contain and assisting the institution in making data informed decisions.

#### **Why is Lake Land College implementing data analytics?**

Implementing data analytics is one of two key focus areas for the College's FY 2019-2022 Strategic Plan. This supports our goal for committing to quality, access and affordability, and furthers our pledge to becoming a data-informed institution. Additionally, data analytics entails many essential conditions for implementing the College's other key focus area, Guided Pathways to Success (GPS), such as an institution's commitment to using data, developing the capacity to use data, and building the technology infrastructure. As we currently operate, we generally have access to vast numbers of historical reports in different locations and in many different formats. Employees often have issues gaining access to the data, if they are aware that data might exist, to help them in their roles. Furthermore, employees, department leaders, and other staff frequently must analyze this historical reporting on their own, with little to no formal training in data analysis. However, we envision the College will create an environment where data is readily accessible; where all employees are trained in using data for monitoring and improvement; and employees are empowered to take action based on the data.

#### **What are the types of analytics for a higher education institution?**

- Institutional business analytics (operational efficiency)
- Student engagement analytics (for student success)
- Student learning analytics (for student success)

#### **How can we align data analytics to support guided pathways and student success?**

Predictive modeling, a component of data analytics, seeks to reveal relationships and patterns within large volumes of student data that can be used to predict behavior and events. With these tools in place we will be able to:

- Identify at risk students, target student outreach and afford timely intervention efforts.
- Uncover and validate high-impact practices to focus the right efforts that help students succeed the most.
- Empower systems and campuses by promoting a culture of data literacy and customization.
- Create powerful narratives and analytics that are prospective rather than retrospective.
- Use prescriptive or predictive modeling tools to help students make choices that are best for them.

## Exhibit C

### What are some common obstacles for an institution of higher education to implement data analytics?

- Lack of clarity on campuses for Institutional Research (IR) and IT functions. Who is responsible for analytics?
- Reporting requirements and demands of compliance reporting for IR and IT and smaller institutions.
- Silos between departments.
- Expense of data analytics software/tools and expertise.
- Data integrity and data ethics.
- Silos of data sources.

### What is Data Integrity?

Data integrity is the maintenance of and the assurance of the accuracy and consistency of data over its entire life-cycle, and is a critical aspect to the design, implementation and usage of any system which stores, processes, or retrieves data.

### Why is Data Integrity important?

To make the best decisions for the future you must first have the most accurate data possible. Data that is produced and submitted to outside agencies is published and made available for potential students. If we are not providing the best data possible, we potentially could be losing funding for both state and federal grants and we could negatively impact our enrollment. If potential students compare our data with other Colleges and Universities and we haven't provided accurate data we might not compare as well as others and the student might chose to attend another College or University.

### How will we develop the foundation for institution-wide data analytics capacities by FY 2022?

A Data Analytics Task Force, formed in January 2018, audited our processes (gap analysis), researched best practices, defined what a successful implementation would look like, and identified strategies to include:

- Procurement of appropriate tools and software to transition from numerous data silos to a unified platform.
- Promotion of understanding for all staff of how data analytics can improve student outcomes and operational efficiencies.
- Establishment of a data governance model including policies and procedures.
- Development of a common data dictionary and data standards.
- Creation of a Director of Data Analytics position to oversee the planning, implementation and ongoing operation of the data analytics initiative. The Data Analytics Task Force served as the search team and the position was filled in the summer of 2019. The new Director of Data Analytics now oversees all strategies identified by the Task Force.

## **Exhibit C**

### **How does the Director of Data Analytics differ from the Director of Institutional Research and Reporting?**

The Director for Institutional Research and Reporting focuses on collecting data, disseminating information and writing reports in support of federal, state and internal reporting requirements. Additionally, the position coordinates the collection, dissemination and responses to internal surveys of students and staff and external surveys from government agencies and associations. The director's efforts will primarily concern reporting on what has occurred and providing assistance with primary research.

The Director for Data Analytics will focus on implementing technology based analytic solutions and data resources that support the College community in applying evidence-based practices and making data-informed decisions. The position will provide strategic leadership for data governance, utilize appropriate statistical techniques in data analysis and generate critical insights through analytics. The director will serve as the primary liaison between the Information Systems and Services (ISS) Department and external vendors of data analytics software tools. The director's efforts will primarily concern ensuring robust systems and practices to predict the future outcomes based on historical data.

### **How do I request data from the Director of Data Analytics and/or the Director of Institutional Research and Reporting?**

Although the Director of Data Analytics and the Director of Institutional Research are two distinct positions, their collective duties will require a close working relationship, especially to respond to requests for data. Staff should submit requests to the following email address: [data-requests@lakelandcollege.edu](mailto:data-requests@lakelandcollege.edu). This is delivered to both directors who will provide feedback as soon as possible.

### **What role does the Director for Data Analytics play in assessing programs/courses from a profit/business analytics standpoint?**

The Director works with the Data Analytics Task Force, ISS and the campus community to implement the tools and processes necessary to allow for multi-faceted data analysis and predictive analytics to occur. At this point there are no predetermined areas of focus for the director to assess. Specific areas of focus will be determined as the data analytics initiative evolves.

### **Why is the Director of Assessment and Program Review reporting to the Director of Data Analytics?**

The Director of Assessment and Program Review has successfully ensured that we are meeting the requirements for the Higher Learning Commission and the Illinois Community College Board. Lake Land College is now choosing to focus on the quality and measurability of both the

## Exhibit C

Outcomes Assessments and the Program Review. Having the Director of Data Analytics supervise the position of Director of Assessment and Program Review allows us to work as an institutional effectiveness team, along with the Director of Institutional Research and Reporting, and improve both the assessment and program review by incorporating data and defining measures to improve.

### What analytical tool has been implemented?

The College has purchased Tableau - a data analytics and data visualization tool that provides end users with access to real-time reports and dashboards. The tool also allows end users to filter and transform the data to fit their needs. Data can be presented in various formats from excel type data grids to graphical representations in bar and pie charts. Another feature Tableau provides is the ability to produce longitude and latitude plotting functions, giving us the ability to see where our students are coming from or where our Alumni currently reside.

### Will faculty and staff have access to the Tableau data analytics tool?

As reports and project requests are completed for a specific area, the end users for that project will be granted access to the Tableau tool and trained on how to utilize their new reports or dashboards.

### Will the Director for Data Analytics be looking at all of our current technologies and making recommendations?

The Director for Data Analytics will be working closely with the Chief Information Officer, and the president's cabinet, to ensure the technology systems in place at Lake Land are able to support a robust data analytics platform.

### We hear conversation around the use of a data warehouse. What is a data warehouse and how will it be used?

A data warehouse is a common location to house the data. This reduces the silos of data and brings all the data together in one location so reports and dashboards can be created utilizing all the data we collect on the campus. We currently have two main data warehouses in production. One contains the Colleague data and is updated on either a nightly or a more frequent timeline based on the timeliness of the data. The second contains point in time data such as ICCB reports, enrollment reports and other data that is either not going to change or is updated annually. Tableau also gives us the capability to connect to any other databases that are currently in production.

### Still have questions about data analytics? For additional questions, please contact:

Data Analytics & Institutional Research	
Lisa Cole	Director of Data Analytics
Lynn Breer	Director of Institutional Research and Reporting



# MEMO

TO: Dr. Josh Bullock, President  
FROM: Valerie Lynch, Vice President for Student Services  
CC: Lake Land College Board of Trustees  
DATE: August 3, 2022  
RE: Revisions to Board Policy 07.06 - *Residency*

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In 2020, the Illinois Community College Board approved the Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER Agreement). All 39 community college systems in the state participate in the CAREER Agreement. I respectfully request the Board approve revisions to Board Policy 07.06 – *Residency* to reflect Lake Land College’s participation in this Agreement and to clarify a student will not be classified as an Out-of-District resident if a student is attending under the provisions of the CAREER Agreement.

I submit this request as first reading for your initial consideration.

I am happy to answer any questions that you or the Board may have. Thank you!

**07.06****Residency**

Students will be classified by residency according to the following provisions:

**State Resident**

1. To be classified as a resident of the state, one must have occupied a dwelling within the state of Illinois for thirty (30) days immediately prior to the date established for classes to begin. Students who fail to meet the 30-day state residency requirement may not meet that requirement by attending classes at Lake Land College.
2. The following categories of people shall be classified as residents of Illinois without meeting the 30-day residency requirement:
  - A. Federal job corps workers stationed in Illinois.
  - B. Members of the armed forces stationed in Illinois.
  - C. Inmates of state correctional/rehabilitation institutions located in Illinois.
  - D. Students who are employed full-time in Illinois.

**District Resident**

To be classified as a resident of District 517, one must have occupied a dwelling in the community college district for thirty (30) days immediately prior to the date established to begin classes at Lake Land College.

Students who fail to meet the 30-day district residency requirement may not meet that requirement by attending classes at the College for thirty (30) days or more.

### Out-of-District Resident

The following categories of people shall not be classified as residents of the district:

1. Federal job corps workers stationed in the district.
2. Members of the armed forces stationed in the district.
3. Inmates of state or federal correctional/rehabilitational institutions located in the district.
4. Full-time students attending a post-secondary educational institution who have not demonstrated through documentation a verifiable interest in establishing permanent residency.
5. Students who occupy a residence outside the district but who are employed by a firm located in the district.
6. Students attending the community college under the provisions of a chargeback, ~~or~~ cooperative agreement, or CAREER agreement with other community college districts.
7. Students on an F-1 visa.

### Other Provisions

1. Persons who reside in the college district whose primary intent in obtaining such residence is not to attend the College shall be exempted from the 30-day state and/or district residency requirement if they demonstrate through documentation a verifiable interest in establishing a permanent residency.



2. Students residing in the college district who are currently under legal guardianship of, or recently emancipated from, the Illinois Department of Children and Family Services shall be exempted from the 30-day state and/or district residency requirement if they provide verification of Departmental status and current in-district residency. Those students who previously met the residency requirement shall continue to be considered in-district if they have a placement change into a new community college district during their enrollment.
3. Students who fail to meet the 30-day state and/or district residency requirement may meet that requirement upon presentation of a voter's registration card verifying in-district residency.
4. Any approved change in residency status is not retroactive to previous semesters or terms.
5. Documentation verifying state and district residency may include signed statements on the application as well as other requested documents.

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Adopted November 9, 1998

Revised May 12, 2003

Revised April 10, 2006

Revised January 9, 2017

Revised

### Calendar of Events

Thursday, August 4, 2022	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, August 8, 2022	5:15 p.m. – Board Dinner – Kluthe Center, Room 219 6 p.m. – Board Meeting – Kluthe Center, Room 220
Sunday, August 14, 2022	2022 Laker Athletics Golf Outing Meadowview Golf Course
Friday, August 19, 2022	7:30 – 9 a.m. Opening Day – Welcome Back Breakfast Field House
Thursday, September 8, 2022	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, September 12, 2022	Potential Hold Date for the Retiree Wall of Fame Unveiling 4 p.m. – Luther Student Center 5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Friday, September 30, 2022	2022 Foundation Annual Golf Classic Mattoon Golf & Country Club
Thursday, October 6, 2022	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, October 10, 2022	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 20, 2022	Foundation & Alumni Awards Reception
Thursday, November 10, 2022	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, November 14, 2022	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 8, 2022	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011
Monday, December 12, 2022	5 p.m. – Board Dinner – Foundation and Alumni Center

6 p.m. – Board Meeting – Board and Administration Center, 011

# Board of Trustees Lake Land College

Resolution No. 0822-001Date 8-8-2022

## COMMUNITY COLLEGE DISTRICT NO. 517 COUNTIES OF

Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette,  
Jasper, Macon, Montgomery, Moultrie, and Shelby, and State of Illinois, Lake Land  
College, 5001 Lake Land Boulevard, Mattoon, Illinois

## ADOPTION OF 2022 - 2023 BUDGET

For fiscal year beginning July 1, 2022 and ending June 30, 2023.

WHEREAS, the Board of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby, and State of Illinois (Lake Land College), caused to be prepared in tentative form a budget, and the Secretary of the Board has made the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon;

AND WHEREAS, a public hearing was held on such budget on the 8th day of August 2022, a notice of said hearing was given at least thirty (30) days prior thereto as required by law, and all other legal requirements have been complied with:

AND, THEREFORE, BE IT RESOLVED by the Board of said Community College District as follows:

Section 1: That the fiscal year of this Community College is fixed and declared to be July 1, 2022 and ending June 30, 2023.

Section 2: That the following budget containing an estimate of the amounts available in each fund as follows: Educational, Operations & Maintenance, Operations & Maintenance (Restricted), Bond and Interest, Auxiliary Enterprises, Restricted Purposes, Audit, and Liability, Protection, & Settlement, each separately, and of expenditures from each be and the same is hereby adopted as the budget of this Community College District for the said fiscal year:

Educational .....	\$ 53,091,047
Operations & Maintenance .....	4,684,903
Operations & Maintenance (Restricted) .....	9,330,110
Bond and Interest .....	6,761,125
Auxiliary Enterprises .....	3,403,186
Restricted Purposes .....	34,417,393
Audit .....	99,071
Liability, Protection, & Settlement .....	2,024,876
TOTAL .....	\$113,811,711

Approved:

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Board Chairman

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Board Secretary

# FISCAL YEAR 2023 BUDGET

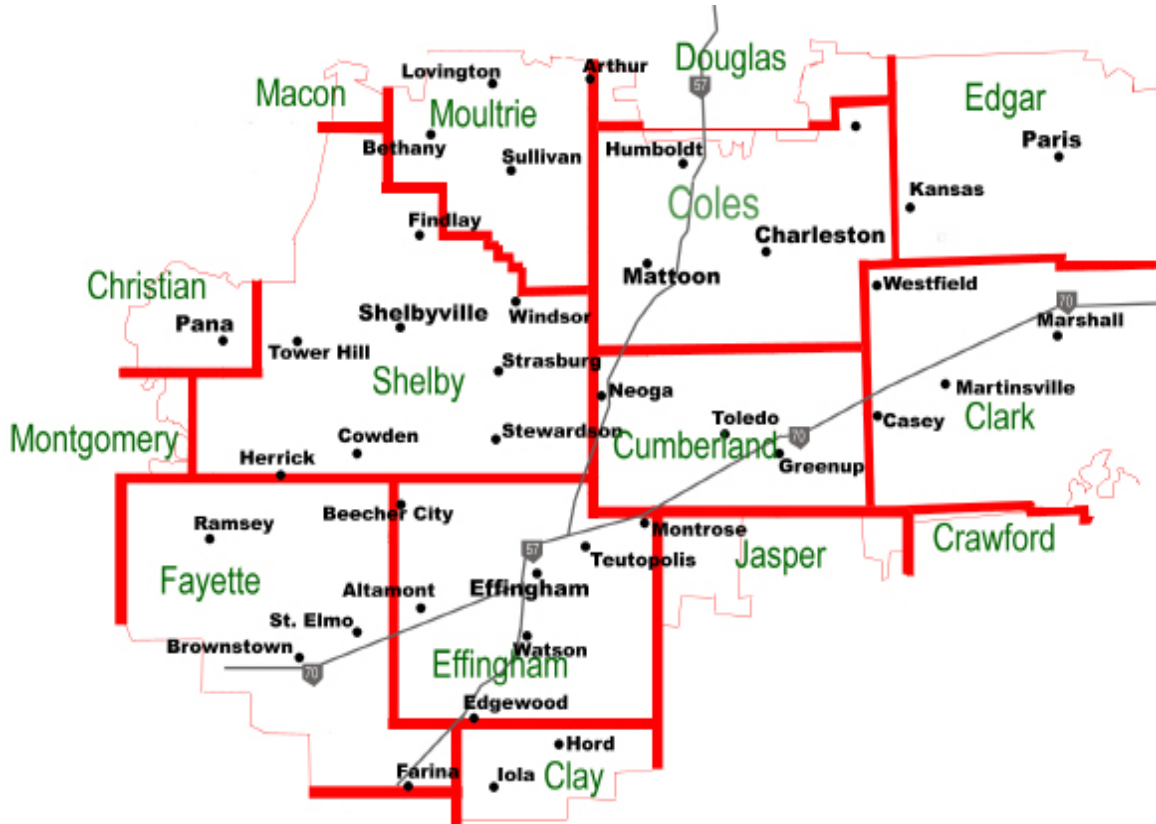


LAKE LAND  
COLLEGE



# LAKE LAND COLLEGE

## DISTRICT NO. 517



### BOARD OF TRUSTEES

Mr. Mike Sullivan, Chair  
Mr. Gary Cadwell, Vice Chair  
Mr. Tom Wright, Secretary  
Mr. Kevin Curtis  
Ms. Doris Reynolds  
Mr. Dave Storm  
Ms. Denise Walk  
Ms. Maggie Kelly, Student Trustee

### COLLEGE PRESIDENT

Dr. Jonathan Bullock, President



## Fiscal Year 2023 Budget Table of Contents

	Page
President's Letter .....	4-5
Financial Structure.....	6
Budgeted Expenditures by Fund .....	7
Budgeted Operating Revenue .....	8
Summary of FY 2023 Estimated Revenues .....	9
Operating Budgeted Expenditures by Program .....	10
Operating Budgeted Expenditures by Object.....	11
Education Fund Expenditures by Program .....	12
Operations and Maintenance Fund Expenditures by Program .....	13
Previous Years Comparative Data .....	14
Two Year Comparative Data YTD .....	15
Operations and Maintenance Fund (Restricted) Budget .....	16
Bond and Interest Fund Budget .....	17
Restricted Purposes Fund Budgeted Revenues .....	18
Restricted Purposes Fund Budgeted Expenditures .....	19
Liability, Protection & Settlement Fund Budget .....	20
Audit Fund Budget .....	21
Auxiliary Enterprises Fund Revenues .....	22
Auxiliary Enterprises Fund Expenditures .....	23
Budget Summary .....	24
Certification of Anticipated Revenues .....	25
Legal Notice of Public Hearing on Budget .....	26
Resolution for Adoption of 2022-2023 Budget .....	27
Total Equalized Assessed Valuation Table.....	28

# LAKE LAND COLLEGE

To: Lake Land College Board of Trustees

From: Dr. Josh Bullock, President

Subject: Proposed 2022 Fiscal Year Operating Budget

Date: June 27, 2022

Presented in the following pages is the proposed FY 2023 budget for Lake Land College.

The total FY 2023 budgeted expenditures for all funds (including operating and restricted purpose funds) is \$113,811,711, an increase of \$12.6 million from the FY 2022 budgeted expenditures of \$101,231,718. Significant changes in the FY 2023 budget include the Operations and Maintenance Fund (Restricted Fund 3) increasing \$8.9 million related to bonding expenditures for campus projects, while Restricted Purpose (Fund 6) will increase \$1.2 million related to Illinois Department of Corrections contract adjustments.

The FY 2023 operating budget (Fund 1 and Fund 2) is a balanced budget with estimated income of \$57,775,950, and corresponding expenditures of \$57,775,950. This represents an increase of \$1.9 million from FY 2022, due primarily to reductions in tuition and fee revenue offset by increases in local tax revenue, other revenue, and state funding for equalization and credit hour reimbursement. The budget anticipates an expense increase in mandatory SURS payments.

The College anticipates the in-district tuition rate decrease from \$110.50 to \$100 per credit hour for FY 2023 will help students remain enrolled and encourage new students to pursue higher education. Thus, the FY 2023 budget anticipates enrollment will stabilize at a level consistent with FY 2022. The following categories highlight significant changes to revenues and expenses for FY 2023.

## Revenue Increases:

- An increase in credit hour reimbursement, equalization and other state funding adds \$1,168,421 to revenue.
- Adjustments to local government sources to align prior year actual Corporate Personal Property Replacement Tax (CCPRT) revenue, property tax revenue and anticipated increases in equalized assessed valuations increases budgeted revenue by \$1,627,039.
- The State University Retirement System (SURS) pass through amount increases revenue by \$431,110.



Revenue Decreases:

- Adjustments of tuition and fees prior year actuals, and a per credit hour tuition reduction to \$100, is partially offset by increased revenue levels in certain programmatic areas, resulting in an overall net tuition and fee revenue decrease of \$1.4 million.

Expenditure Increases:

- Compensation adjustments for contractual and non-contractual staff, including adjunct, part-time and overload pay, increases expenditures by \$835,325.
- Anticipated expenditure increases in health insurance, utility costs and fuel adds \$414,696 to expenses.
- Technology maintenance contracts and ongoing expenses increase by \$534,734.
- Additional full-time and part-time positions add \$166,750 to expenditures.
- A State University Retirement System (SURS) pass through amount increase adds \$431,110.

Expenditure Decreases:

- Savings from planned retirements decrease expenditures by \$112,252.
- Aligning adjunct budget to prior year actuals reduces expenditures by \$1,021,773.
- Not filling vacant positions, adjusting stipends and moving several technology positions to Tort funds reduces overall expenditures by \$279,000.
- Removal of FY 2022 one-time budget expenditures saves \$776,306 in expenses.

The FY 2023 budget is presented to the Board of Trustees following a comprehensive, inclusive and thoughtful planning process focused on ensuring a quality student experience, while maintaining the College's financial strength.

# FINANCIAL STRUCTURE

Revenues and Expenditures of Lake Land College are divided into various funds to accomplish the overall mission and objectives of the College. Those funds are defined as follows:

## EDUCATION FUND

The Education Fund is used to account for the revenues and expenditures of the academic and service programs of the college. It includes the cost of instructional, administrative, and professional salaries; supplies and equipment; library books and materials; maintenance of instructional and administrative equipment; and other costs pertaining to the educational programs of the college.

## OPERATIONS AND MAINTENANCE FUND

The Operations and Maintenance Fund is used to account for expenditures for the improvement, maintenance, repair, or benefit of buildings and property, including the cost of interior decorating and the installation, improvement, repair, replacement and maintenance of building fixtures, rental of buildings and property for community college purposes, payment of all premiums for insurance upon buildings and building fixtures, salaries of janitors, technicians, or other custodial employees; all costs of fuel, lights, gas, water, telephone service and custodial supplies and equipment; and the cost of professional surveys of the condition of College buildings.

## OPERATIONS AND MAINTENANCE FUND (RESTRICTED)

The Operations and Maintenance Fund (Restricted) is used to account for monies restricted for building purposes and site acquisition.

## BOND AND INTEREST FUND

The Bond and Interest Fund is used to account for payment of principal, interest, and related charges on any outstanding bonds.

## AUXILIARY ENTERPRISES FUND

The Auxiliary Enterprises Fund accounts for College services and activities which are self-supporting and are not absolutely essential to the mission of the College. Examples of these activities are: Food Service, Bookstore, Athletics and Student Organizations.

## RESTRICTED PURPOSES FUND

The Restricted Purposes Fund is for the purpose of accounting for monies that have external restrictions regarding their use.

## WORKING CASH FUND

The Working Cash Fund is used to account for the proceeds of Working Cash Bonds. By making temporary transfers, the Working Cash Fund is used as a source of working capital. Such temporary transfers assist operating funds in meeting the demands for ordinary and necessary expenditures of temporary low cash balances.

## TRUST AND AGENCY FUND

The Trust and Agency Fund is used to receive and hold funds when the College serves as custodian or fiscal agent for another body. The College has an agency rather than a beneficial interest in these monies. There is no budget for this fund.

## AUDIT FUND

The Audit Fund is established for recording the payment of auditing expenses and the audit tax levy.

## LIABILITY, PROTECTION, AND SETTLEMENT FUND

The Liability, Protection, and Settlement Fund is used to record levies and expenditures for tort liability, medicare insurance, FICA taxes, unemployment insurance, and workers compensation.

## BUDGETED EXPENDITURES BY FUND



Educational .....\$ 53,091,047



Operations & Maintenance .....4,684,903



Operations & Maintenance (Restricted) .....9,330,110



Bond and Interest.....6,761,125



Auxiliary Enterprises .....3,403,186



Restricted Purposes.....34,417,393



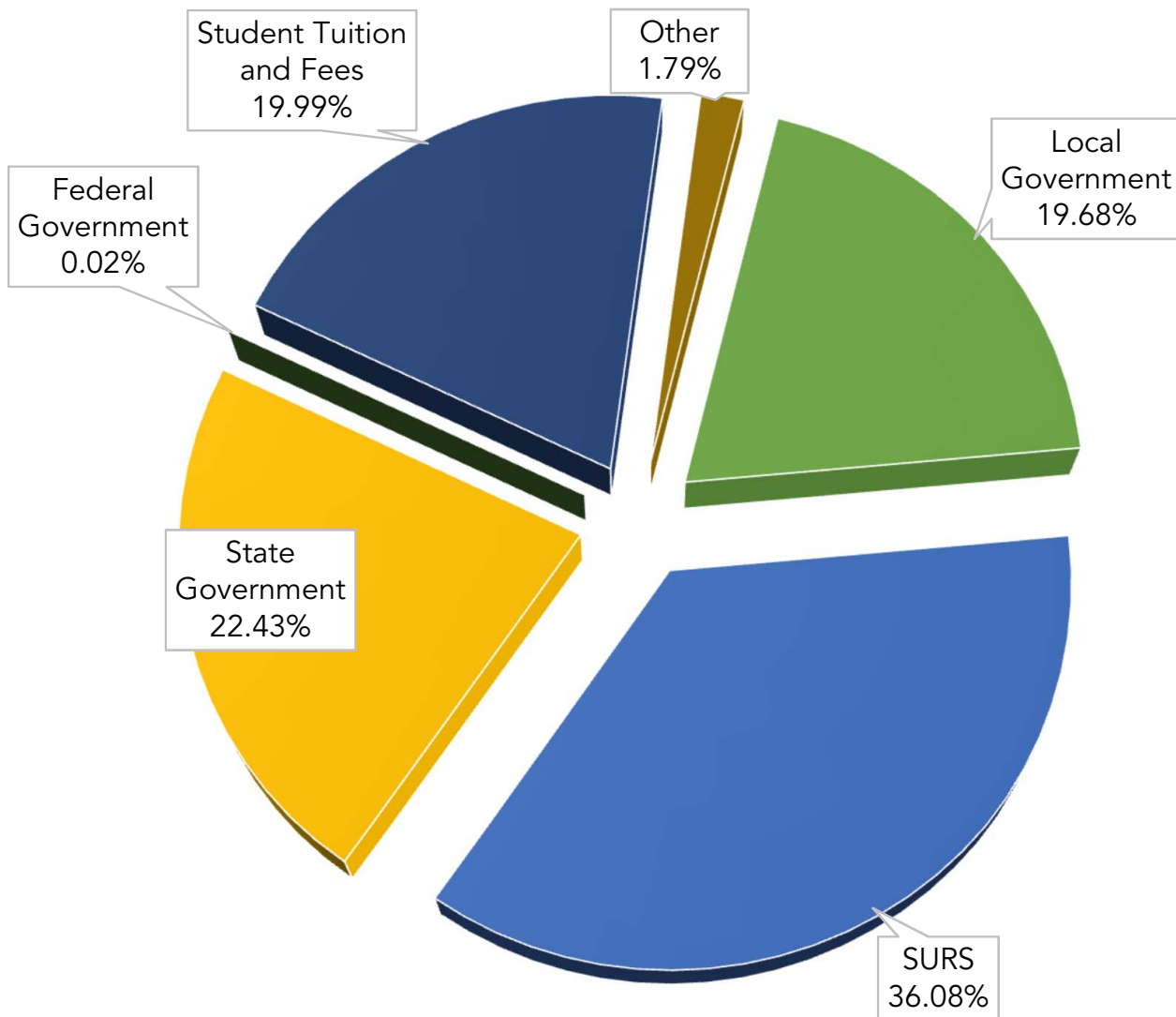
Audit .....99,071



Liability, Protection, & Settlement.....2,024,876

TOTAL.....\$113,811,711

## BUDGETED OPERATING REVENUE

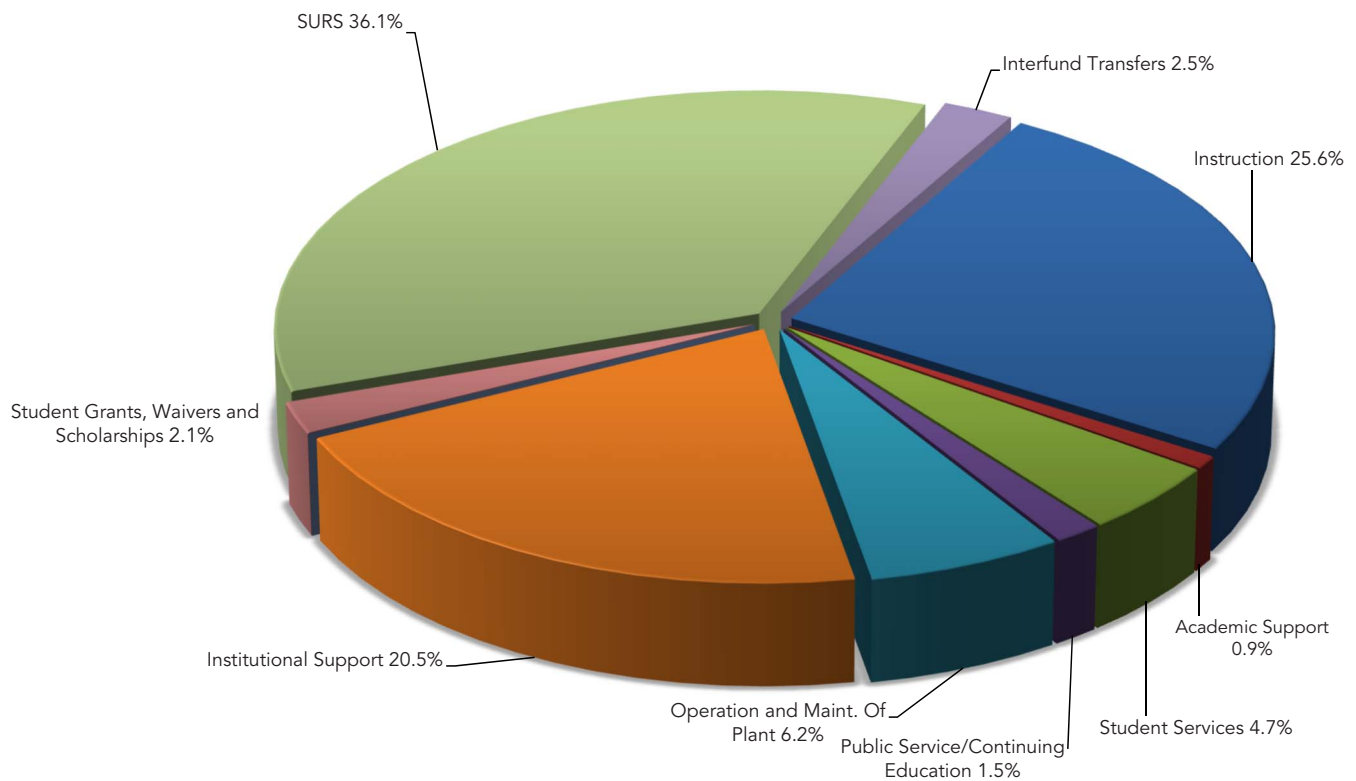


## Summary of Fiscal Year 2023 Estimated Revenues

Lake Land College District No. 517

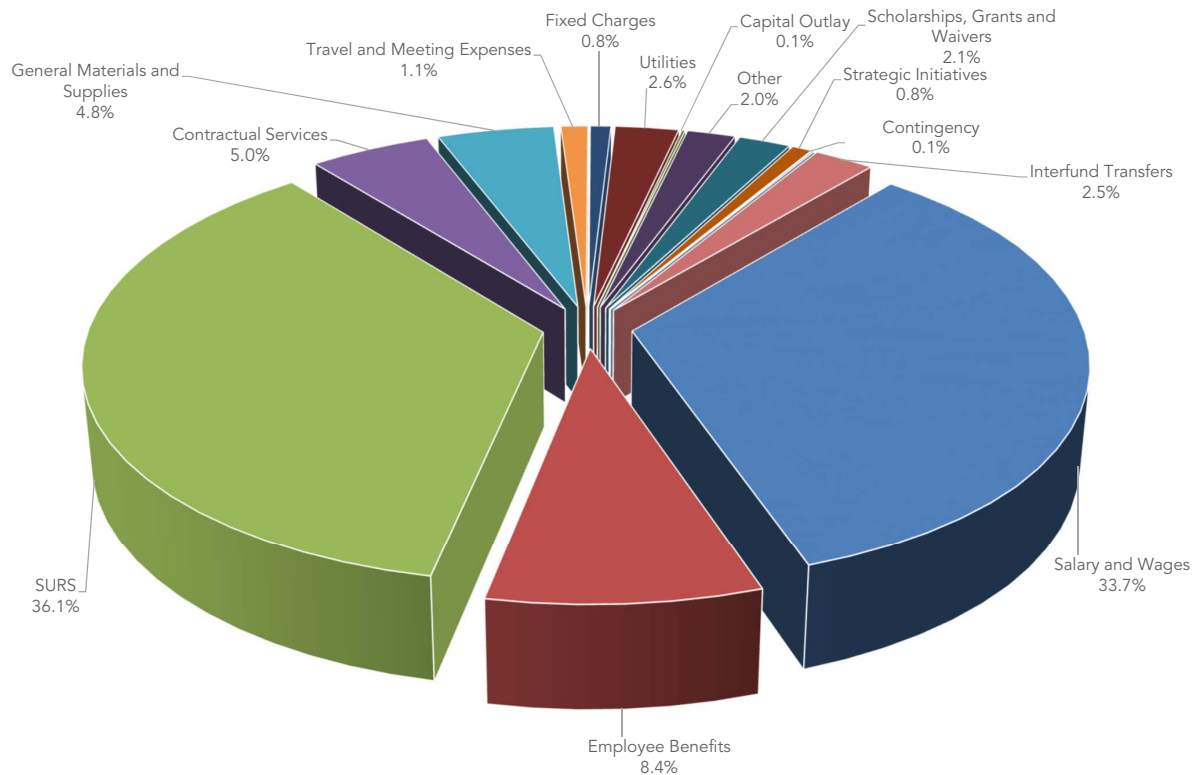
	Year Ended June 30, 2023		
	Education Fund	Operating & Maintenance Fund	Total Operating Funds
<b>OPERATING REVENUES BY SOURCE</b>			
Local Government			
Local Taxes	\$ 9,561,361	\$ 835,960	\$ 10,397,321
Corp Pers Prop Repl Taxes	975,000		975,000
<b>TOTAL LOCAL GOVERNMENT</b>	<b>\$ 10,536,361</b>	<b>\$ 835,960</b>	<b>\$ 11,372,321</b>
State Government			
State University Retirement System	\$ 19,729,495	\$ 1,113,331	\$ 20,842,826
ICCB Credit Hour Grants	5,238,509		5,238,509
ICCB Equalization Grants	3,267,650	3,267,650	6,535,300
ICCB Career and Technical Hours	605,884		605,884
Department of Juvenile Justice	222,000		222,000
Department of Corrections	255,500		255,500
Heart Saver CPR	104,000		104,000
<b>TOTAL STATE GOVERNMENT</b>	<b>\$ 29,423,038</b>	<b>\$ 4,380,981</b>	<b>\$ 33,804,019</b>
Federal Government			
Grant Admin Fee	\$ 14,296		\$ 14,296
<b>TOTAL FEDERAL GOVERNMENT</b>	<b>\$ 14,296</b>		<b>\$ 14,296</b>
Student Tuition and Fees			
Tuition	\$ 6,000,121		\$ 6,000,121
Fees	1,792,903		1,792,903
Other Student Assessments	3,758,137		3,758,137
<b>TOTAL TUITION AND FEES</b>	<b>11,551,161</b>		<b>11,551,161</b>
Other Sources			
Sales and Service Fees	\$ 622,263		\$ 622,263
Facilities Revenue		\$ 265,890	265,890
Investment Revenue	146,000		146,000
<b>TOTAL OTHER SOURCES</b>	<b>\$ 768,263</b>	<b>\$ 265,890</b>	<b>\$ 1,034,153</b>
<b>TOTAL 2023 BUDGETED REVENUE</b>	<b>\$ 52,293,119</b>	<b>\$ 5,482,831</b>	<b>\$ 57,775,950</b>

# SUMMARY OF FISCAL YEAR 2023 OPERATING BUDGETED EXPENDITURES BY PROGRAM



	Education Fund	Operating & Maintenance Fund	Totals	%
BY PROGRAM				
Instruction	\$ 14,788,235		\$ 14,788,235	25.6%
Academic Support	498,441		498,441	0.9%
Student Services	2,707,815		2,707,815	4.7%
Public Service/Continuing Education	863,485		863,485	1.5%
Operation and Maint. Of Plant		3,571,572	3,571,572	6.2%
Institutional Support	11,847,120		11,847,120	20.5%
Scholarships, Student Grants and Waivers	1,228,566		1,228,566	2.1%
SURS	19,729,495	1,113,331	20,842,826	36%
INTERFUND TRANSFERS	\$ 1,427,890	\$ -	\$ 1,427,890	2.5%
TOTAL 2023 BUDGETED EXPENDITURES	\$ 53,091,047	\$ 4,684,903	\$ 57,775,950	100%

# SUMMARY OF FISCAL YEAR 2023 OPERATING BUDGETED EXPENDITURES BY OBJECT



	Education Fund	Operating & Maintenance Fund	Total Operating Funds	%
<b>BY OBJECT</b>				
Salary and Wages	\$ 18,426,216	\$ 1,041,986	\$ 19,468,202	33.7%
Employee Benefits	4,452,553	376,366	4,828,919	8.4%
SURS	19,729,495	1,113,331	20,842,826	36.1%
Contractual Services	2,591,950	269,170	2,861,120	5.0%
General Materials and Supplies	2,507,601	250,500	2,758,101	4.8%
Travel and Meeting Expenses	635,997	1,150	637,147	1.1%
Fixed Charges	382,646	104,000	486,646	0.8%
Utilities		1,503,400	1,503,400	2.6%
Capital Outlay	47,728	25,000	72,728	0.1%
Other	1,141,330	-	1,141,330	2.0%
Scholarships, Grants and Waivers	1,228,566	-	1,228,566	2.1%
Strategic Initiatives	470,000	-	470,000	0.8%
Provision for Contingency	49,075	-	49,075	0.1%
<b>INTERFUND TRANSFERS</b>	<b>\$ 1,427,890</b>	<b>\$ -</b>	<b>\$ 1,427,890</b>	<b>2.5%</b>
<b>TOTAL 2023 BUDGETED EXPENDITURES</b>	<b>\$ 53,091,047</b>	<b>\$ 4,684,903</b>	<b>\$ 57,775,950</b>	<b>100%</b>

## Fiscal Year 2023 Budgeted Expenditures

EDUCATION FUND	Appropriations	Totals
INSTRUCTIONAL		
Salary and Wages	\$ 13,028,296	
Employee Benefits	2,188,558	
SURS	12,918,061	
Contractual Services	426,050	
General Materials and Supplies	578,994	
Travel and Meeting Expenses	142,462	
Fixed Charges	56,375	
Capital Outlay	28,828	\$ 29,367,624
ACADEMIC SUPPORT		
Salary and Wages	\$ 216,254	
Employee Benefits	63,897	
SURS	399,423	
Contractual Services	-	
General Materials and Supplies	209,650	
Travel and Meeting Expenses	11,100	
Fixed Charges	-	
Capital Outlay	-	
Other	-	\$ 900,324
STUDENT SERVICES		
Salary and Wages	\$ 1,892,481	
Employee Benefits	574,909	
SURS	1,659,060	
Contractual Services	12,040	
General Materials and Supplies	129,821	
Travel and Meeting Expenses	83,565	
Fixed Charges	-	
Other	15,000	\$ 4,366,876
PUBLIC SERVICE/CONTINUING EDUCATION		
Salary and Wages	\$ 493,346	
Employee Benefits	62,870	
SURS	495,420	
Contractual Services	59,400	
General Materials and Supplies	125,645	
Travel and Meeting Expenses	15,953	
Fixed Charges	106,271	
Capital Outlay	-	
Other	-	\$ 1,358,905
INSTITUTIONAL SUPPORT		
Salary and Wages	\$ 3,533,791	
Employee Benefits	824,367	
SURS	4,257,531	
Contractual Services	2,094,460	
General Materials and Supplies	1,863,491	
Travel and Meeting Expenses	382,917	
Fixed Charges	220,000	
Capital Outlay	18,900	
Other	1,126,330	
Provision for Contingency	119,075	\$ 14,440,862
STUDENT GRANTS, WAIVERS AND SCHOLARSHIPS		
Other	\$ 1,228,566	\$ 1,228,566
INTERFUND TRANSFERS	\$ 1,427,890	\$ 1,427,890
GRAND TOTAL		\$ 53,091,047



Fiscal Year 2023 Budgeted Expenditures

<u>OPERATIONS AND MAINTENANCE FUND</u>	<u>Appropriations</u>	<u>Totals</u>
Salary and Wages	\$ 1,041,986	
Employee Benefits	376,366	
SURS	1,113,331	
Contractual Services	269,170	
General Materials and Supplies	250,500	
Travel and Meeting Expenses	1,150	
Fixed Charges	104,000	
Utilities	1,503,400	
Capital Outlay	25,000	
Contingency	-	\$ 4,684,903
GRAND TOTAL		\$ 4,684,903



## Four Year Comparative Data

OPERATING REVENUES BY SOURCE	Audited Revenues			
	Actual 2018	Actual 2019	Actual 2020	Actual 2021
Local Government	\$ 8,746,466	\$ 8,436,783	\$ 9,305,514	\$ 9,758,060
State Government				
ICCB Credit Hour Grants	\$ 4,060,344	\$ 6,034,091	\$ 4,667,809	\$ 4,471,285
ICCB Equalization Grants	\$ 4,679,320	\$ 5,914,615	\$ 5,724,884	\$ 6,312,153
SURS	\$ 15,227,551	\$ 15,792,383	\$ 17,583,894	\$ 20,436,721
Other State Sources	\$ 1,678,518	\$ 282,893	\$ 1,086,003	\$ 1,143,651
Federal Government	\$ 13,255	-	-	-
Student Tuition and Fees	\$ 13,423,070	\$ 13,074,201	\$ 12,798,560	\$ 11,697,178
Other Revenue	\$ 1,729,282	\$ 1,282,773	\$ 6,472,742	\$ 3,083,197
Total	\$ 49,557,806	\$ 50,817,739	\$ 57,639,406	\$ 56,902,245

OPERATING EXPENDITURES BY PROGRAM	Audited Expenditures			
	Actual 2018	Actual 2019	Actual 2020	Actual 2021
Instruction	\$ 14,724,328	\$ 14,065,274	\$ 13,764,949	\$ 12,930,258
Academic Support	\$ 303,045	\$ 653,311	\$ 889,656	\$ 864,000
Student Services	\$ 1,845,208	\$ 1,952,520	\$ 2,024,875	\$ 2,111,558
Public Service/Continuing Education	\$ 795,749	\$ 780,659	\$ 661,341	\$ 585,530
Operation and Maint. Of Plant	\$ 2,780,216	\$ 3,042,115	\$ 4,339,106	\$ 3,137,956
Institutional Support	\$ 6,665,802	\$ 8,450,391	\$ 13,410,733	\$ 7,861,187
Scholarships, Student Grants and Waivers	\$ 788,769	\$ 787,970	\$ 744,982	\$ 695,834
SURS	\$ 15,227,551	\$ 15,792,383	\$ 17,583,894	\$ 20,436,721
INTERFUND TRANSFERS	\$ 1,237,846	\$ 1,267,924	\$ 2,169,277	\$ 1,384,507
Total	\$ 44,368,514	\$ 46,792,547	\$ 55,588,813	\$ 50,007,551

OPERATING EXPENDITURES BY OBJECT	Actual			
	Actual 2018	Actual 2019	Actual 2020	Actual 2021
Salary and Wages	\$ 16,970,062	\$ 17,631,626	\$ 17,712,171	\$ 16,539,291
Employee Benefits	\$ 4,412,646	\$ 3,982,576	\$ 4,078,434	\$ 4,122,411
SURS	\$ 15,227,551	\$ 15,792,383	\$ 17,583,894	\$ 20,436,721
Contractual Services	\$ 1,029,267	\$ 1,294,981	\$ 1,326,582	\$ 1,499,957
General Materials and Supplies	\$ 2,253,606	\$ 2,624,627	\$ 3,650,291	\$ 1,730,523
Travel and Meeting Expenses	\$ 152,697	\$ 225,709	\$ 2,649,001	\$ 99,305
Fixed Charges	\$ 648,945	\$ 669,314	\$ 655,091	\$ 673,450
Utilities	\$ 1,059,158	\$ 1,072,437	\$ 996,731	\$ 1,136,095
Capital Outlay	\$ 168,886	\$ 769,935	\$ 2,575,548	\$ 621,245
Other	\$ 788,769	\$ 1,461,035	\$ 744,982	\$ 695,834
Provision for Contingency	\$ 419,081	-	\$ 1,446,811	\$ 1,068,212
INTERFUND TRANSFERS	\$ 1,237,846	\$ 1,267,924	\$ 2,169,277	\$ 1,384,507
Total	\$ 44,368,514	\$ 46,792,547	\$ 55,588,813	\$ 50,007,551

**Two Year Comparative Data**

	<b>Estimated Revenues</b>		
	Budget 2022	Estimated 2022	Budget 2023
<b>OPERATING REVENUES BY SOURCE</b>			
Local Government	\$ 9,745,282	\$ 10,531,939	\$ 11,372,321
State Government			
ICCB Credit Hour Grants	\$ 4,385,475	\$ 4,704,325	\$ 5,238,509
ICCB Equalization Grants	\$ 6,252,740	\$ 6,445,380	\$ 6,535,300
SURS	\$ 20,411,716	\$ 20,411,716	\$ 20,842,826
Other State Sources	\$ 1,154,557	\$ 1,212,988	\$ 1,187,384
Federal Government	\$ 14,296	\$ 14,296	\$ 14,296
Student Tuition and Fees	\$ 12,848,258	\$ 11,097,328	\$ 11,551,161
Other Revenue	\$ 1,096,213	\$ 1,464,504	\$ 1,034,153
Total	\$ 55,908,537	\$ 55,882,476	\$ 57,775,950

**Budgeted Expenditures**

	Budget 2022	Estimated 2022	Budget 2023
<b>OPERATING EXPENDITURES BY PROGRAM</b>			
Instruction	\$ 15,681,070	\$ 11,300,000	\$ 14,788,235
Academic Support	\$ 801,304	\$ 696,502	\$ 498,441
Student Services	\$ 2,430,229	\$ 2,212,227	\$ 2,707,815
Public Service/Continuing Education	\$ 888,481	\$ 729,593	\$ 863,485
Operation and Maint. Of Plant	\$ 3,447,697	\$ 2,615,411	\$ 3,571,572
Institutional Support	\$ 9,639,462	\$ 10,355,129	\$ 11,847,120
Scholarships, Student Grants and Waivers	\$ 1,228,566	\$ 775,153	\$ 1,228,566
SURS	\$ 20,411,716	\$ 20,411,716	\$ 20,842,826
INTERFUND TRANSFERS	\$ 1,380,012	\$ 1,380,012	\$ 1,427,890
Total	\$ 55,908,537	\$ 50,475,743	\$ 57,775,950
	Budget 2022	Estimated 2022	Budget 2023
<b>OPERATING EXPENDITURES BY OBJECT</b>			
Salary and Wages	\$ 19,808,202	\$ 16,631,582	\$ 19,468,202
Employee Benefits	\$ 4,593,919	\$ 4,173,898	\$ 4,828,919
SURS	\$ 20,411,716	\$ 20,411,716	\$ 20,842,826
Contractual Services	\$ 2,120,885	\$ 1,164,371	\$ 2,861,120
General Materials and Supplies	\$ 1,506,894	\$ 2,763,313	\$ 2,758,101
Travel and Meeting Expenses	\$ 448,463	\$ 99,084	\$ 637,147
Fixed Charges	\$ 480,548	\$ 495,615	\$ 486,646
Utilities	\$ 1,335,350	\$ 986,238	\$ 1,503,400
Capital Outlay	\$ 337,641	\$ 302,195	\$ 72,728
Other	\$ 1,807,266	\$ 692,978	\$ 1,141,330
Scholarships, Student Grants and Waivers	\$ 1,228,566	\$ 775,153	\$ 1,228,566
Strategic Initiatives	\$ 400,000	\$ 148,374	\$ 470,000
Provision for Contingency	\$ 49,075	\$ 451,214	\$ 49,075
INTERFUND TRANSFERS	\$ 1,380,012	\$ 1,380,012	\$ 1,427,890
Total	\$ 55,908,537	\$ 50,475,743	\$ 57,775,950

### Fiscal Year 2023 Budgeted Revenues

<u>OPERATIONS AND MAINTENANCE FUND (Restricted)</u>	<u>Revenues</u>	<u>Totals</u>
Local Government		
Current Taxes	\$ 1,720,000	
Bond Proceeds	16,000,000	<u>\$ 17,720,000</u>
State Government		
Other State Sources	-	<u>-</u>
Transfers	-	<u>-</u>
Total		<u>\$ 17,720,000</u>

### Fiscal Year 2023 Budgeted Expenditures

<u>OPERATIONS AND MAINTENANCE FUND (Restricted)</u>	<u>Appropriations</u>	<u>Totals</u>
Institutional Support		
Capital Outlay	\$ 9,330,110	<u>\$ 9,330,110</u>

### Fiscal Year 2023 Budgeted Revenues

<u>BOND AND INTEREST FUND (Restricted)</u>	<u>Revenues</u>	<u>Totals</u>
Local Government		
Current Taxes	\$ 6,598,875	\$ 6,598,875
Transfers		\$ 162,250
Total		\$ 6,761,125



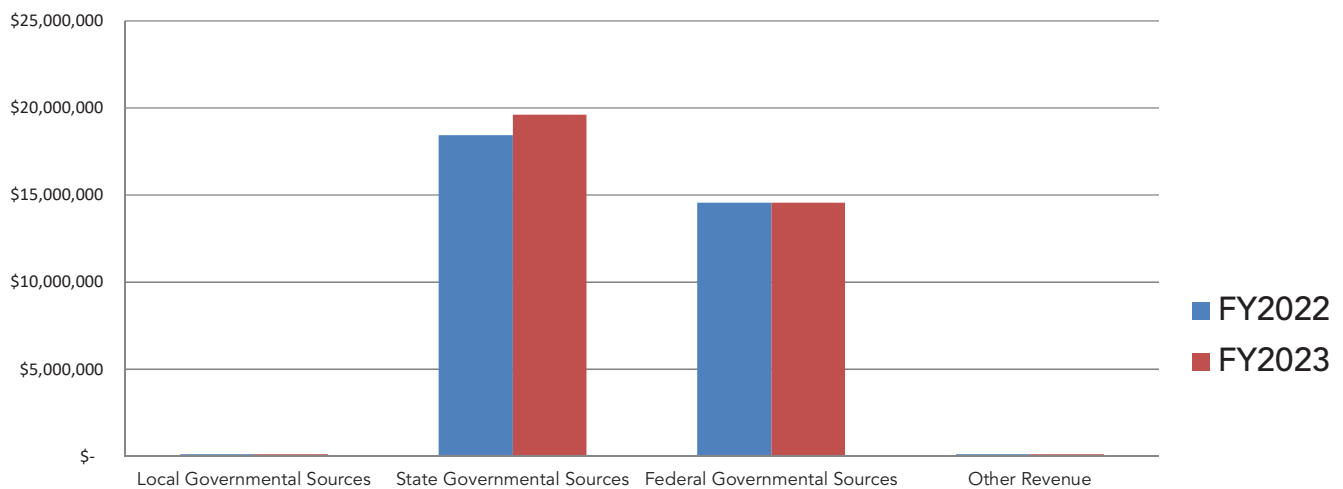
### Fiscal Year 2023 Budgeted Expenditures

<u>BOND AND INTEREST FUND (Restricted)</u>	<u>Appropriations</u>	<u>Totals</u>
Institutional Support		
Debt Principal Retirement	\$ 6,370,000	
Interest (on Bonds)	388,125	
Other	3,000	\$ 6,761,125

## Fiscal Year 2023 Budgeted Revenues

<u>RESTRICTED PURPOSES FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources	\$ 123,264	<u>\$ 123,264</u>
State Governmental Sources		
ICCB Credit Hour Grant	\$ 748,672	
ICCB Adult Education Grants	341,874	
Department of Corrections	11,950,975	
Department of Juvenile Justice	673,597	
Illinois Student Assistance Commission	2,236,000	
LWIOA	3,389,220	
Other Illinois Governmental Sources	262,502	<u>\$ 19,602,840</u>
Federal Governmental Sources		
Department of Education	\$ 14,556,289	<u>\$ 14,556,289</u>
Other Sources		
GAST	50,000	
Other Revenue	85,000	<u>\$ 135,000</u>
<b>GRAND TOTAL</b>		<u><b>\$ 34,417,393</b></u>

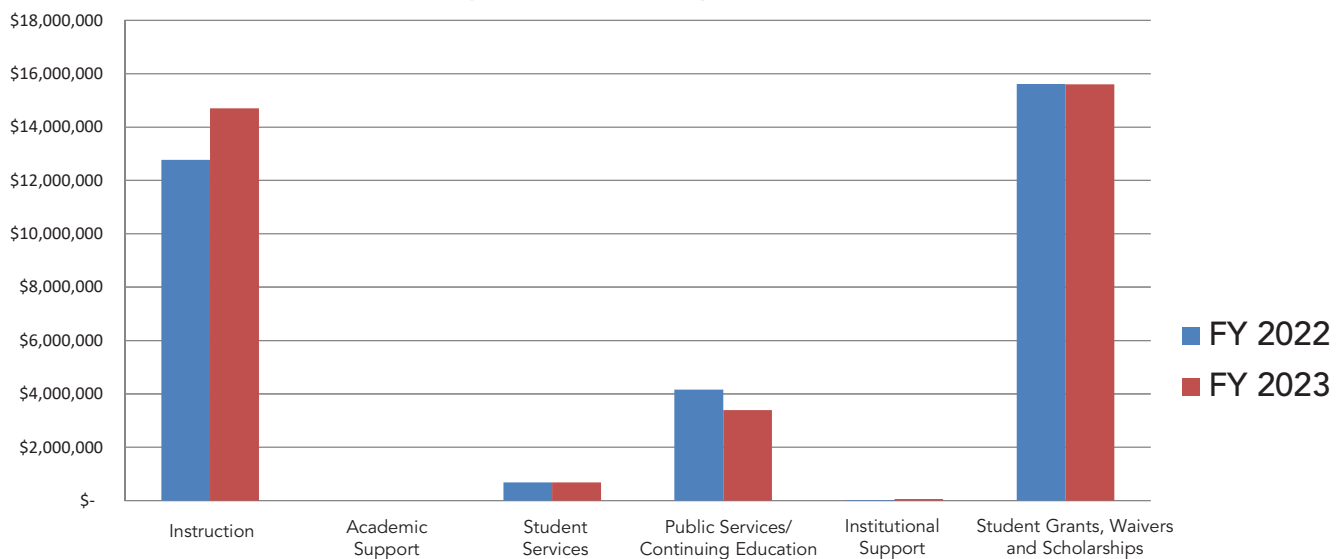
### Restricted Purposes Fund Revenues FY22 vs FY23



## Fiscal Year 2023 Budgeted Expenditures

RESTRICTED PURPOSES FUND	Appropriations	Totals
<b>INSTRUCTIONAL</b>		
Salary and Wages	\$ 8,171,995	
Employee Benefits	3,372,583	
Contractual Services	176,586	
General Materials and Supplies	1,761,172	
Travel and Meeting Expenses	177,920	
Fixed Charges	787,537	
Utilities	-	
Capital Outlay	230,426	
Other	19,753	<u>\$ 14,697,972</u>
<b>STUDENT SERVICES</b>		
Salary and Wages	\$ 385,576	
Employee Benefits	131,886	
Contractual Services	39,405	
General Materials and Supplies	68,400	
Travel and Meeting Expenses	51,216	<u>\$ 676,483</u>
<b>PUBLIC SERVICES/CONTINUING EDUCATION</b>		
Salary and Wages	-	
Employee Benefits	-	
Contractual Services	3,100,164	
General Materials and Supplies	30,300	
Travel and Meeting Expenses	15,200	
Fixed Charges	24,000	
Utilities	6,000	
Other	213,556	<u>\$ 3,389,220</u>
<b>INSTITUTIONAL SUPPORT</b>		
Other	50,000	<u>\$ 50,000</u>
<b>STUDENT GRANTS, WAIVERS AND SCHOLARSHIPS</b>		
Financial Aid	\$ 15,603,718	<u>\$ 15,603,718</u>
Total		<u>\$ 34,417,393</u>

## Restricted Purposes Fund Expenditures FY22 vs FY23





### Fiscal Year 2023 Budgeted Revenues

<u>Liability, Protection and Settlement Fund</u>	<u>Revenues</u>	<u>Totals</u>
Local Government Sources		
Current Taxes	\$ 2,333,000	
		<u>\$ 2,333,000</u>

### Fiscal Year 2023 Budgeted Expenditures

<u>Liability, Protection and Settlement Fund</u>	<u>Appropriations</u>	<u>Totals</u>
Student Services		
Salary and Wages	\$ 77,500	
Employee Benefits	27,660	<u>\$ 105,160</u>
Operations and Maintenance		
Salary and Wages		
Employee Benefits	514,829	
General Materials and Supplies	178,300	
Travel and Meeting Expenses	47,300	
Utilities	5,000	
Other	2,000	<u>\$ 747,429</u>
Institutional Support		
Salary and Wages	\$ 259,740	
Employee Benefits	70,892	
Contractual Services	25,000	
Fixed Charges	816,655	<u>\$ 1,172,287</u>
Total Expenditures		<u>\$ 2,024,876</u>



### Fiscal Year 2023 Budgeted Revenues

<u>Audit Fund</u>	<u>Revenues</u>	<u>Totals</u>
Local		
Current Taxes	\$ 175,000	
		<u>\$ 175,000</u>

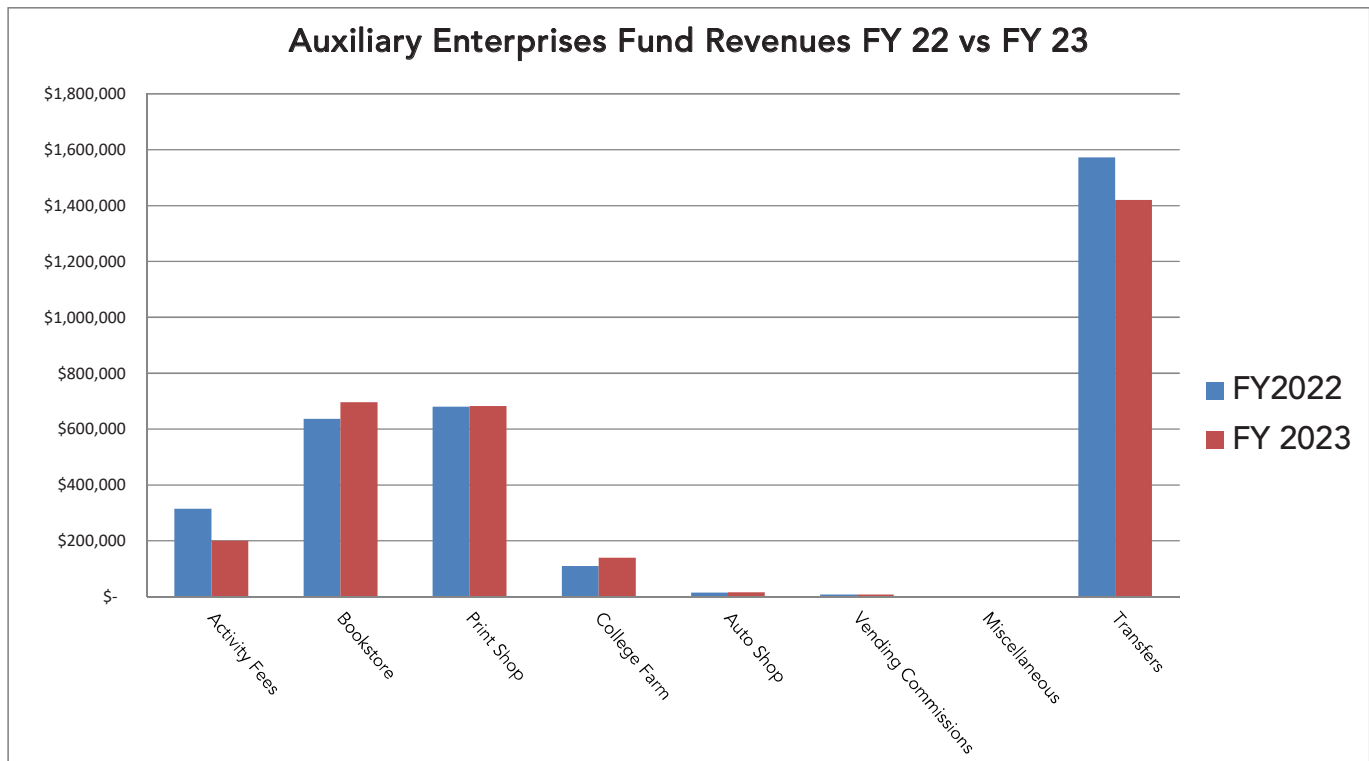
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### Fiscal Year 2023 Budgeted Expenditures

<u>Audit Fund</u>	<u>Appropriations</u>	<u>Totals</u>
Salary	\$ 41,225	
Contractual Services	47,800	
Employee Benefits	9,546	
General Materials and Supplies	500	
		<u>\$ 99,071</u>

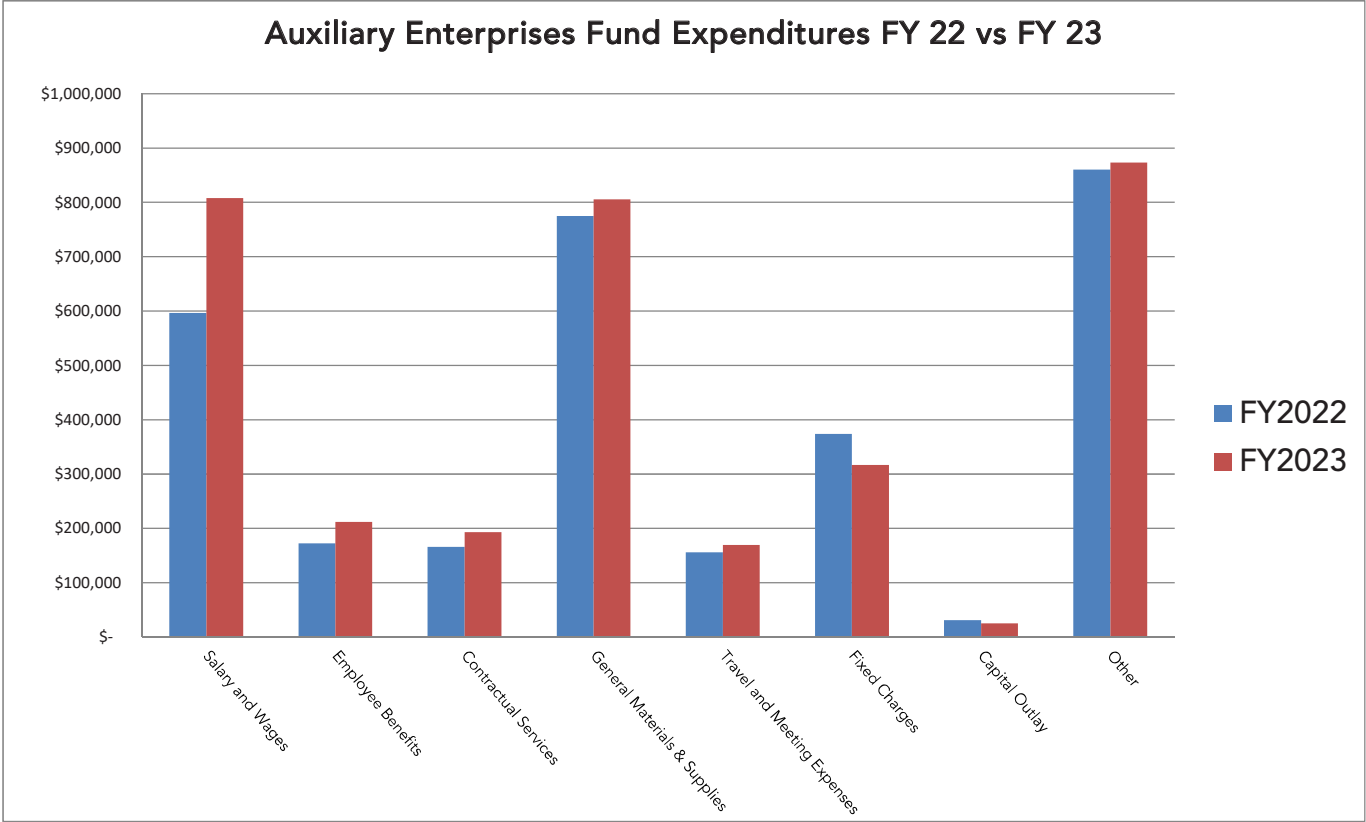
### Fiscal Year 2023 Budgeted Revenues

Auxiliary Enterprises Fund	Revenues	Totals
Activity Fees	\$ 200,000	\$ 200,000
Other Sources - Sales and Service Fees		
Bookstore	\$ 696,084	
Print Shop	683,000	
College Farm	140,000	
Auto Shop	15,500	
Vending Commissions	7,600	
Miscellaneous	-	\$ 1,542,184
Transfers		\$ 1,420,472
Total		\$ 3,162,656



Fiscal Year 2023 Budgeted Expenses

Auxiliary Enterprises Fund	Appropriations	Totals
Auxiliary Services		
Salary and Wages	\$ 807,903	
Employee Benefits	211,754	
Contractual Services	193,060	
General Materials and Supplies	805,546	
Travel and Meeting Expenses	169,723	
Fixed Charges	316,700	
Capital Outlay	25,000	
Other	873,500	\$ 3,403,186



### Summary of Fiscal Year 2023 Budget by Fund

	General		Capital Projects	Proprietary Fund
		Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxiliary Enterprises Fund
	Education Fund			
Beginning Balance	\$ 26,740,697	\$ 3,780,373	\$ 5,531,167	\$ 2,361,796
Budgeted Revenues	52,293,119	5,482,831	17,720,000	1,742,184
Budgeted Expenditures	51,663,157	4,684,903	9,330,110	3,403,186
Budgeted Transfers				
From (to) other funds	(1,427,890)	-	-	1,420,472
Budgeted Ending Balance	\$ 25,942,769	\$ 4,578,301	\$ 13,921,057	\$ 2,121,266

	Special Revenue			
	Restricted Purposes Fund	Audit Fund	Liability, Protection, and Settlement Fund	Bond and Interest Fund
Beginning Balance	\$ 162,486	\$ 50,929	\$ (421,123)	\$ 2,735,187
Budgeted Revenues	34,417,393	175,000	2,333,000	6,598,875
Budgeted Expenditures	34,417,393	99,071	2,024,876	6,761,125
Budgeted Transfers				
From (to) other funds	-	-	-	162,250
Budgeted Ending Balance	\$ 162,486	\$ 126,858	\$ (112,999)	\$ 2,735,187

The Official Budget which is accurately summarized in this document was approved by the Board of Trustees on

\_\_\_\_\_  
Date

ATTEST: \_\_\_\_\_  
Secretary, Board of Trustees

Summary of Fiscal Year 2023 Budgeted Revenues

Lake Land College District No. 517  
Said community college's current estimates of revenues anticipated for Fiscal Year 2023 are displayed below. These estimates are based on the best information presently available and may be revised before adoption of the Fiscal Year 2023 budget.

REVENUES BY SOURCE

Chief Fiscal Officer of Community College District #517

	General		Special Revenue				Capital Projects	Proprietary Fund
	Education Fund	Operations and Maintenance Fund	Restricted Purpose Fund	Audit Fund	Liability, Protection and Settlement Fund	Bond and Interest Fund	Operations and Maintenance Fund (Restricted)	Auxiliary Enterprises Fund
LOCAL GOVERNMENT								
Local Taxes	\$ 9,561,361	\$ 835,960		\$ 175,000	\$ 2,333,000	\$ 6,598,875	\$ 1,720,000	
Chargeback Revenue			123,264					
Other Local Revenue								
Corporate Personal Property Replacement Taxes	975,000							
STATE GOVERNMENT								
State University Retirement	19,729,495	1,113,331						
ICCB Grants	9,112,043	3,267,650	1,090,546					
Dept. of Corrections	477,500		12,624,572					
IL Student Assistance Commission			2,236,000					
Other State Government Sources	104,000		3,651,722					
FEDERAL GOVERNMENT								
Department of Education			14,556,289					
Department of Labor								
Department of Health and Human Services								
Other	14,296							
STUDENT TUITION AND FEES								
Tuition	6,000,121							
Student Fees	1,792,903							
Student Activity Assessment								
Other Student Tuition and Fees	3,758,137							
OTHER SOURCES								
Sales and Service Fees	622,263							1,542,184
Facilities Revenue		265,890						
Investment Revenue	146,000							
Other Revenues			135,000				16,000,000	
TOTAL FISCAL YEAR 2023 ANTICIPATED REVENUE	\$ 52,293,119	\$ 5,482,831	\$ 34,417,393	\$ 175,000	\$ 2,333,000	\$ 6,598,875	\$ 17,720,000	\$ 1,542,184

## LEGAL NOTICE

## COMMUNITY COLLEGE DISTRICT NO. 517

## COUNTIES OF

Coles, Christian, Clark, Clay, Crawford  
 Cumberland, Douglas, Edgar, Effingham, Fayette  
 Jasper, Macon, Montgomery, Moultrie and Shelby  
 and State of Illinois, Lake Land College,  
 5001 Lake Land Boulevard, Mattoon, Illinois

## NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and the State of Illinois (known as Lake Land College), that the tentative budget for said Community College District for the fiscal year beginning July 1, 2022, and ending June 30, 2023, will be on file and conveniently available for public inspection on the College website (<http://www.lakelandcollege.edu/>), the Board and Administration Center, 5001 Lake Land Boulevard, Mattoon, IL and in the Second Floor Conference Room at the Kluthe Center for Higher Education and Technology, 1204 Network Centre Drive, Effingham, IL from and after 8:00 o'clock a.m. on the 1st day of July 2022.

NOTICE IS FURTHER HEREBY GIVEN that a public hearing on said budget will be held at 6:00 p.m. on the 8th day of August 2022 at the Kluthe Center for Higher Education and Technology, Room 220, 1204 Network Centre Drive, Effingham, IL, in Community College District No. 517.

Dated this 29th day of June 2022 by the Chairman of the Board of Trustees, Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and the State of Illinois (known as Lake Land College).

Mike Sullivan  
 Chairman, Board of Trustees

# Board of Trustees Lake Land College

Resolution No. \_\_\_\_\_

Date \_\_\_\_\_

**COMMUNITY COLLEGE DISTRICT NO. 517  
COUNTIES OF**

**Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette,  
Jasper, Macon, Montgomery, Moultrie, and Shelby, and State of Illinois, Lake Land  
College, 5001 Lake Land Boulevard, Mattoon, Illinois**

**ADOPTION OF 2022 - 2023 BUDGET**

For fiscal year beginning July 1, 2022 and ending June 30, 2023.

WHEREAS, the Board of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby, and State of Illinois (Lake Land College), caused to be prepared in tentative form a budget, and the Secretary of the Board has made the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon;

AND WHEREAS, a public hearing was held on such budget on the 8th day of August 2022, a notice of said hearing was given at least thirty (30) days prior thereto as required by law, and all other legal requirements have been complied with:

AND, THEREFORE, BE IT RESOLVED by the Board of said Community College District as follows:

Section 1: That the fiscal year of this Community College is fixed and declared to be July 1, 2022 and ending June 30, 2023.

Section 2: That the following budget containing an estimate of the amounts available in each fund as follows: Educational, Operations & Maintenance, Operations & Maintenance (Restricted), Bond and Interest, Auxiliary Enterprises, Restricted Purposes, Audit, and Liability, Protection, & Settlement, each separately, and of expenditures from each be and the same is hereby adopted as the budget of this Community College District for the said fiscal year:

Educational .....	\$ 53,091,047
Operations & Maintenance .....	4,684,903
Operations & Maintenance (Restricted) .....	9,330,110
Bond and Interest .....	6,761,125
Auxiliary Enterprises .....	3,403,186
Restricted Purposes .....	34,417,393
Audit .....	99,071
Liability, Protection, & Settlement .....	2,024,876
TOTAL.....	\$113,811,711

Approved:

\_\_\_\_\_  
Board Chairman

\_\_\_\_\_  
Board Secretary

## TOTAL EQUALIZED ASSESSED VALUATION

County	2014	2015	2016	2017	2018	2019	2020
Christian	68,076,769	71,385,076	73,874,299	75,604,568	76,020,233	77,640,272	78,902,874
	1.82%	4.86%	3.49%	2.34%	0.55%	2.13%	1.63%
Clark	192,037,058	203,587,126	212,245,987	223,151,243	234,457,128	245,334,766	260,157,365
	4.73%	6.01%	4.25%	5.14%	5.07%	4.64%	6.04%
Clay	14,847,312	15,772,840	16,620,111	17,950,175	19,843,526	21,358,906	22,935,283
	5.50%	6.23%	5.37%	8.00%	10.55%	7.64%	7.38%
Coles	654,199,196	667,196,717	689,025,490	699,606,957	695,705,833	705,965,489	740,509,938
	1.40%	1.99%	3.27%	1.54%	-0.56%	1.47%	4.89%
Crawford	19,045	21,193	23,391	25,807	28,468	32,097	35,118
	3.17%	11.28%	10.37%	10.33%	10.31%	12.75%	9.41%
Cumberland	128,649,172	137,345,150	149,015,412	157,210,209	161,130,005	174,394,714	184,526,988
	-0.78%	6.76%	8.50%	5.50%	2.49%	8.23%	5.81%
Douglas	73,644,709	76,383,196	80,188,187	84,754,115	86,757,450	90,661,324	92,499,536
	6.15%	3.72%	4.98%	5.69%	2.36%	4.50%	2.03%
Edgar	211,950,082	227,112,066	275,481,592	242,869,285	252,543,925	261,290,613	272,421,010
	3.52%	7.15%	21.30%	-11.84%	3.98%	3.46%	4.26%
Effingham	627,555,718	653,168,551	680,629,852	798,646,134	745,640,572	788,391,530	818,428,878
	2.82%	4.08%	4.20%	17.34%	-6.64%	5.73%	3.81%
Fayette	103,605,411	108,563,794	108,067,878	118,301,592	125,062,242	136,648,346	144,142,448
	2.56%	4.79%	-0.46%	9.47%	5.71%	9.26%	5.48%
Jasper	14,055,017	14,622,564	15,977,464	17,371,584	19,693,015	21,056,241	22,754,385
	10.65%	4.04%	9.27%	8.73%	13.36%	6.92%	8.06%
Macon	4,090,896	4,129,395	4,356,677	3,827,309	4,131,006	4,449,264	4,627,374
	7.44%	0.94%	5.50%	-12.15%	7.94%	7.70%	4.00%
Montgomery	2,388,159	2,434,363	2,619,177	2,853,277	3,112,266	3,385,163	3,515,557
	4.86%	1.93%	7.59%	8.94%	9.08%	8.77%	3.85%
Moultrie	230,465,860	237,667,073	245,450,191	249,685,884	256,425,969	268,493,069	278,931,560
	3.31%	3.12%	3.27%	1.73%	2.70%	4.71%	3.89%
Shelby	290,042,378	301,029,191	372,552,244	326,526,205	345,260,619	368,366,466	383,938,014
	3.46%	3.79%	23.76%	-12.35%	5.74%	6.69%	4.23%
	2,546,880,097	2,615,626,782	2,720,418,295	2,926,127,962	3,018,381,344	3,167,468,260	3,308,326,328
Increase %	2.70%	4.01%	7.56%	3.15%	0.25%	4.68%	4.45%

\* Amount by County contains only the portion of the county that is in the Lake Land College District.









# LAKE LAND COLLEGE

5001 Lake Land Blvd.  
Mattoon, IL 61938  
217-234-5253 • [lakelandcollege.edu](http://lakelandcollege.edu)

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, held in Room 220 of the Kluthe Center, 1204 Network Centre Boulevard, Effingham, Illinois, in said Community College District at 6:00 o'clock P.M., on the 8th day of August, 2022.

\* \* \*

The meeting was called to order by the Chair, and upon the roll being called, Mike Sullivan, the Chair, and the following Trustees were physically present at said location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

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

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

\_\_\_\_\_

The Chair announced that the next item for consideration was the issuance of not to exceed \$17,000,000 general obligation bonds to be issued by the District pursuant to Article 3A of the Public Community College Act for the purpose of paying claims against the District, and that the Board of Trustees would consider the adoption of a

resolution providing for the issue of said bonds and the levy of a direct annual tax sufficient to pay the principal and interest thereon. The Chair then explained that the resolution sets forth the parameters for the issuance of said bonds and sale thereof by designated officials of the District and summarized the pertinent terms of said parameters, including the specific parameters governing the manner of sale, length of maturity, rates of interest, purchase price and tax levy for said bonds.

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

# Lake Land College Board of Trustees



RESOLUTION providing for the issue of not to exceed \$17,000,000 General Obligation Community College Bonds of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, for the purpose of paying claims against said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

\* \* \*

**RESOLUTION NUMBER: 0822-002**

**DATE: 8-8-22**

WHEREAS, Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois (the "*District*"), is a duly organized and existing community college district created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Public Community College Act of the State of Illinois, as amended (the "*Act*"), and all laws amendatory thereof and supplementary thereto, including the Local Government Debt Reform Act of the State of Illinois, as amended (the "*Debt Reform Act*"); and

WHEREAS, the Board of Trustees (the "*Board*") of the District has by resolution (the "*Intent Resolution*") declared its intention to, pursuant to Article 3A of the Act, issue funding bonds of the District in the aggregate principal amount of \$17,000,000 as

therein provided for the purpose of paying outstanding and unpaid claims against the District, the same being the District's outstanding General Obligation Debt Certificates (Limited Tax), Series 2022, dated June 6, 2022 (the "*Claims*" or the "*Prior Certificates*"); and

WHEREAS, pursuant to and in accordance with the provisions of said article of the Act and the provisions of Section 5 of the Debt Reform Act, notice of intention to issue said bonds was published in the *Journal Gazette*, the same being a newspaper having general circulation within the District, an affidavit evidencing the publication of such notice of intention, together with a newspaper clipping of such notice as published attached thereto, having heretofore been presented to the Board and made a part of the permanent records of the Board; and

WHEREAS, at least thirty (30) days have expired since the date of the publishing of such notice of intention to issue said bonds, and no petition with the requisite number of valid signatures thereon has been filed with the Secretary of the Board requesting that the proposition to issue said bonds be submitted to the legal voters of the District; and

WHEREAS, the Claims are presently outstanding and unpaid and are binding and subsisting legal obligations of the District; and

WHEREAS, there are no funds on hand and available to apply toward the payment of any part of the Claims in the aggregate amount of \$17,000,000; and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, on the 13th day of June, 2022, the Board adopted a resolution calling a public hearing (the "*Hearing*") for the 11th day of July, 2022, concerning the intent of the Board to sell said bonds; and



WHEREAS, notice of the Hearing was given (i) by publication at least once not less than seven (7) nor more than thirty (30) days before the date of the Hearing in the *Journal Gazette*, the same being a newspaper of general circulation in the District, and (ii) by posting at least 72 hours before the Hearing a copy of said notice at the principal office of the Board, which notice was continuously available for public review during the entire 72-hour period preceding the Hearing; and

WHEREAS, the Hearing was held on the 11th day of July, 2022, and at the Hearing, the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the Hearing was finally adjourned on the 11th day of July, 2022; and

WHEREAS, the Board hereby finds that it is authorized at this time to issue said bonds in the aggregate amount of \$17,000,000 for the purpose of paying the Claims; and

WHEREAS, the Board deems it advisable, necessary and for the best interests of the District that not to exceed \$17,000,000 of said bonds be issued at this time; and

WHEREAS, it is necessary and in the best interests of the District that the Prior Certificates be called for redemption in advance of their maturity, and it is necessary and desirable to make such call for the redemption of the Prior Certificates on their earliest possible call date, and provide for the giving of proper notice to the registered owners of the Prior Certificates:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford,

Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, as follows:

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

*Section 2. Authorization.* It is hereby found and determined that the Board has been authorized by law to borrow the sum of \$17,000,000 upon the credit of the District and as evidence of such indebtedness to issue the bonds of the District in said amount, the proceeds of said bonds to be used for paying the Claims, and it is necessary and for the best interests of the District that there be issued at this time not to exceed \$17,000,000 of said bonds.

*Section 3. Bond Details.* There be borrowed on the credit of and for and on behalf of the District the sum of not to exceed \$17,000,000 for the purpose aforesaid; and that bonds of the District (the "*Bonds*") shall be issued to said amount and shall be designated "General Obligation Community College Bonds, Series 202[\_\_\_]" with such additional series designations and descriptions as may be necessary to properly identify the Bonds (as set forth in the Bond Notification (as hereinafter defined)). The Bonds, if issued, shall be dated the date of the issuance thereof (as set forth in the Bond Notification) and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$5,000 each or authorized integral multiples thereof (unless otherwise set forth in the Bond Notification) (but no single Bond shall represent installments of principal maturing on more than one date), or such other denominations as may be set forth in the Bond Notification, and shall be numbered 1 and upward. The Bonds shall become due and payable serially or be subject to mandatory redemption

(subject to prior redemption as hereinafter described) on December 1 of each of the years (not later than 2026), in the amounts (not exceeding \$6,550,000 per year) and bearing interest at the rates per annum (not exceeding 5% per annum) as set forth in the Bond Notification.

The Bonds shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Bonds is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable semi-annually commencing with the first interest payment date as set forth in the Bond Notification, and on June 1 and December 1 of each year thereafter to maturity.

Interest on each Bond shall be paid by check or draft of the bond registrar and paying agent, the same being Washington Savings Bank, Mattoon, Illinois (the "*Bond Registrar*"), payable upon presentation in lawful money of the United States of America, to the person in whose name such Bond is registered at the close of business on the 15th day of the month next preceding the interest payment date. The principal of the Bonds shall be payable in lawful money of the United States of America at the principal office of the Bond Registrar.

The Bonds shall be signed by the manual or facsimile signatures of the Chair (the "*Chair*") and Secretary of the Board (the "*Secretary*"), and shall be registered, numbered and countersigned by the manual or facsimile signature of the Treasurer of the Board (the "*Treasurer*"), as they shall determine, and in case any officer whose signature shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

All Bonds shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Bond Registrar as authenticating agent of the District and showing the date of authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Resolution unless and until such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this Resolution. The certificate of authentication on any Bond shall be deemed to have been executed by the Bond Registrar if signed by an authorized officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

*Section 4. Registration of Bonds; Persons Treated as Owners.* (a) *General.* The District shall cause books (the "*Bond Register*") for the registration and for the transfer of the Bonds as provided in this Resolution to be kept at the principal office of the Bond Registrar, which is hereby constituted and appointed the registrar of the District. The District is authorized to prepare, and the Bond Registrar shall keep custody of, multiple Bond blanks executed by the District for use in the transfer and exchange of Bonds.

Upon surrender for transfer of any Bond at the principal office of the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Bond Registrar and duly executed by, the registered owner or his or her attorney duly authorized in writing, the District shall execute and the Bond Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Bond or Bonds of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Bond or

Bonds may be exchanged at said office of the Bond Registrar for a like aggregate principal amount of Bond or Bonds of the same maturity of other authorized denominations. The execution by the District of any fully registered Bond shall constitute full and due authorization of such Bond and the Bond Registrar shall thereby be authorized to authenticate, date and deliver such Bond, *provided, however*, the principal amount of outstanding Bonds of each maturity authenticated by the Bond Registrar shall not exceed the authorized principal amount of Bonds for such maturity less previous retirements.

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Bond and ending at the opening of business on such interest payment date, nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds.

The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Bond shall be made only to or upon the order of the registered owner thereof or his or her legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Bonds, but the District or the Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or

exchange of Bonds, except in the case of the issuance of a Bond or Bonds for the unredeemed portion of a Bond surrendered for redemption.

(b) *Global Book-Entry System.* If so requested by the Purchaser, the following provisions shall apply: The Bonds shall be initially issued in the form of a separate single fully registered Bond for each of the maturities of the Bonds determined as described in Section 3 hereof. Unless otherwise requested by the Purchaser, upon initial issuance, the ownership of each such Bond shall be registered in the Bond Register in the name of Cede & Co., or any successor thereto ("*Cede*"), as nominee of The Depository Trust Company, New York, New York, and its successors and assigns ("*DTC*"). All of the outstanding Bonds shall be registered in the Bond Register in the name of Cede, as nominee of DTC, except as hereinafter provided. The Chair and Secretary of the Board and the chief business official of the District and the Bond Registrar are each authorized to execute and deliver, on behalf of the District, such letters to or agreements with DTC as shall be necessary to effectuate such book-entry system (any such letter or agreement being referred to herein as the "*Representation Letter*"), which Representation Letter may provide for the payment of principal of or interest on the Bonds by wire transfer.

With respect to Bonds registered in the Bond Register in the name of Cede, as nominee of DTC, the District and the Bond Registrar shall have no responsibility or obligation to any broker-dealer, bank or other financial institution for which DTC holds Bonds from time to time as securities depository (each such broker-dealer, bank or other financial institution being referred to herein as a "*DTC Participant*") or to any person on behalf of whom such a DTC Participant holds an interest in the Bonds. Without limiting the immediately preceding sentence, the District and the Bond Registrar shall have no responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede

or any DTC Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any amount with respect to the principal of or interest on the Bonds. The District and the Bond Registrar may treat and consider the person in whose name each Bond is registered in the Bond Register as the holder and absolute owner of such Bond for the purpose of payment of principal and interest with respect to such Bond, for the purpose of giving notices of redemption and other matters with respect to such Bond, for the purpose of registering transfers with respect to such Bond, and for all other purposes whatsoever. The Bond Registrar shall pay all principal of and interest on the Bonds only to or upon the order of the respective registered owners of the Bonds, as shown in the Bond Register, or their respective attorneys duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the District's obligations with respect to payment of the principal of and interest on the Bonds to the extent of the sum or sums so paid. No person other than a registered owner of a Bond as shown in the Bond Register, shall receive a Bond evidencing the obligation of the District to make payments of principal and interest with respect to any Bond. Upon delivery by DTC to the Bond Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede, and subject to the provisions in Section 3 hereof with respect to the payment of interest to the registered owners of Bonds at the close of business on the 15th day of the month next preceding the applicable interest payment date, the name "Cede" in this resolution shall refer to such new nominee of DTC.

In the event that (i) the District determines that DTC is incapable of discharging its responsibilities described herein and in the Representation Letter, (ii) the agreement among the District, the Bond Registrar and DTC evidenced by the Representation Letter shall be terminated for any reason or (iii) the District determines that it is in the best interests of the beneficial owners of the Bonds that they be able to obtain certificated Bonds, the District shall notify DTC and DTC Participants of the availability through DTC of certificated Bonds and the Bonds shall no longer be restricted to being registered in the Bond Register in the name of Cede, as nominee of DTC. At that time, the District may determine that the Bonds shall be registered in the name of and deposited with such other depository operating a universal book-entry system, as may be acceptable to the District, or such depository's agent or designee, and if the District does not select such alternate universal book-entry system, then the Bonds may be registered in whatever name or names registered owners of Bonds transferring or exchanging Bonds shall designate, in accordance with the provisions of Section 4(a) hereof.

Notwithstanding any other provisions of this resolution to the contrary, so long as any Bond is registered in the name of Cede, as nominee of DTC, all payments with respect to principal of and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, in the name provided in the Representation Letter.

*Section 5. Redemption. (a) Optional Redemption.* All or a portion of the Bonds, if any, due on or after the date, if any, specified in a Bond Notification shall be subject to redemption prior to maturity at the option of the District from any available funds, as a whole or in part, and if in part in integral multiples of \$5,000 in any order of their maturity as determined by the District (less than all of the Bonds of a single maturity



to be selected by the Bond Registrar), on the date specified in such Bond Notification, if any, and on any date thereafter, at the redemption price of par plus accrued interest to the date fixed for redemption.

(b) *Mandatory Redemption.* The Bonds maturing on the date or dates, if any, indicated in a Bond Notification shall be subject to mandatory redemption, in integral multiples of \$5,000 selected by lot by the Bond Registrar, at a redemption price of par plus accrued interest to the redemption date for the Bonds, on December 1 of the years, if any, and in the principal amounts, if any, as indicated in the Bond Notification.

The principal amounts of Bonds to be mandatorily redeemed in each year may be reduced through the earlier optional redemption thereof, with any partial optional redemptions of such Bonds credited against future mandatory redemption requirements in such order of the mandatory redemption dates as the District may determine. In addition, on or prior to the 60th day preceding any mandatory redemption date, the Bond Registrar may, and if directed by the Board shall, purchase Bonds required to be retired on such mandatory redemption date. Any such Bonds so purchased shall be cancelled and the principal amount thereof shall be credited against the mandatory redemption required on such next mandatory redemption date.

(c) *General.* The Bonds shall be redeemed only in the principal amount of \$5,000 and integral multiples thereof. The District shall, at least forty-five (45) days prior to any optional redemption date (unless a shorter time period shall be satisfactory to the Bond Registrar) notify the Bond Registrar of such redemption date and of the principal amount and maturity or maturities of Bonds to be redeemed. For purposes of any redemption of less than all of the outstanding Bonds of a single maturity of a series, the particular Bonds or portions of Bonds to be redeemed shall be selected by lot by the

Bond Registrar from the Bonds of such maturity by such method of lottery as the Bond Registrar shall deem fair and appropriate; *provided* that such lottery shall provide for the selection for redemption of Bonds or portions thereof so that any \$5,000 Bond or \$5,000 portion of a Bond shall be as likely to be called for redemption as any other such \$5,000 Bond or \$5,000 portion. The Bond Registrar shall make such selection upon the earlier of the irrevocable deposit of funds with an escrow agent sufficient to pay the redemption price of the Bonds to be redeemed or the time of the giving of official notice of redemption.

The Bond Registrar shall promptly notify the District in writing of the Bonds or portions of Bonds selected for redemption and, in the case of any Bond selected for partial redemption, the principal amount thereof to be redeemed.

*Section 6. Redemption Procedure.* Unless waived by any holder of Bonds to be redeemed, notice of the call for any such redemption shall be given by the Bond Registrar on behalf of the District by mailing the redemption notice by first class mail at least thirty (30) days and not more than sixty (60) days prior to the date fixed for redemption to the registered owner of the Bond or Bonds to be redeemed at the address shown on the Bond Register or at such other address as is furnished in writing by such registered owner to the Bond Registrar.

All notices of redemption shall state:

- (1) the redemption date,
- (2) the redemption price,
- (3) if less than all outstanding Bonds are to be redeemed, the identification (and, in the case of partial redemption, the respective principal amounts) of the Bonds to be redeemed,

(4) that on the redemption date the redemption price will become due and payable upon each such Bond or portion thereof called for redemption, and that interest thereon shall cease to accrue from and after said date,

(5) the place where such Bonds are to be surrendered for payment of the redemption price, which place of payment shall be the principal office of the Bond Registrar, and

(6) such other information then required by custom, practice or industry standard.

Unless moneys sufficient to pay the redemption price of the Bonds to be redeemed at the option of the District shall have been received by the Bond Registrar prior to the giving of such notice of redemption, such notice may, at the option of the District, state that said redemption shall be conditional upon the receipt of such moneys by the Bond Registrar on or prior to the date fixed for redemption. If such moneys are not received, such notice shall be of no force and effect, the District shall not redeem such Bonds, and the Bond Registrar shall give notice, in the same manner in which the notice of redemption shall have been given, that such moneys were not so received and that such Bonds will not be redeemed. Otherwise, prior to any redemption date, the District shall deposit with the Bond Registrar an amount of money sufficient to pay the redemption price of all the Bonds or portions of Bonds which are to be redeemed on that date.

Subject to the provisions for a conditional redemption described above, notice of redemption having been given as aforesaid, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the District shall default in the payment of the redemption price) such Bonds or portions of Bonds shall cease to bear interest. Upon surrender of such Bonds for redemption in accordance with said notice, such Bonds shall be paid by the Bond Registrar at the redemption price.

Installments of interest due on or prior to the redemption date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Bond, there shall be prepared for the registered holder a new Bond or Bonds of the same maturity and series in the amount of the unpaid principal.

If any Bond or portion of Bond called for redemption shall not be so paid upon surrender thereof for redemption, the principal shall, until paid, bear interest from the redemption date at the rate borne by the Bond or portion of Bond so called for redemption. All Bonds which have been redeemed shall be cancelled and destroyed by the Bond Registrar and shall not be reissued.

*Section 7. Form of Bond.* The Bonds shall be in substantially the following form; *provided, however,* that if the text of the Bond is to be printed in its entirety on the front side of the Bond, then paragraph [2] and the legend, "See Reverse Side for Additional Provisions", shall be omitted and paragraphs [6] through [11] shall be inserted immediately after paragraph [1]:

[Form of Bond - Front Side]

REGISTERED  
No. \_\_\_\_\_REGISTERED  
\$ \_\_\_\_\_

UNITED STATES OF AMERICA

STATE OF ILLINOIS

COUNTIES OF COLES, CHRISTIAN, CLARK, CLAY, CRAWFORD, CUMBERLAND, DOUGLAS,  
EDGAR, EFFINGHAM, FAYETTE, JASPER, MACON, MONTGOMERY, MOULTRIE AND SHELBY

COMMUNITY COLLEGE DISTRICT NO. 517

GENERAL OBLIGATION COMMUNITY COLLEGE BONDS, SERIES 202[ ]

See Reverse Side for  
Additional ProvisionsInterest                      Maturity                      Dated  
Rate: \_\_\_\_%              Date: December 1, 20\_\_      Date: \_\_\_\_\_, 2022 [CUSIP: 193810 \_\_\_\_]

Registered Owner:

Principal Amount:

[1] KNOW ALL PERSONS BY THESE PRESENTS, that Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois (the "*District*"), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Bond or from the most recent interest payment date to which interest has been paid at the Interest Rate per annum set forth above on June 1 and December 1 of each year, commencing \_\_\_\_\_, 20\_\_, until said Principal Amount is paid. Principal of this Bond is payable

in lawful money of the United States of America upon presentation and surrender hereof at the principal office of Washington Savings Bank, Mattoon, Illinois, as bond registrar and paying agent (the "*Bond Registrar*"). Payment of the installments of interest shall be made to the Registered Owner hereof as shown on the registration books of the District maintained by the Bond Registrar at the close of business on the 15th day of the month next preceding each interest payment date and shall be paid by check or draft of the Bond Registrar, payable upon presentation in lawful money of the United States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Bond Registrar. For the prompt payment of this Bond, both principal and interest at maturity, the full faith, credit and resources of the District are hereby irrevocably pledged.

[2] Reference is hereby made to the further provisions of this Bond set forth on the reverse hereof and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Bond did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of bonds of which this is one, does not exceed any limitation imposed by law; and that provision has been made for the collection of a direct annual tax sufficient to pay the interest hereon as it falls due and also to pay and discharge the principal hereof at maturity.

[4] This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Bond Registrar.

[5] IN WITNESS WHEREOF, said Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, by its Board of Trustees, has caused this Bond to be signed by the manual or duly authorized facsimile signatures of the Chair and Secretary of said Board of Trustees, and to be registered, numbered and countersigned by the manual or duly authorized facsimile

signature of the Treasurer of said Board of Trustees, all as of the Dated Date identified above.

\_\_\_\_\_  
SPECIMEN  
Chair, Board of Trustees

\_\_\_\_\_  
SPECIMEN  
Secretary, Board of Trustees

Registered, Numbered and Countersigned:

\_\_\_\_\_  
SPECIMEN  
Treasurer, Board of Trustees

Date of Authentication: \_\_\_\_\_, 20\_\_

CERTIFICATE  
OF  
AUTHENTICATION

Bond Registrar and Paying Agent:  
Washington Savings Bank  
Mattoon, Illinois

This Bond is one of the Bonds described in the within mentioned resolution and is one of the General Obligation Community College Bonds, Series 202[ ], of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois.

WASHINGTON SAVINGS BANK,  
as Bond Registrar

By \_\_\_\_\_  
SPECIMEN  
Authorized Officer



[Form of Bond - Reverse Side]

**COMMUNITY COLLEGE DISTRICT NO. 517**

**COUNTIES OF COLES, CHRISTIAN, CLARK, CLAY, CRAWFORD, CUMBERLAND, DOUGLAS,  
EDGAR, EFFINGHAM, FAYETTE, JASPER, MACON, MONTGOMERY, MOULTRIE AND SHELBY AND  
STATE OF ILLINOIS**

**GENERAL OBLIGATION COMMUNITY COLLEGE BOND, SERIES 202[ ]**

[6] This Bond is one of a series of bonds issued by the District to pay claims against the District, in full compliance with the provisions of the Public Community College Act of the State of Illinois, and the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and is authorized by said Board of Trustees by resolutions duly and properly adopted for that purpose, in all respects as provided by law.

[7] [Redemption provisions, as applicable, to be inserted].

[8] [Notice of any such redemption shall be sent by first class mail not less than thirty (30) days nor more than sixty (60) days prior to the date fixed for redemption to the registered owner of each Bond to be redeemed at the address shown on the registration books of the District maintained by the Bond Registrar or at such other address as is furnished in writing by such registered owner to the Bond Registrar. When so called for redemption, this Bond will cease to bear interest on the specified redemption date, provided funds for redemption are on deposit at the place of payment at that time, and shall not be deemed to be outstanding.]

[9] This Bond is transferable by the Registered Owner hereof in person or by his or her attorney duly authorized in writing at the principal office of the Bond Registrar in Mattoon, Illinois, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing resolution, and upon surrender and cancellation

of this Bond. Upon such transfer a new Bond or Bonds of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[10] The Bonds are issued in fully registered form in the denomination of \$5,000 each or authorized integral multiples thereof. This Bond may be exchanged at the principal office of the Bond Registrar for a like aggregate principal amount of Bonds of the same maturity of other authorized denominations, upon the terms set forth in the authorizing resolution. The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Bond and ending at the opening of business on such interest payment date[, nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds.]

[11] The District and the Bond Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes and neither the District nor the Bond Registrar shall be affected by any notice to the contrary.

**(ASSIGNMENT)**

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto \_\_\_\_\_

\_\_\_\_\_  
(Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and appoint \_\_\_\_\_

\_\_\_\_\_  
attorney to transfer the said Bond on the books kept for registration thereof with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature guaranteed: \_\_\_\_\_

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

*Section 8. Sale of Bonds.* The (i) Chair or Vice Chair of the Board and (ii) the President, Vice President for Business Services or the Comptroller of the District (the “Designated Representatives”) are hereby authorized to proceed not later than or the 8th day of February, 2023, without any further authorization or direction from the Board, to sell the Bonds upon the terms as prescribed in this Resolution. The Bonds hereby authorized shall be executed as in this Resolution provided as soon after the delivery of the Bond Notification as may be, and thereupon be deposited with the Treasurer, and, after authentication thereof by the Bond Registrar, be delivered by the Treasurer to the purchaser or purchasers thereof (the “Purchaser”), upon receipt of the purchase price therefor, the same being not less than 99.0% of the principal amount of the Bonds (exclusive of original issue discount, if any), plus accrued interest to date of delivery, if any.

Each Purchaser of the Bonds shall be: (a) pursuant to a competitive sale conducted by PMA Securities, LLC, Naperville, Illinois (“PMA”), the best bidder for the Bonds; (b) in a negotiated underwriting, a bank or financial institution listed in the Dealers & Underwriters or Municipal Derivatives sections of the most recent edition of *The Bond Buyer’s Municipal Marketplace*; or (c) in a private placement, (i) a bank or financial institution authorized to do business in the State of Illinois, (ii) a governmental unit as defined in the Debt Reform Act or (iii) an “accredited investor” as defined in Rule 501 of Regulation D as promulgated under the Securities Act of 1933, as amended;

*provided, however,* that a Purchaser as set forth in either (b) or (c) shall be selected only upon the recommendation of PMA that the sale of such Bonds on a negotiated or private placement basis to such Purchaser is in the best interest of the District because of (i) the pricing of such Bonds by such Purchaser, (ii) then current market conditions or (iii) the timing of the sale of such Bonds; and further *provided,* that a Purchaser as set forth in (c) may be selected through the utilization of a placement agent selected by the Designated Representatives after consultation with PMA if the use of such placement agent is determined by the Designated Representatives to be in the best interest of the District.

Prior to the sale of the Bonds, the Chair or Vice Chair of the Board and the President, Vice President for Business Services, Comptroller or any other business official of the District are hereby authorized to approve and execute a commitment for the purchase of a Municipal Bond Insurance Policy (as hereinafter defined), to further secure the Bonds, as long as the present value of the fee to be paid for the Municipal Bond Insurance Policy (using as a discount rate the expected yield on the Bonds treating the fee paid as interest on the Bonds) is less than the present value of the interest reasonably expected to be saved on the Bonds over the term of the Bonds as a result of the Municipal Bond Insurance Policy.

Upon the sale of the Bonds, the Designated Representatives shall prepare a Notification of Sale of the Bonds, which shall include the pertinent details of sale as provided herein (the "*Bond Notification*"). In the Bond Notification, the Designated Representatives shall find and determine that the Bonds have been sold at such price and bear interest at such rates that either the true interest cost (yield) or the net interest rate received upon the sale of the Bonds does not exceed the maximum rate otherwise authorized by applicable law. The Bond Notification shall be entered into the records of

the District and made available to the Board at the next regular meeting thereof; but such action shall be for information purposes only, and the Board shall have no right or authority at such time to approve or reject such sale as evidenced in the Bond Notification.

Upon the sale of the Bonds, as evidenced by the execution and delivery of the Bond Notification by the Designated Representatives, the Chair, Vice Chair, Secretary and Treasurer of the Board and the Vice President for Business Services or any officer of the District, as shall be appropriate, shall be and are hereby authorized and directed to approve or execute, or both, such documents of sale of the Bonds as may be necessary, including, without limitation, the contract for the sale of the Bonds between the District and the Purchaser (the "*Purchase Contract*"). Prior to the execution and delivery of the Purchase Contract, the Designated Representatives shall find and determine that no person holding any office of the District, either by election or appointment, is in any manner interested, directly or indirectly, in his own name or in the name of any other person, association, trust or corporation, in the Purchase Contract.

The Bonds before being issued shall be registered, numbered and countersigned by the Treasurer, such registration being made in a book provided for that purpose, in which shall be entered the record of the resolution authorizing the Board to borrow said money and a description of the Bonds issued, including the number, date, to whom issued, amount, rate of interest and when due.

The use by the Purchaser of any Preliminary Official Statement and any final Official Statement relating to the Bonds (the "*Official Statement*") and by the District of any term sheet with respect to the Bonds is hereby ratified, approved and authorized; the execution and delivery of the Official Statement and any term sheet is hereby

authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the Purchase Contract, this Resolution, said Preliminary Official Statement, the Official Statement, any term sheet and the Bonds.

*Section 9. Tax Levy.* In order to provide for the collection of a direct annual tax sufficient to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity, there be and there is hereby levied upon all the taxable property within the District a direct annual tax for each of the years while the Bonds or any of them are outstanding, in amounts sufficient for that purpose, and that there be and there is hereby levied upon all of the taxable property in the District, the following direct annual tax, to-wit:

FOR THE YEAR	A TAX SUFFICIENT TO PRODUCE THE SUM OF:	
2022	\$6,600,000	for interest and principal up to and including June 1, 2024
2023	\$6,600,000	for interest and principal
2024	\$6,600,000	for interest and principal
2025	\$6,600,000	for interest and principal

Principal or interest maturing at any time when there are not sufficient funds on hand from the foregoing tax levy to pay the same shall be paid from the general funds of the District, and the fund from which such payment was made shall be reimbursed out of the taxes hereby levied when the same shall be collected.

The District covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to levy and collect the foregoing tax levy and the District and its officers will comply with all present and future applicable laws in order to assure that the foregoing

taxes will be levied, extended and collected as provided herein and deposited in the fund established to pay the principal of and interest on the Bonds.

To the extent that the taxes levied above exceed the amount necessary to pay debt service on the Bonds as set forth in the Bond Notification, the Chair, Secretary and Treasurer of the Board are hereby authorized to direct the abatement of such taxes to the extent of the excess of such levy in each year over the amount necessary to pay debt service on the Bonds in the following bond year. Proper notice of such abatement shall be filed with the County Clerks of The Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby, Illinois (the "*County Clerks*"), in a timely manner to effect such abatement.

*Section 10. Filing of Resolution.* Forthwith upon the passage of this Resolution, the Secretary is hereby directed to file a certified copy of this Resolution with the County Clerks, and it shall be the duty of the County Clerks to annually in and for each of the years 2022 to 2025, inclusive, ascertain the rate necessary to produce the tax herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in each of said years for community college purposes, in order to raise the respective amounts aforesaid and in each of said years such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general educational purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of a special fund to be designated "Bond and Interest Fund of 202[\_\_\_]" (the "*Bond Fund*"), which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of

and interest on the Bonds; and a certified copy of this resolution shall also be filed with the Treasurer.

*Section 11. Use of Bond Proceeds.* The District and the Board hereby covenant that all of the proceeds of the Bonds shall be used in strict compliance with all the requirements of the Act. Accrued interest received on the delivery of the Bonds is hereby appropriated for the purpose of paying first interest due on the Bonds and is hereby ordered deposited into the Bond Fund. Proceeds of the Bonds in an amount set forth in the Bond Notification (not to exceed \$800,000), if any, are hereby appropriated for the purpose of paying interest due on the Bonds and are hereby ordered deposited into the Bond Fund. The balance of the principal proceeds of the Bonds and any premium received on the delivery of the Bonds are hereby appropriated to pay the costs of issuance of the Bonds and for the purpose of paying and canceling the Claims, and that portion thereof not needed to pay such costs shall be used solely and only to pay and cancel the Claims.

For the purpose of paying the Claims, the portion of the proceeds of the Bonds being used to pay and cancel the Claims shall be deposited with the paying agent for the Claims.

At the time of the issuance of the Bonds, the costs of issuance of the Bonds may be distributed by PMA, the Purchaser or the Bond Registrar on behalf of the District from the proceeds of the Bonds.

*Section 12. Non-Arbitrage and Tax-Exemption.* The District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action



would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Internal Revenue Code of 1986, as amended (the "Code"), or would otherwise cause the interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District acknowledges that, in the event of an examination by the Internal Revenue Service (the "IRS") of the exemption from Federal income taxation for interest paid on the Bonds, under present rules, the District may be treated as a "taxpayer" in such examination and agrees that it will respond in a commercially reasonable manner to any inquiries from the IRS in connection with such an examination.

The District also agrees and covenants with the purchasers and holders of the Bonds from time to time outstanding that, to the extent possible under Illinois law, it will comply with whatever federal tax law is adopted in the future which applies to the Bonds and affects the tax-exempt status of the Bonds.

The Board hereby authorizes the officials of the District responsible for issuing the Bonds, the same being the Chair, Secretary and Treasurer, to make such further covenants and certifications regarding the specific use of the proceeds of the Bonds as approved by the Board and as may be necessary to assure that the use thereof will not cause the Bonds to be arbitrage bonds and to assure that the interest on the Bonds will be exempt from federal income taxation. In connection therewith, the District and the Board further agree: (a) through their officers, to make such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with counsel approving the Bonds and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Bonds; (d) to file such forms,

statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable by their officers, to employ and pay fiscal agents, advisors, attorneys and other persons to assist the District in such compliance.

*Section 13. Registered Form.* The District agrees that it will not take any action to permit the Bonds to be issued in, or converted into, bearer or coupon form.

*Section 14. List of Bondholders.* The Bond Registrar shall maintain a list of the names and addresses of the holders of all Bonds and upon any transfer shall add the name and address of the new Bondholder and eliminate the name and address of the transferor Bondholder.

*Section 15. Call of the Claims.* In accordance with the redemption provisions of the respective resolution authorizing the issuance of a series of the Claims, the District by the Board does hereby make provision for the payment of and does hereby call (subject only to the delivery of the Bonds) the Claims or any portion thereof as set forth in the Bond Notification, on the date or dates, if any, set forth in the Bond Notification.

*Section 16. Duties of Bond Registrar.* If requested by the Bond Registrar, the Chair and Secretary are authorized to execute the Bond Registrar's standard form of agreement between the District and the Bond Registrar with respect to the obligations and duties of the Bond Registrar hereunder which may include the following:

- (a) to act as bond registrar, authenticating agent, paying agent and transfer agent as provided herein;
- (b) to maintain a list of Bondholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;
- (c) to give notice of redemption of Bonds as provided for herein;
- (d) to cancel and/or destroy Bonds which have been paid at maturity or upon redemption prior to maturity or submitted for exchange or transfer;

(e) to furnish the District at least annually a certificate with respect to Bonds cancelled and/or destroyed; and

(f) to furnish the District at least annually an audit confirmation of Bonds paid, Bonds outstanding and payments made with respect to interest on the Bonds.

*Section 17. Continuing Disclosure Undertaking.* The Chair of the Board is hereby authorized, empowered and directed to execute and deliver a Continuing Disclosure Undertaking under Section (b)(5) of Rule 15c2-12 adopted by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as amended (the "*Continuing Disclosure Undertaking*"). When the Continuing Disclosure Undertaking is executed and delivered on behalf of the District as herein provided, the Continuing Disclosure Undertaking will be binding on the District and the officers, employees and agents of the District, and the officers, employees and agents of the District are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Continuing Disclosure Undertaking as executed. Notwithstanding any other provision of this Resolution, the sole remedy for failure to comply with the Continuing Disclosure Undertaking shall be the ability of the beneficial owner of any Bond to seek mandamus or specific performance by court order to cause the District to comply with its obligations under the Continuing Disclosure Undertaking.

*Section 18. Municipal Bond Insurance.* In the event the payment of principal and interest on the Bonds is insured pursuant to a municipal bond insurance policy (the "*Municipal Bond Insurance Policy*") issued by a bond insurer (the "*Bond Insurer*"), and as long as such Municipal Bond Insurance Policy shall be in full force and effect, the District and the Bond Registrar agree to comply with such usual and reasonable provisions regarding presentment and payment of the Bonds, subrogation of the rights

of the Bondholders to the Bond Insurer upon payment of the Bonds by the Bond Insurer, amendment hereof, or other terms, as approved by the Chair of the Board on advice of counsel, his or her approval to constitute full and complete acceptance by the District of such terms and provisions under authority of this Section.

*Section 19. Record-Keeping Policy and Post-Issuance Compliance Matters.* On November 11, 2013, the Board adopted a record-keeping policy (the “Policy”) in order to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the debt obligations of the District, the interest on which is excludable from “gross income” for federal income tax purposes or which enable the District or the holder to receive federal tax benefits, including, but not limited to, qualified tax credit bonds and other specified tax credit bonds. The Board and the District hereby reaffirm the Policy.

*Section 20. Severability.* If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

*Section 21. Repeal.* All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted August 8, 2022.

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Chair, Board of Trustees

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Secretary, Board of Trustees

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

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

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

The following Trustees voted NAY: \_\_\_\_\_  
\_\_\_\_\_

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

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

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

\_\_\_\_\_  
Secretary, Board of Trustees

STATE OF ILLINOIS        )  
                                       ) SS  
 COUNTY OF COLES         )

### CERTIFICATION OF MINUTES AND RESOLUTION

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

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 8th day of August, 2022, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$17,000,000 General Obligation Community College Bonds of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, for the purpose of paying claims against said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

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

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 72 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 72-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 8th day of August, 2022.

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Secretary, Board of Trustees



STATE OF ILLINOIS        )  
                                       ) SS  
 COUNTY OF COLES         )

### FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Treasurer of the Board of Trustees (the "*Board*") of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, and as such official I do further certify that on the 8th day of August, 2022, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$17,000,000 General Obligation Community College Bonds of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, for the purpose of paying claims against said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

duly adopted by the Board on the 8th day of August, 2022, and that the same has been deposited in the official files and records of my office.

I do further certify that the description of the outstanding General Obligation Debt Certificates (Limited Tax), Series 2022, dated June 6, 2022, of the District set forth in the preambles to said resolution is accurate, and that said certificates are presently outstanding and unpaid and are binding and subsisting legal obligations of the District and have never been refunded by the District.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 8th day of August,  
2022.

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Treasurer, Board of Trustees



# MEMO

TO: Dr. Josh Bullock, President

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

DATE: July 26, 2022

RE: June 2022 Financial Statement Summary

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

## *Areas of Concern:*

- The College is favorable to budget in aggregate through June 2022, the twelve months of FY2022.

## *Overall Variances:*

- *Revenue* – Total June 2022 revenue was \$3,005,431 resulting in a favorable variance of \$2,401,679 month to date. For the year to date, the variance is favorable to budget by \$1,987,344. The significant monthly variance is a result of booking \$2,216,429 for lost revenue related to the pandemic relief HEERF funds received by the College.
- *Expenditures* – Total June 2022 expenditures were \$2,969,863 resulting in a favorable variance of \$830,765. A favorable variance exists of \$3,534,135 year to date with favorable variances in essentially nearly all line items with salary and wages as the most significant driver of the favorable variance.

## *Revenue Variances:*

- *Local Sources* – In the month of June 2022, no activity occurred related to local sources. A \$1,118,261 favorable variance exists for the year since property tax revenue significantly exceeded budgeted levels.
- *ICCB Credit Hour Grant* – We received payments of \$226,558 in June 2022 resulting in a favorable monthly variance of \$7,285. For the year ended June 2022, the College had a yearly favorable variance of \$310,010
- *ICCB Equalization Grant* – We received \$505,251 in equalization payments in June 2022 resulting in a favorable monthly variance of \$192,614. For the year ended June 2022, the College had a yearly favorable variance of \$2,910.

- *Tuition & Fees* – June 2022 tuition was unfavorable monthly by \$3,413 while fees were unfavorable by \$32,477. For the year ended June 2022, tuition is unfavorable by \$1,036,327 and fees are unfavorable by \$718,623. In the FY 2022 budget, the College budgeted enrollment to be at the same level as the FY 2021. The enrollment headcount and credit hours are below anticipated levels resulting in an unfavorable variance in both categories.
- *Other State Sources* – The monthly variance was favorable \$6,231 while year to date the variance is unfavorable by \$48,730.
- *Other Revenue* – The month to date the variance is favorable by \$2,070,137 and favorable year to date by \$2,219,607. The significant driver of the other revenue for both month and year to date relates to booking \$2,216,429 in lost revenue related to pandemic provided HEERF Funds. The amount booked for fiscal year 2022, \$2,216,429, is very similar to the amount booked in fiscal year 2021, \$2,042,417. The amount attributed to lost revenue can be spent in the same manner as general revenue funds of the College.

*Expenditure Variances:*

- *Salary & Wages (overall)* – Overall, the salary and wage line has a monthly favorable variance of \$26,649 and year to date favorable variance of \$3,047,577. The year to date variance is due to less overload pay to faculty and less adjuncts employed due to lower enrollment; in addition, some budgeted positions remain unfilled.
- *Employee Benefits (overall)* – Overall, there was a monthly unfavorable variance in employee benefits in June 2022 of \$308,876. For the year ended June 2022, the College had a favorable year to date variance of \$315,752.
- *Instructional* – The Instructional expenditures had a favorable variance in June 2022 of \$425,798 and a year to date favorable variance exists of \$2,283,340. The year to date variance is mainly attributable to favorable variances in salary and wages and general material and supplies.
- *Academic Support* – The Academic Support expenditures had a favorable variance of \$29,354 in June 2022 and year to date favorable variance of \$379,233.
- *Student Services* – The Student Services expenditures had an unfavorable variance in June 2022 of \$40,261 and maintains a favorable year to date variance of \$138,679.
- *Public Service/Continuing Education* – The Public Service/Continuing Education has a favorable variance of \$16,567 and maintains a favorable year to date variance of \$137,933.

- *Operations & Maintenance* – The Operations and Maintenance expenditures has a monthly unfavorable variance of \$2,617 and a favorable year to date variance of \$573,231.
- *Institutional Support* – The Institutional Support expenditures had an unfavorable June 2022 variance of \$681,704 and a year to date unfavorable variance of \$524,592. The monthly and year to date variance is negative due to a significant amount of one time-budget request payments with \$780,203 month to date and \$1,297,959 year to date.
- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area has a favorable variance of \$1,078,396 month to date and an unfavorable year to date variance of \$546,310 year to date. The significant monthly variance is the result of a timing issue as the College expected more scholarships to be applied for late in the fiscal year when in actuality they were applied for more in the earlier part of the year. Regarding the year to date favorable variance, the College issued fewer scholarships than anticipated resulting in a favorable variance.

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

Jun-22

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY21 Final Audited Numbers	FY22 Annual Budget
<b>Revenues:</b>										
-	-	-	Local Sources	10,863,543	9,745,282	1,118,261	11.47%	9,758,060	9,758,060	9,745,282
226,558	219,274	7,285	ICCB Credit Hour Grant	4,695,485	4,385,475	310,010	7.07%	4,471,285	4,471,285	4,385,475
505,251	312,637	192,614	ICCB Equalization Grant	6,255,650	6,252,740	2,910	0.05%	6,312,153	6,312,153	6,252,740
46,023	39,792	6,231	Other State Sources	1,001,827	1,050,557	(48,730)	-4.64%	1,143,651	1,143,651	1,154,557
(3,341)	-	(3,341)	Tuition	7,634,263	8,670,590	(1,036,327)	-11.95%	8,799,744	8,799,744	8,670,590
1,431	(31,046)	32,477	Fees	3,459,045	4,177,669	(718,623)	-17.20%	2,897,434	2,897,434	4,177,668
2,133,232	63,095	2,070,137	Other Revenue	3,434,116	1,214,509	2,219,607	182.76%	3,083,197	3,083,197	1,110,509
96,277	-	96,277	Gift in Kind	140,237	-	140,237	0.00%	-	-	-
<b>3,005,431</b>	<b>603,752</b>	<b>2,401,679</b>	<b>Total Revenues</b>	<b>37,484,166</b>	<b>35,496,822</b>	<b>1,987,344</b>	<b>2</b>	<b>36,465,524</b>	<b>36,465,524</b>	<b>35,496,821</b>
<b>Expenditures:</b>										
<b>Instructional</b>										
93,968	284,609	190,641	Salary and Wages	9,996,760	12,381,565	2,384,804	19.26%	9,888,575	9,888,575	12,547,027
164,656	187,005	22,349	Employee Benefits	2,051,378	2,224,110	172,732	7.77%	2,072,422	2,072,422	2,277,438
10,782	15,980	5,198	Contractual Services	407,858	406,760	(1,098)	-0.27%	379,895	379,895	406,760
66,945	284,609	217,664	General Materials and Supplies	463,740	163,181	(300,559)	-184.19%	418,237	418,237	163,678
4,399	1,046	(3,353)	Travel and Meeting Expenses	28,893	88,732	59,839	67.44%	23,890	23,890	117,757
-	-	-	Fixed Charges	55,290	56,375	1,085	0.00%	72,309	72,309	56,375
6,701	-	(6,701)	Capital Outlay	107,718	118,215	10,497	8.88%	74,931	74,931	120,435
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	43,960	-	(43,960)	0.00%	-	-	-
<b>347,451</b>	<b>773,249</b>	<b>425,798</b>	<b>Total Instructional</b>	<b>13,155,598</b>	<b>15,438,938</b>	<b>2,283,340</b>	<b>14.79%</b>	<b>12,930,258</b>	<b>12,930,258</b>	<b>15,689,470</b>
<b>Academic Support</b>										
17,148	45,789	28,641	Salary and Wages	372,622	545,953	173,332	31.75%	533,103	533,103	388,891
5,525	10,417	4,892	Employee Benefits	74,099	122,035	47,936	39.28%	129,057	129,057	68,707
-	-	-	Contractual Services	-	1,500	1,500	100.00%	-	-	1,500
2,853	97	(2,757)	General Materials and Supplies	203,175	334,586	131,411	39.28%	195,845	195,845	333,406
2,006	583	(1,423)	Travel and Meeting Expenses	10,746	35,800	25,054	69.98%	1,439	1,439	8,800
-	-	-	Fixed Charges	-	-	-	0.00%	4,555	4,555	-
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	-	-	-	0.00%	-	-	-
<b>27,532</b>	<b>56,886</b>	<b>29,354</b>	<b>Total Academic Support</b>	<b>660,641</b>	<b>1,039,874</b>	<b>379,233</b>	<b>36.47%</b>	<b>864,000</b>	<b>864,000</b>	<b>801,304</b>
<b>Student Services</b>										
117,120	120,027	2,907	Salary and Wages	1,617,025	1,717,949	100,923	5.87%	1,554,454	1,554,454	1,717,949
36,155	40,528	4,372	Employee Benefits	438,935	471,802	32,867	6.97%	432,709	432,709	471,802
-	-	-	Contractual Services	10,372	9,322	(1,050)	-11.26%	12,142	12,142	9,322
16,391	1,217	(15,175)	General Materials and Supplies	79,876	113,270	33,394	29.48%	63,582	63,582	113,270
34,266	1,900	(32,366)	Travel and Meeting Expenses	50,833	42,580	(8,253)	-19.38%	43,320	43,320	42,580
-	-	-	Fixed Charges	80,409	60,306	(20,103)	-33.33%	-	-	60,306
-	-	-	Other Expenditures	14,100	15,000	900	0.00%	5,352	5,352	15,000
<b>203,933</b>	<b>163,671</b>	<b>(40,261)</b>	<b>Total Student Services</b>	<b>2,291,550</b>	<b>2,430,229</b>	<b>138,679</b>	<b>5.71%</b>	<b>2,111,558</b>	<b>2,111,558</b>	<b>2,430,229</b>
<b>Public Service/Cont Ed</b>										
30,161	50,929	20,767	Salary and Wages	323,117	433,304	110,188	25.43%	289,179	289,179	433,304
5,899	6,210	311	Employee Benefits	61,706	67,001	5,295	7.90%	53,190	53,190	67,001
3,952	2,850	(1,102)	Contractual Services	66,916	42,155	(24,761)	-58.74%	25,881	25,881	42,155
7,394	6,788	(606)	General Materials and Supplies	74,551	116,191	41,640	35.84%	64,100	64,100	116,191
323	410	88	Travel and Meeting Expenses	4,135	4,595	461	10.02%	1,950	1,950	4,595
11,278	8,388	(2,890)	Fixed Charges	105,125	102,235	(2,890)	-2.83%	151,135	151,135	102,235
-	-	-	Capital Outlay	115,000	123,000	8,000	0.00%	-	-	123,000
-	-	-	Other	-	-	-	0.00%	94	94	-
-	-	-	GIK	-	-	-	0.00%	-	-	-
<b>59,007</b>	<b>75,574</b>	<b>16,567</b>	<b>Total Public Service/ Cont Ed</b>	<b>750,549</b>	<b>888,481</b>	<b>137,933</b>	<b>15.52%</b>	<b>585,530</b>	<b>585,530</b>	<b>888,481</b>
<b>Operations &amp; Maintenance</b>										
87,897	126,471	38,574	Salary and Wages	931,217	1,089,976	158,759	14.57%	910,742	910,742	1,089,976
27,977	35,797	7,820	Employee Benefits	334,730	421,363	86,633	20.56%	336,212	336,212	421,363
36,124	100	(36,024)	Contractual Services	237,194	260,470	23,276	8.94%	280,474	280,474	260,470
11,155	-	(11,155)	General Materials and Supplies	198,989	220,500	21,511	9.76%	176,617	176,617	220,500
-	-	-	Travel and Meeting Expenses	199	1,250	1,052	84.12%	-	-	1,250
-	90,538	90,538	Fixed Charges	9,000	103,788	94,788	91.33%	243,355	243,355	103,788
91,837	109,779	17,942	Utilities	1,058,060	1,335,350	277,290	20.77%	1,160,988	1,160,988	1,335,350
10,800	-	(10,800)	Capital Outlay	10,800	15,000	4,200	28.00%	23,253	23,253	15,000
-	-	-	Contingency Funds	-	-	-	0.00%	6,313	6,313	-
94,277	-	(94,277)	Gift In Kind	94,277	-	(94,277)	100.00%	-	-	-
<b>360,068</b>	<b>362,685</b>	<b>2,617</b>	<b>Total Operation and Maint</b>	<b>2,874,466</b>	<b>3,447,697</b>	<b>573,231</b>	<b>4</b>	<b>3,137,956</b>	<b>3,137,956</b>	<b>3,447,697</b>
<b>Institutional Support</b>										
677,520	422,638	(254,882)	Salary and Wages	3,519,884	3,639,455	119,571	3.29%	3,302,222	3,302,222	3,631,055
57,183	326,315	269,132	Employee Benefits	1,317,320	1,287,608	(29,713)	-2.31%	1,069,862	1,069,862	1,287,608
160,553	26,708	(133,845)	Contractual Services	649,571	1,400,678	751,107	53.62%	830,571	830,571	1,400,678
94,058	422,638	328,580	General Materials and Supplies	1,548,250	1,059,849	(488,400)	-46.08%	793,481	793,481	959,849
13,885	4,821	(9,064)	Travel and Meeting Expenses	67,321	251,265	183,944	73.21%	27,904	27,904	273,481
(4,029)	575	4,604	Fixed Charges	205,246	218,150	12,904	5.91%	202,096	202,096	218,150
36,566	7,200	(29,366)	Capital Outlay	111,338	168,900	57,562	34.08%	498,684	498,684	18,900
132,485	4,102	(128,383)	Contingency Funds	563,005	616,341	53,336	8.65%	545,476	545,476	1,392,266
12,887	75,000	62,113	Other	576,269	597,216	20,947	0.00%	511,279	511,279	49,075
10,390	-	(10,390)	Strategic Initiatives	307,891	400,000	92,109	23.03%	79,612	79,612	400,000
780,203	-	(780,203)	One Time Budget Requests	1,297,959	-	(1,297,959)	0.00%	-	-	-
<b>1,971,701</b>	<b>1,289,997</b>	<b>(681,704)</b>	<b>Total Institutional Support</b>	<b>10,164,054</b>	<b>9,639,462</b>	<b>(524,592)</b>	<b>2</b>	<b>7,861,187</b>	<b>7,861,187</b>	<b>9,631,062</b>
171	1,078,566	1,078,396	Scholarships, grants, waivers	682,256	1,228,566	546,310	0.00%	695,834	695,834	1,228,566
<b>2,969,863</b>	<b>3,800,628</b>	<b>830,765</b>	<b>Total Expenditures</b>	<b>30,579,113</b>	<b>34,113,248</b>	<b>3,534,135</b>	<b>10.36%</b>	<b>28,186,322</b>	<b>28,186,322</b>	<b>34,116,809</b>
<b>35,568</b>	<b>(3,196,876)</b>	<b>1,570,914</b>	<b>Revenue Less Expenditures</b>	<b>6,905,053</b>	<b>1,383,574</b>	<b>5,521,479</b>	<b>2</b>	<b>8,279,202</b>	<b>8,279,202</b>	<b>1,380,012</b>
<b>1,521,178</b>	<b>1,380,012</b>	<b>(141,167)</b>	<b>Transfers Out:</b>	<b>1,521,178</b>	<b>1,380,012</b>	<b>(141,167)</b>	<b>0.00%</b>	<b>(1,373,457)</b>	<b>(1,373,457)</b>	<b>1,380,012</b>
<b>Excess of Revenues over Expenditures &amp; Transfers</b>										
<b>(1,485,610)</b>	<b>(4,576,888)</b>	<b>1,712,081</b>		<b>5,383,875</b>	<b>3,562</b>	<b>5,662,646</b>	<b>2</b>	<b>9,652,659</b>	<b>9,652,659</b>	<b>-</b>
<b>3,005,431</b>	<b>603,752</b>	<b>2,401,679</b>		<b>37,484,166</b>	<b>35,496,822</b>	<b>1,987,344</b>				
<b>2,969,863</b>	<b>3,800,628</b>	<b>830,765</b>		<b>30,579,113</b>	<b>34,113,248</b>	<b>3,534,135</b>				
<b>35,568</b>	<b>(3,196,876)</b>	<b>1,570,914</b>		<b>6,905,053</b>	<b>1,383,574</b>	<b>5,521,479</b>				

Current Month				Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget Variance
1,023,813.84	1,050,462.88	26,649.04	Salary and Wages	16,760,625.48	19,808,202.68	3,047,577.20
297,394.51	606,270.77	308,876.26	Employee Benefits	4,278,167.10	4,593,918.89	315,751.79
211,411.27	45,637.95	(165,773.32)	Contractual Services	1,371,910.80	2,120,885.44	748,974.64
198,797.17	715,348.43	516,551.26	General Materials and Supplies	2,568,581.39	2,007,577.48	(561,003.91)
54,879.21	8,760.35	(46,118.86)	Travel and Meeting Expenses	162,125.50	424,222.00	262,096.50
7,249.25	99,500.50	92,251.25	Fixed Charges	374,660.84	480,548.00	105,887.16
91,837.30	109,779.17	17,941.87	Utilities	1,058,060.21	1,335,350.00	277,289.79
54,067.00	7,200.00	(46,867.00)	Capital Outlay	344,855.92	425,115.00	80,259.08
132,485.41	4,102.00	(128,383.41)	Contingency Funds	563,004.89	616,341.00	53,336.11
12,887.40	75,000.00	62,112.60	Other Expenditures	590,369.00	612,215.64	21,846.64
2,084,822.36	2,722,062.05	637,239.69	Total	28,072,361.13	32,424,376.13	4,352,015.00

## Lake Land College

### FY2022 Salary, Wage & Benefits Detail

<b>Salary &amp; Wages</b>	<b>Year to Date</b>			<b>FY2022 Budgeted</b>	<b>FY22 Projections</b>		
	<b><u>Actual</u></b>	<b><u>Budgeted</u></b>	<b><u>Variance</u></b>		<b><u>Projected Actual</u></b>	<b><u>Budgeted</u></b>	<b><u>Variance</u></b>
Salary and Wages - Instructional	\$9,996,760	\$12,381,565	\$2,384,804	\$12,547,027	\$9,996,760	\$12,547,027	\$2,550,267
Salary and Wages - Acad. Support	\$372,622	\$545,953	\$173,332	\$388,891	\$372,622	\$388,891	\$16,269
Salary and Wages - Stud. Svcs	\$1,617,025	\$1,717,949	\$100,923	\$1,717,949	\$1,617,025	\$1,717,949	\$100,924
Salary and Wages - Public Svc.	\$323,117	\$433,304	\$110,188	\$433,304	\$323,117	\$433,304	\$110,187
Salary and Wages - Maintenance	\$931,217	\$1,089,976	\$158,759	\$1,089,976	\$931,217	\$1,089,976	\$158,759
Salary and Wages - Inst. Support	\$3,519,884	\$3,639,455	\$119,571	\$3,631,055	\$3,519,884	\$3,631,055	\$111,171
<b>Total Salary and Wages</b>	<b>\$16,760,625</b>	<b>\$19,808,203</b>	<b>\$3,047,577</b>	<b>\$19,808,202</b>	<b>\$16,760,625</b>	<b>\$19,808,202</b>	<b>\$3,047,577</b>

<b>Employee Benefits</b>	<b>Year to Date</b>			<b>FY2020 Budgeted</b>	<b>FY22 Projections</b>		
	<b><u>Actual</u></b>	<b><u>Budgeted</u></b>	<b><u>Variance</u></b>		<b><u>Projected Actual</u></b>	<b><u>Budgeted</u></b>	<b><u>Variance</u></b>
Employee Benefits - Instructional	\$2,051,378	\$2,224,110	\$172,732	\$2,277,438	\$2,051,378	\$2,277,438	\$226,060
Employee Benefits - Acad. Support	\$74,099	\$122,035	\$47,936	\$68,707	\$74,099	\$68,707	(\$5,392)
Employee Benefits - Stud. Svcs	\$438,935	\$471,802	\$32,867	\$471,802	\$438,935	\$471,802	\$32,867
Employee Benefits - Public Svc.	\$61,706	\$67,001	\$5,295	\$67,001	\$61,706	\$67,001	\$5,295
Employee Benefits - Maintenance	\$334,730	\$421,363	\$86,633	\$421,363	\$334,730	\$421,363	\$86,633
Employee Benefits - Inst. Support	\$1,317,320	\$1,287,608	(\$29,713)	\$1,287,608	\$1,317,320	\$1,287,608	(\$29,712)
<b>Total Employee Benefits</b>	<b>\$4,278,167</b>	<b>\$4,593,919</b>	<b>\$315,752</b>	<b>\$4,593,919</b>	<b>\$4,278,168</b>	<b>\$4,593,919</b>	<b>\$315,751</b>



Jun-22	Operations & Maint Restricted--Fund 03				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
<b>Revenues:</b>					
Local Sources	1,824,287	1,675,000	149,287	1,522,393	1,675,000
Bond Proceeds		-	-	-	-
Loan Proceeds	16,025,000	-	16,025,000	-	-
Investment Income	(283,214)	-	(283,214)	201,640	-
<b>Total Revenues</b>	<b>17,566,073</b>	<b>1,675,000</b>	<b>15,891,073</b>	<b>1,724,033</b>	<b>1,675,000</b>
<b>Expenditures:</b>					
Student Center Renovations : Buildi	-	-	-	3,265	-
Construction Proj : Site Improvemen	303,860	426,383	122,523	1,010,674	426,383
PHS Projects : Site Improvements	-	-	-	-	-
New Site: Sire Improvements	18,857	-	(18,857)	2,251,502	-
Other	25,000	-	(25,000)	564,332	-
<b>Total Expenditures</b>	<b>347,718</b>	<b>426,383</b>	<b>78,666</b>	<b>3,829,773</b>	<b>426,383</b>
<b>Excess of Revenues over</b>					
<b>Expenditures &amp; Transfers</b>	<b>17,218,355</b>	<b>1,248,617</b>	<b>15,969,738</b>	<b>(2,105,740)</b>	<b>1,248,617</b>

Jun-22	Bond and Interest--Fund 04				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
<b>Revenues:</b>					
General : Local Taxes	6,054,643	6,597,500	(542,857)	6,478,524	6,597,500
General : Investment Income	46	-	46	(1,685)	-
General : Transfer from Other Funds	98,171	165,150	(66,979)	109,777	165,150
<b>Total Revenues</b>	<b>6,152,860</b>	<b>6,762,650</b>	<b>(609,790)</b>	<b>6,586,616</b>	<b>6,762,650</b>
<b>Expenditures:</b>					
Work Cash Bonds : Debt Principal Pa		-	-		-
Work Cash Bonds : Interest on Debt	(5,819)	-	5,819	(45,952)	-
Work Cash Bonds : Other Fixed Charg		-	-		-
Funding Bonds : Debt Principal Paym	6,064,980	6,065,000	21	6,339,982	6,065,000
Funding Bonds : Interest on Debt	691,189	694,650	3,461	392,908	694,650
Funding Bonds : Other Fixed Charges	-	3,000	3,000	1,800	3,000
Funding Bonds : Bond Is	-	-	-		-
Administration : Intere	600	-	(600)		-
<b>Total Expenditures</b>	<b>6,750,950</b>	<b>6,762,650</b>	<b>(11,700)</b>	<b>6,688,739</b>	<b>6,762,650</b>
<b>Excess of Revenues over</b>					
<b>Expenditures &amp; Transfers</b>	<b>(598,089)</b>	<b>-</b>	<b>(598,089)</b>	<b>(102,123)</b>	<b>-</b>

Jun-22

**Auxillary Enterprise Fund--Fund 05**

	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
<b>Revenues:</b>					
Ag Judging Activity Fees	6,500	6,500	-	6,500	6,500
Ag Judging Transfer	27,200	27,200	-	25,531	27,200
Auto Shop	-	15,000	(15,000)	342	15,000
Athletics	676,327	819,704	(143,377)	574,031	819,704
Fitness Center	81,824	55,000	26,824	66,202	55,000
Bookstore	702,154	636,084	66,071	548,772	636,084
Print Shop	862,467	680,066	182,401	611,184	680,066
Food Service	6,203	7,600	(1,397)	600	7,600
College Farm	185,522	110,000	75,522	129,297	110,000
Comm Choir	-	5,100	(5,100)	-	5,100
Student Life	200,807	259,500	(58,693)	180,957	259,500
WLKL Radio Activity fees	1,100	1,100	-	1,100	1,100
Transfer for Tuition Waivers	622,519	515,000	107,519	627,700	515,000
<b>Total Revenues</b>	<b>3,372,622</b>	<b>3,137,854</b>	<b>234,768</b>	<b>2,772,218</b>	<b>3,137,854</b>
<b>Expenditures:</b>					
Ag Judging	33,700	33,700	-	32,031	33,700
Auto Shop	-	15,000	15,000	277	15,000
Athletics	676,327	771,028	94,701	574,031	771,028
Fitness Center	81,824	103,676	21,853	66,202	103,676
Bookstore	736,944	684,030	(52,914)	625,141	684,030
Print Shop	616,823	633,808	16,984	592,221	633,808
Food Service	8,183	7,899	(284)	11,820	7,899
College Farm	92,925	79,172	(13,753)	85,723	79,172
Comm Choir	-	5,100	5,100	-	5,100
Student Life	200,807	172,771	(28,036)	168,364	172,771
WLKL Radio	-	1,100	1,100	-	1,100
Tuition Waivers	621,519	625,000	3,481	627,700	625,000
<b>Total Expenditures</b>	<b>3,069,051</b>	<b>3,132,283</b>	<b>63,232</b>	<b>2,783,511</b>	<b>3,132,283</b>
<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>303,571</b>	<b>5,571</b>	<b>298,000</b>	<b>(11,293)</b>	<b>5,571</b>

Jun-22	Restricted Purposes Fund--Fund 06				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
<b>Revenues:</b>					
Adult Ed	520,295	479,815	40,480	494,218	479,815
Pathways	304,701	467,138	(162,437)	513,857	467,138
Perkins	432,582	437,868	(5,286)	496,139	437,868
WIOA	2,802,968	4,150,507	(1,347,539)	2,684,570	4,150,507
College Work Study	67,896	79,154	(11,258)	2,891	79,154
GAST	25,000	50,000	(25,000)	40,518	50,000
IL Cooperative Work Study	10,500	18,000	(7,500)	21,095	18,000
IPRF Grant	11,537	88,000	(76,463)	12,333	88,000
Veterans Services	171,993	1,060,000	(888,007)	166,928	1,060,000
ISAC MAP	981,908	1,520,000	(538,092)	919,091	1,520,000
Department Of Education	4,213,087	10,871,195	(6,658,108)	4,690,992	10,871,195
Direct loans	1,148,880	2,068,000	(919,120)	1,220,981	2,068,000
Corrections	8,387,902	11,259,037	(2,871,134)	9,858,879	11,259,037
CARES Funds-Students	3,449,692	-	3,449,692	1,248,351	-
CARES Funds-Institutional	6,060,682	-	6,060,682	3,907,585	-
Privately Funded Grant	237,029	85,000	152,029	380,781	85,000
TRIO SSS	282,671	276,105	6,566	300,697	276,105
TRIO DC	326,578	322,329	4,249	338,234	322,329
<b>Total Revenues</b>	<b>29,435,902</b>	<b>33,232,148</b>	<b>(3,796,246)</b>	<b>27,298,140</b>	<b>33,232,148</b>
<b>Expenditures:</b>					
Adult Ed	520,295	479,815	(40,480)	494,218	479,815
Pathways	304,701	467,138	162,437	513,857	467,138
Perkins	432,582	437,868	5,286	496,139	437,868
WIOA	2,802,968	4,150,507	1,347,539	2,684,570	4,150,507
College Work Study	67,896	79,154	11,258	2,891	79,154
GAST	25,000	50,000	25,000	40,518	50,000
IL Cooperative Work Study	10,500	18,000	7,500	21,095	18,000
IPRF Grant	11,537	88,000	76,463	12,333	88,000
Veterans Services	171,993	1,060,000	888,007	166,928	1,060,000
ISAC MAP	981,908	1,520,000	538,092	919,091	1,520,000
Department of Education	4,213,087	10,871,195	6,658,108	4,690,992	10,871,195
Direct loans	1,148,880	2,068,000	919,120	1,220,981	2,068,000
Corrections	8,387,902	11,259,037	2,871,134	9,858,879	11,259,037
CARES Funds-Students	3,449,692	-	(3,449,692)	1,248,351	-
CARES Funds-Institutional	6,060,682	-	(6,060,682)	3,907,585	-
Privately Funded Grant	237,029	85,000	(152,029)	380,781	85,000
TRIO SSS	282,671	276,105	(6,566)	300,697	276,105
TRIO DC	326,578	322,329	(4,249)	338,234	322,329
<b>Total Expenditures</b>	<b>29,435,902</b>	<b>33,232,148</b>	<b>3,796,246</b>	<b>27,298,140</b>	<b>33,232,148</b>
<b>Excess of Revenues over Expenditures &amp; Transfers</b>					
	-	-	-	-	-

Jun-22	Audit Fund--Fund 11				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
<b>Revenues:</b>					
Local Taxes	75,794	75,000	794	88,352	75,000
<b>Total Revenues</b>	<b>75,794</b>	<b>75,000</b>	<b>794</b>	<b>88,352</b>	<b>75,000</b>
<b>Expenditures:</b>					
Admin Staff Ful	24,369	25,568.17	1,199	23,830	25,568.17
Support Staff F	15,035	16,185.70	1,150	14,858	16,185.70
Medical Benefit	9,218	11,624.98	2,407	9,140	11,624.98
Life Insurance	27	27.60	1	27	27.60
Audit Services	46,900	46,900.00	-	46,000	46,900.00
Printing	0	500.00	500	-	500.00
<b>Total Expenditures</b>	<b>95,549</b>	<b>100,806</b>	<b>5,257</b>	<b>93,855</b>	<b>100,806</b>
<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>(19,755)</b>	<b>(25,806)</b>	<b>6,052</b>	<b>(5,503)</b>	<b>(25,806)</b>

Jun-22	Tort Fund--Fund 12				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
<b>Revenues:</b>					
Local Taxes	2,241,962	2,225,000	16,962	1,493,894	2,225,000
Misc Income	1,000		1,000	-	
<b>Total Revenues</b>	<b>2,242,962</b>	<b>2,225,000</b>	<b>17,962</b>	<b>1,493,894</b>	<b>2,225,000</b>
<b>Expenditures:</b>					
Student Services	92,428	97,749	(5,321)	98,753	97,749
Operations and Maintenance	190,314	192,993	(2,680)	186,224	192,993
Police Dept	534,866	395,827	139,039	491,386	395,827
Institutional Support	146,146	135,981	10,165	135,726	135,981
Fixed Charges-ins	744,868	846,360	(101,492)	963,893	846,360
<b>Total Expenditures</b>	<b>1,708,623</b>	<b>1,668,910</b>	<b>(39,713)</b>	<b>1,875,982</b>	<b>1,668,910</b>
<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>534,339</b>	<b>556,090</b>	<b>(21,751)</b>	<b>(382,088)</b>	<b>556,090</b>



# MEMO

TO: Board of Trustees  
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: Greg Nuxoll, Vice-President for Business Services

DATE: August 2, 2022

RE: Board Policy 05.03 – Bargaining Units

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AFSCME petitioned the Illinois Education Labor Relations Board for inclusion of instructors of Illinois Youth Center at St. Charles to be covered under the AFSCME collective bargaining agreement. The parties have bargained the impact of this change. As such, Board policy needs amended to reflect the inclusion of DJJ under the AFSCME contract. The attached document, which includes tracked changes, reflects this change.

I am respectfully requesting that the Board approve this policy update during the August 8, 2022 meeting as this was submitted for first reading during the July 2022 regular meeting. I am happy to answer any questions that you or the Board may have.

**05.03****Bargaining Units**

As per the provisions of the Illinois Educational Labor Relations Act, educational employees have the right to organize and choose freely their representatives. Lake Land College recognizes the following bargaining units:

1. The Lake Land College Faculty Association, IFT/AFT, Local 2296, AFL/CIO, is the sole and exclusive bargaining representative for all full-time faculty and all full-time academic support personnel.
2. The Lake Land College Paraprofessional Union, IFT/AFT, Local 6028, AFL/CIO, is the sole and exclusive bargaining representative for all full-time employees who keep records and process information upon the direction and request of professional College staff for a twelve-month year.
3. The Lake Land College Custodial Association, IFT/AFT, Local 6027, AFL/CIO, is the sole and exclusive bargaining representative for all full-time custodial, maintenance, and grounds personnel.
4. American Federation of State, County, and Municipal Employees (AFSCME), is a bargaining representative for specific employees under the Department of Corrections' [or Department of Juvenile Justice's](#) contractual agreements.

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Adopted November 9, 1998  
 Revised July 14, 2003  
 Revised November 9, 2015  
 Revised December 11, 2017  
Revised





# MEMO

TO: Board of Trustees  
Dr. Josh Bullock, President

FROM: Amanda Arena, Manager of Bookstore and Textbook Rentals

CC:

DATE: August 2, 2022

RE: Proposed Board Policy 06.38 Revisions

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Board Policy 06.38 Course Materials Rental needs to be amended to alter the deadline of textbook rentals. Currently, the policy states textbook rentals are due on the fifth college business day following exams. Data from Fall 2015 through current shows an average of 550 unreturned books each semester, which is an average of \$60,000 per semester; or around 10% of students receiving charges and blocks each semester.

After researching other area colleges, most have deadlines that align with the close of the semester. Therefore, I respectfully ask Board Policy 06.38 is revised to list the deadline for textbook rentals as the day the semester closes; this date will also align with the date that grades are due.

Other revisions to Board Policy 06.38 include a title correction, omission of obsolete information regarding software, and textbook and instructional materials process clarifications.

I am hopeful with a deadline that is in-line with other semester dates more students will return their books prior to leaving campus for the semester. An outdoor drop box has also been installed outside of the bookstore to allowing students the option of 24/7 textbook returns; the same is being considered for the Kluthe Center as well.

I request the Board approve the proposed revisions during the August 8, 2022 meeting as this recommendation was initially submitted as first reading for your consideration during the July 2022 meeting. I am happy to address any questions or concerns.

06.38

### Course Materials Rental

The College will maintain a course materials rental system for students. Course materials include but are not limited to books, compact discs, and other rented materials. In order to ensure the viability of the system, the following criteria will be followed:

1. While it is the goal of the College that textbook editions be changed every three years, the maximum amount of time textbook editions can be used without permission from the Vice President for Academic Services will be five years. Written requests for deviations from this criterion will be considered for special academic or program needs.
2. The selection of textbooks and instructional materials is the responsibility of the faculty. Textbooks for each course will be selected by instructors in consultation with the Division Chairs. The same textbooks will be used in all sections of a course, ~~except in situations where software editions might be different at different locations~~. With permission from the Vice President for Academic Services, written requests for deviation from this criterion will be considered for special academic or program needs.
3. Textbook changes will be requested ~~by faculty, through~~ with approval from the Division Chairs, and sent to the manager of the bookstore and the Vice President for Academic Services for approval by April 1 of the preceding academic year.
4. Faculty directing programs with special academic or student needs may request that textbooks be purchased by the student. The same process and deadline noted above for textbooks will be followed for consumable materials. ~~The request should be forwarded to the Vice President for Academic Services. Requests for textbooks to be purchased by the students must be made to the Vice President for Academic Services by April 1 of the preceding academic year.~~
5. Consumables course materials will be purchased by the student.
6. Students will be charged a service fee per credit hour, a part of which will

**Board Policy No. 06.38**

be budgeted for course material acquisition. All service fee changes will be approved by the Board of Trustees.

7. Students may purchase rental textbooks as available.
8. All rented items must be returned to the College by the close of hours on the day the semester closes, which is the day following the last day of finals. ~~fifth college business day after the last day of final exams.~~ Beginning on the following business~~sixth~~ day, students will be charged new retail price of unreturned rentals. Cost of defacement or damage will be paid by the renter at the new retail price.
9. Students late in returning textbooks ~~will~~may be restricted from receiving a transcript in accordance with Illinois law, including Public Act 102-0998, and will be, restricted from picking up textbooks, and ~~restricted from~~ any further registration activity until textbooks fees are paid or terms of an approved petition are met. ~~are returned and/or fees paid.~~
10. In order to pick up course materials at the Bookstore, a student must present a valid Lake Land College identification card and a Lake Land College textbook list.

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Adopted November 9, 1998  
 Revised October 13, 2003  
 Revised October 11, 2004  
 Revised November 14, 2005  
 Revised March 10, 2008  
 Revised October 12, 2009  
 Revised February 11, 2013  
 Revised August 10, 2015  
 Revised December 12, 2016. Effective January 1, 2017.  
 Revised December 11, 2017  
 Revised December 9, 2019  
Revised



# MEMO

TO: Dr. Josh Bullock, President

FROM: Valerie Lynch, Vice President for Student Services

CC: Lake Land College Board of Trustees

DATE: July 28, 2022

RE: Addition to Board Policy 07.16 and Creation of New Policy 07.16.01

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On May 27, 2022, Governor Pritzker signed the Student Debt Assistance Act into law. It is known as Public Act 102-0998. The Act took effect immediately and requires that every institution of higher education adopt a policy establishing a financial or physical hardship withdrawal process for students by the upcoming academic year to limit the financial detriment to students who have taken out student debt but whose circumstances require them to withdraw before attaining a degree. The Act outlines a list of circumstances that the College must now accept as hardship. The withdrawal policy also addresses how the College will assist students in reenrolling when their personal circumstances allow. In order to be transparent, this policy will be publicized on the College's website and provided to students during Orientation. I am also bringing forward related changes to existing board policy, 07.16 to reference the newly adopted student financial or physical hardship withdrawal process.

In order to have this policy in place by the beginning of the new academic year, I am respectfully asking the Board of Trustees to waive first reading of the proposed new policy, 07.16.01 and approve it as written at the August Board Meeting. I am also asking the Board of Trustees to waive first reading of the modifications to the existing policy 07.16 and approve those changes at the August Board Meeting as well.

I am happy to answer any questions that you or the Board may have. Thank you!

**07.16****Student/Instructor Withdrawals**

In order for a student to withdraw from a course and receive a “W” on his/her academic transcript, he/she must withdraw by an official date as established by the Academic Standards Committee and published in the official academic calendar, College Catalog and other official publications.

An instructor may withdraw a student from class if the number of absences is detrimental to the student’s ability to meet the course objectives. Instructors can withdraw a student from a course by the official date established by the Academic Standards Committee and published in the official academic calendar and other official publications.

Students with mitigating circumstances may make an appeal with the Office of the Vice President for Academic Services to be withdrawn after the official date to withdraw for the term. [Refer to Board Policy 07.16.01 for the student financial or physical hardship withdrawal process.](#) For students enrolled in correctional programs, the appeal process begins with the appropriate associate dean of the correctional site, with final approval made by the appropriate dean of the correctional site.

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Adopted November 9, 1998  
Revised October 13, 2003  
Revised September 13, 2004  
Revised June 11, 2012  
Revised December 12, 2016. Effective January 1, 2017.  
Revised December 11, 2017  
[Revised](#)

**07.16.01****Student Financial or Physical Hardship Withdrawal Process**

In an effort to limit the financial detriment to students who may encounter a significant financial or physical hardship that requires them to withdraw from classes, and in accordance with Illinois law, including Public Act 102-0998, the College may approve students to withdraw under the following documented circumstances:

- Serious injury or illness;
- Chronic illness;
- A medical issue of a family member, the result of which the student becomes a part-time or full-time caretaker of that family member;
- A mental health condition;
- A sudden or consistent lack of transportation; or
- A significant cost of living increase.

Students seeking withdrawal under this policy should submit an appeal via the Student Complaint process with appropriate accompanying documentation to the Refund Review Board to be withdrawn after the official date to withdraw for the term. After the Refund Review Board has recommended a decision and if the student can validate that financial or physical hardship circumstances still have not been properly addressed, a challenge to that decision may be made to the Vice President for Business Services. Decisions of the Vice President for Business Services are final. The case will be reviewed considering the individual's specific circumstances and a decision to approve or deny the student's withdrawal request under the category of financial or physical hardship will be determined.

Upon approval of the appeal, the student will be referred to Counseling Services who will provide the student with information on how to reenroll when their specific circumstances will allow them to do so.



# MEMO

TO: Dr. Josh Bullock, President  
Board of Trustees

FROM: Jean Anne Highland, Chief of Staff

CC: Lake Land College Board of Trustees

DATE: August 1, 2022

RE: Revisions to Board Policies 10.29, 10.35 and 11.13

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On May 27, 2022, Governor Pritzker signed the Student Debt Assistance Act into law. It is known as Public Act 102-0998. The Act took effect immediately. One of the components of this Act prohibits all public and private institutions of higher education from conditioning the release of a student's unofficial or official transcript on the payment of "debt" owed to the institution. The Act provides various restriction parameters based upon a request being for an unofficial transcript or official transcript. Thus, on behalf of the President's Cabinet, I am recommending proposed revisions to the following three Board Policies to reference transcripts may be withheld in accordance with Illinois law, including Public Act 102-0998.

- 10.29 - *Collection of Tuition and Fees on Delinquent Accounts*
- 10.35 – *Collection of Non-sufficient Funds (NSF) Checks*
- 11.13 – *Traffic Regulations and Parking*

I am respectfully asking the Board of Trustees to waive first reading and approve revisions to the three above-referenced Board Policies at the August Board meeting in order to have these policies updated by the beginning of the new academic year.

I am happy to answer any questions. Thank you for your consideration of this request.

**10.29****Collection of Tuition and Fees on Delinquent Accounts**

Students are expected to promptly pay all tuition and fees by the appropriate due date. At mid-term of each semester, the office of the Comptroller will place a “hold” on the academic records of students who have delinquent accounts and begin assessing a late fee. The Comptroller may also remove students from classes.

Beginning with the next semester, the office of the Comptroller will initiate the process prescribed by law for the collection of delinquent accounts. The Comptroller is authorized to employ the services of a collection agency after due diligence in attempting to collect delinquent accounts. A collection fee may be added to the unpaid balance.

The Board of Trustees authorizes the College Treasurer to allow students to carry-over to the next semester a balance due of up to \$500 or a greater amount if a formal payment plan is approved through the Comptroller. The Board of Trustees also authorizes the College Treasurer to write-off any balances. The Treasurer is also authorized to write-off balances due to bankruptcy proceedings.

Unless approved as stated above, students in debt to Lake Land College for any amount will not be allowed to register and retain scheduled classes. Transcripts will may be withheld in accordance with Illinois law, including Public Act 102-0998.

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Adopted November 9, 1998

Revised June 14, 2004

Revised May 12, 2014

Revised



**10.35****Collection of Non-sufficient Funds (NSF) Checks**

Individuals and organizations are required to reimburse the College for any checks returned by the bank for any reason for the amount of the returned check plus a collection fee set by the Board of Trustees. Individuals and organizations will be sent three notices indicating the amount of the returned check and fee. In the case of students, transcripts may be withheld in accordance with Illinois law, including Public Act 102-0998, they will not be allowed to register, ~~and transcripts~~ and graduation certificates will be held until the amount is paid in full in cash or with a money order. In addition, if, after all due diligence has been completed, the balance is still unpaid, the Comptroller is authorized to employ a collection agency in the collection of delinquent accounts. An additional collection fee may be added to the unpaid balance for the services of the collection agency.

In the case of employees, a court order may be procured to garnish the wages.

## 11.13

## Traffic Regulations and Parking

The President will recommend to the Board of Trustees parking and traffic regulations on lots and roadways which are owned and maintained by the College.<sup>1</sup> The regulations will include the enforcement measures to be taken to uphold the rules and regulations, including fines and penalties.

After the regulations are approved by the Board of Trustees, they shall be published by the College in student publications made generally available to students and staff (*Lake Land College Motor Vehicle Parking Regulations* brochure). Fines and penalties established by the Board of Trustees for violations of the regulations may include, but not be limited to, ~~the withholding of transcripts and~~ the towing of vehicles, if necessary, at the owner's expense. Additionally, transcripts may be withheld in accordance with Illinois law, including Public Act 102-0998. Individuals with unpaid traffic tickets may be denied registration until financial obligations to the College are met.

Individuals charged with a violation of vehicle regulations/parking may request a review of the said violation and the fine or penalty imposed by written request/notice to the Police Chief. The Police Chief, then, will hold an informal hearing with the complainant and the patrol officer. The decision concerning each case by the Police Chief will be final.

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<sup>1</sup> 103-42.2 ILCS



# MEMO

TO: Dr. Jonathan Bullock, President

FROM: Greg Nuxoll, Vice President Business Services

CC:

DATE: August 3, 2022

RE: Approval of Architectural Fees for Construction Related Projects

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In April 2022, the Board approved the hiring of Bailey Edward of Champaign, IL as the College's construction architect as the College entered into an AIA Document B121 – Standard Form of Master Agreement between the College and Bailey Edward.

The AIA Document B121 – Standard Form of Master Agreement between the College and Bailey Edward governs the overall relationship. However, the College needs to seek individual approval of projects due to the dollar amount involved with each project.

The College has started to work directly with Bailey Edward on select projects and I am seeking approval to incur the following architectural fees for the following projects:

- Campus Master Plan & Facility Condition Assessment – Proposed fees of \$180,000
  - The College needs to produce an updated Campus Master Plan every five years and provide this to ICCB. Bailey Edward will directly work with the College to assess future construction projects and building needs along with assessing the conditions of each Lake Land owned building.
- Rural Development Technology Center in Effingham, IL – Phase 1 - Proposed fees of \$747,565
  - The College will be building the Rural Development Technology Center in Effingham, IL and Bailey Edward will serve as architect for the project.
- Women's Locker Room Project - Proposed Fees of \$107,650
  - The College plans to create a separate locker room space for the women's basketball and volleyball teams and Bailey Edward will serve as architect for the project.

I am respectfully seeking approval of the above three projects as they are critical to the College's current plans and we hope to start to work on each project soon.



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Greg Nuxoll, CPA  
Vice President for Business Services  
**Lake Land Master Plan**  
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Phone: 217.234.5224  
e-mail: [gnuxoll1@lakelandcollege.edu](mailto:gnuxoll1@lakelandcollege.edu)

Date: 6/14/2022  
RE: **Lake Land Community College Campus Master Plan /Facility Condition Assessment**

Dear Mr. Nuxoll,  
The following constitutes Bailey Edward's proposal for Professional Services on the above referenced project.

### **Project Understanding**

#### 1. Overview:

The services provided will consist of updating and expanding on the 2017 LLCC Facilities Master plan for the main campus. A summary of the services to be provided is listed below. In regards to student engagement we have included time to either provide an on-campus workshop, and or web based survey to receive input. The specific methodology can be determined in cooperation with the Master Planning Core Committee, faculty and staff once the study begins.

#### **I. Goal Formulation** (3 virtual meetings/1 on site meeting)

- a. Kickoff with executive group
- b. Mission and Vision workshop/ Strategic Plan review
  - i. Sustainability visioning
- c. Goals and issues for future programs
- d. Engagement with Students/ Faculty

#### **II. Existing Campus Conditions** (2 days on site for facility verification)

- a. Campus Grounds
  - i. Building Facility Condition Assessments
  - ii. Athletic and recreational facilities
  - iii. Regulatory/ Environmental Issues
- b. Campus Infrastructure
  - i. Utilities
  - ii. Communications
- c. Prepare facility report

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### III. **Future Campus Requirements** (18 virtual meetings; 1 day to walk through current facilities)

- a. Engagement with seven academic departments
  - i. Walk through of current facilities
  - ii. Interviews/ Goal setting/Programmatic meetings
- iii. Academic program meetings (2 additional meetings) space requirements
  - 1. Faculty/staff/ student projections
- b. Academic support facilities requirements
- c. Athletic and Recreational facilities requirements
- d. Campus Infrastructure requirements

### IV. **Preliminary Master Plan** (5 virtual meetings with Core Committee)

- a. Alternative Concepts
  - i. Land and Building Use
    - 1. Three (3) scenarios to be developed and compared
    - 2. Two (2) test fitting existing buildings
    - 3. New building(s) concept only
    - 4. Scheduling/ Sequencing Strategy
  - ii. Athletic and Recreation Facilities
  - iii. Campus Infrastructure
- b. Preliminary Cost: Order of magnitude budget
- c. Comparative Assessment of Alternatives
- d. Selection of Preferred Alternative

### V. **Final Master Plan** (2 virtual meetings with Core Committee)

- a. Development of Preferred Alternative
  - i. Land and Building Use
    - 1. Scheduling/ Sequencing Strategy
  - ii. Athletic and Recreation Facilities
  - iii. Campus Infrastructure
- b. Preliminary Cost: Order of magnitude budget

- 2. Project Design Team: Karla Smalley, Principal  
Damon Wilson, Project Manager  
Ellen Dickson, Senior Programmer  
Hanson Professional Services, MEP Engineering
- 3. Budget: TBD
- 4. Schedule: TBD
- 5. Documents Reviewed: October, 2017 Lake Land College Facilities Master Plan



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**Professional Services:**

**SUPPLEMENTAL SERVICES**

Programming  
Condition Assessment  
Final Master Plan Report

**Deliverables**

81/2x11, 11x17 PDF Narratives, Schedules, Drawings and Diagrams, charts and graphs as required.

**Compensation**

Based upon the *Project Understanding* and *Professional Services* above and upon the *Qualifications* section that follows, we propose professional service fees as follows:

**SUPPLEMENTAL SERVICES FEE**

For the Additional Services defined in the Professional Services section above, we propose a compensation at a fixed amount of

Programming	\$60,000
Condition Assessment	\$72,000
Final Master Plan Report	\$44,000
	<u><u>\$176,000</u></u>

**REIMBURSABLE SERVICES**

The cost for allowable reimbursable expenses for this project is estimated to be:

Printing/ Reproduction/Photography	\$4,000
	<u><u>\$4,000</u></u>

<b>TOTAL SUPPLEMENTAL SERVICES</b>	<b>\$176,000</b>
<b>TOTAL REIMBURSABLE ALLOWANCE</b>	<b>\$4,000</b>
<b>TOTAL</b>	<b><u><u>\$180,000</u></u></b>



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EXCLUSIONS:

Architectural and Engineering services beyond master planning  
Certification and Registration Services  
Environmental Services  
Interior Design  
LEED Building Design  
Detailed Opinion of Probable Construction Costs  
Specifications

QUALIFICATIONS

Facility Condition Assessment is limited to visual review only.  
Contractor assist or hidden condition review is excluded.  
The assumption is that there is no lead paint or other hazardous materials on the site. The Client is responsible for determining otherwise and coordinating any remediation.

Respectfully Submitted,

[Redacted signature block]



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Date: May 23, 2022  
RE: **Rural Development Tech Center (ERCA)**

Dear Greg,

The following constitutes Bailey Edward's proposal for Professional Services on the above referenced project. This work is procured under Bailey Edward's retainer agreement for Lake Land College and all the terms and conditions of the retainer agreement apply.

#### **Project Understanding**

1. Overview: Lake Land College provided a brief understanding of the Rural Development Technology Center for the Effingham Campus. The new, single level, 40,000 SF facility is planned to be constructed in two phases, approximately 20,000 SF in each phase. The Center is proposed to house five classrooms and two flexible, high bay, lab spaces. The new facility should be similar to the Work Force Building on the Lake Land Campus and will be used for Agriculture, Healthcare, Technology, Transportation, and Manufacturing. The facility will be utilized by fourteen (14) high school partners, traditional students, and work force training. The following proposal is for the Phase 1 work only.
  
2. Project Design Team: Karla Smalley, Principal In Charge  
Todd Higginbotham, Project Manager  
Hanson Professional Services, M/E/P & Structural Engineer  
Hartke Engineering & Surveying, Topography and Utility Survey
  
3. Project Budget: \$6,500,000.00 (estimated)
  
4. Schedule: LLC Approval to Proceed  
Mobilization - 2 Weeks  
Programming - 8 Weeks  
LLC Review - 2 Weeks  
Schematic Design - 6 weeks  
LLC Review - 2 Weeks  
Design Development - 8 weeks  
LLC Review - 2 Weeks  
Construction Documents 100% - 12 weeks  
LLC Review - 2 Weeks





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Issue for Bid - 2 Weeks  
Bidding - 3 weeks  
Contracting / mobilization - 8 weeks  
Construction Administration - 12 months

5. Documents Reviewed: N/A

**BASIC SERVICES**

Schematic Design  
Design Development  
Construction Documents  
Bidding  
Construction Administration

**ADDITIONAL SERVICES**

Programming  
Construction On-site Observation  
Cost Estimation  
Landscape  
Special Meetings (hourly)

**Deliverables**

Bid Documents

**Compensation**

Based upon the *Project Understanding* and *Professional Services* above and upon the *Qualifications* section that follows, we propose professional service fees as follows:

**BASIC SERVICES FEE**

For the Basic Services defined in the Professional Services section above, we propose a fixed fee breakdown of total compensation:

Schematic Design	\$90,563	15%
Design Development	\$120,750	20%
Construction Documents	\$241,500	40%
Bidding	\$30,188	5%
Construction Administration	\$120,750	20%
	<hr/>	
	\$603,750	100%

**ADDITIONAL SERVICES FEE**

For the Additional Services defined in the Professional Services section above, we propose a compensation at a fixed fee amount of

Programming	\$49,820
Construction On-site Observation	\$20,495
Cost Estimation (Detailed)	\$35,000
Special Meetings (hourly)	\$10,000
	<hr/>
	\$115,315



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## REIMBURSABLE SERVICES

The cost for allowable reimbursable expenses for this project is estimated to be:

Geotechnical	\$12,000
Site Topography Survey and Utility Survey	\$14,000
Printing/ Reproduction/Photography	\$2,500
	<hr/>
	\$28,500
<b>TOTAL BASIC SERVICES</b>	<b>\$603,750</b>
<b>TOTAL ADDITIONAL SERVICES</b>	<b>\$115,315</b>
<b>TOTAL REIMBURSABLE ALLOWANCE</b>	<b>\$28,500</b>
	<hr/>
<b>TOTAL</b>	<b>\$747,565</b>

## EXCLUSIONS

Certification and Registration Services  
Environmental Services  
Interior Design other than implementing current LLC standard finishes  
LEED Documentation  
Commissioning  
Specification revisions other than minor revisions for LLC's current standards  
Equipment Planning or Selection  
FF&E Selections, Specifications or Detailed Drawings  
BIM modeling will not be utilized for Structural scope  
Warranty Phase Services  
As-Built or Record Documents

## ASSUMPTIONS

Structural engineering for the pre-engineered building and slab will be delegated design.

LLC will provide lab equipment and specifications including utility information and any other operational/functional requirements that effect design.

LLC will select and provide locations for equipment specifications including utility information and any other operational/functional requirements that effect the design. BE will show wall mounted equipment based on LLC's direction. BE will show major equipment, and loose furniture for space planning/test fit purposes only.

Special meetings or presentation submittals to the Campus Leadership or other LLC review groups will be invoiced under Special Meetings on an hourly basis.



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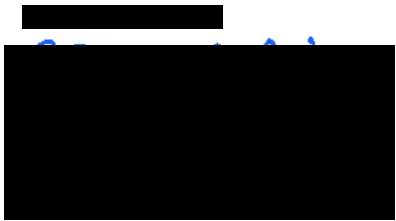
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One (1) in-person kick-off meeting with LLC and two (2) video calls are included during each Schematic Design and Design Development phase. Two (2) maximum Client video or conference call meeting, including drawing reviews is included in the Construction Document Phase.

A maximum of one (1) site visit per month of anticipated construction (max 12) during construction is included as a Basic Service shown above. These will be attended by one A/E member, either the Project Manager, Project Architect, Construction Observer or Project Engineer.

One (1) punch list walkthrough by the design team is included in this proposal. One (1) Punchlist verification visit is included. Multiple punch list visits are not included and will be invoiced to On-site on an hourly basis.

Construction Administration services will be provided for a maximum of twelve (12) months from award of the construction contract to LLC's preferred contractor to substantial completion. Site visits in addition to the twelve (12) basic visits will be invoiced to On-site on an hourly basis. Construction closeout services will be provided for a maximum of four (4) weeks.





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Date: June 7, 2022  
RE: **Women's Locker Design**

Dear Greg,

The following constitutes Bailey Edward's proposal for Professional Services on the above referenced project. This work is procured under Bailey Edward's retainer agreement for Lake Land College and all the terms and conditions of the retainer agreement apply.

#### **Project Understanding**

1. Overview: Bailey Edward will need to provide services from Schematic Design to Construction Administration. The project will modify existing space to allow for a dedicated women's locker room for sporting events.
2. Project Design Team: Karla Smalley, Principal In Charge  
Todd Higginbotham, Project Manager  
Hanson Professional Engineering, Mechanical and Electrical Engineer
3. Construction Budget: \$750,000.00 (estimated)
4. Schedule:
  - LLC Approval to Proceed
  - Site Investigation - 5 Weeks
  - Schematic Design- 4 weeks
  - LLC Review - 2 Weeks
  - Design Development - 5 weeks
  - LLC Review - 2 Weeks
  - Construction Documents 100% - 6 weeks
  - LLC Review - 2 Weeks
  - Issue for Bid - 2 Weeks

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Bidding - 3 weeks  
Construction Administration - 8 months

5. Documents Reviewed: N/A

BASIC SERVICES

Schematic Design  
Design Development  
Construction Documents  
Bidding  
Construction Administration

ADDITIONAL SERVICES

Building Investigation and Documentation  
Construction On-site Observation  
Cost Estimation  
Environmental Survey and Design

Deliverables

Compensation

Based upon the *Project Understanding* and *Professional Services* above and upon the *Qualifications* section that follows, we propose professional service fees as follows:

**BASIC SERVICES FEE**

For the Basic Services defined in the Professional Services section above, we propose a fixed fee breakdown of total compensation:

Schematic Design	\$11,813	15%
Design Development	\$15,750	20%
Construction Documents	\$31,500	40%
Bidding	\$3,938	5%
Construction Administration	\$15,750	20%
	<hr/>	
	\$78,750	100%

**ADDITIONAL SERVICES FEE**

For the Additional Services defined in the Professional Services section above, we propose a compensation at a fixed fee amount of

Building Investigation and Documentation	\$8,500
Construction On-site Observation	\$12,000

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Environmental Survey and Design	\$4,500
Cost Estimation	\$3,500
	<hr/>
	\$28,500

**REIMBURSABLE SERVICES**

The cost for allowable reimbursable expenses for this project is estimated to be:

Printing/ Reproduction/Photography	\$400
	<hr/>
	\$400

<b>TOTAL BASIC SERVICES</b>	<b>\$78,750</b>
<b>TOTAL ADDITIONAL SERVICES</b>	<b>\$28,500</b>
<b>TOTAL REIMBURSABLE ALLOWANCE</b>	<b>\$400</b>
	<hr/>
<b>TOTAL</b>	<b>\$107,650</b>

**EXCLUSIONS**

- Certification and Registration Services
- Interior Design other than implementing current LLC standard finishes
- LEED Documentation
- Commissioning
- Structural Engineering
- Warranty Phase Services
- Pre-Design Mechanical Test and Balance
- Construction Phase Meetings other than OAC
- Modifications or upgrades to the existing structural framing
- As-Built or Record Documents

**ASSUMPTIONS**

This proposal is also based on the understanding that the existing building HVAC, sprinkler, electrical power, data and fire alarm systems are adequate for the planned renovation. No modifications to the existing HVAC controls or BAS systems is included.

If existing plans are not available, the team can provide an additional service fee to measure and document the space selected for renovation.

No separate meetings or presentation submittals to the Campus Architect or other LLC review groups is included.

One (1) on-site field walk-thru review of the existing facility by BE architects and engineers is included in the Building Documentation phase as a additional Service. This is intended to confirm the existing conditions for use during the design phase.

responsive architecture



t 312.440.2300  
f 312.440.2303  
www.baileyedward.com

35 East Wacker Dr  
Suite 2800  
Chicago, IL  
60601-2308

One (1) in-person kick-off meeting with LLC and two (2) video calls are included during Schematic Design/Design Development phase. One (1) maximum Client video or conference call meeting, including drawing reviews is included in the Construction Document Phase.

A maximum of twelve (12) video call meetings are included during the construction phase. These are anticipated to be no more than one (1) hour in duration. They will be attended by one BE member, either the Project Manager, Project Architect, Construction Observer or Project Engineer.

A maximum of nine (9) site visits during construction is included as a additional Service as shown above. These will be attended by one A/E member, either the Project Manager, Project Architect, Construction Observer or Project Engineer.

One (1) punch list walkthrough by the design team is included in this proposal. One (1) Punchlist backcheck is included. Multiple punch list visits are not included.

Construction Administration services will be provided for a maximum of twelve (12) months from award of the construction contract to LLC's preferred contractor to substantial completion. Construction closeout services will be provided for a maximum of three (3) weeks.

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responsive architecture

# 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 College Bridge Grant

---

Lake Land College has received a one-year College Bridge grant for \$220,000 from the Illinois Community College Board (ICCB). This grant was created to provide minority, first generation, and low-income students with the skills and resources to succeed as they transition into the community college from their high school, or for adults beginning or returning to college, as they transition into college.

Recently, the College learned that 52% of in-district high school students are not planning to pursue higher education. With this grant funding, the College will reach out to these high school graduates to invite them to focus groups to learn what barriers they may be facing. Understanding these barriers will allow the College to develop and implement strategies that address the barriers and encourage more students to pursue postsecondary education.

In addition, the College plans to hire a Transition Coordinator for the Pathways for the Future alternative education program. This staff position will act as a 'bridge' that connects at risk youth with socioeconomic barriers, with appropriate services and programs offered by the College that will help them seamlessly transition into postsecondary education. Classroom Assistants will also be hired to help the Pathways teachers provide individual instruction to students and to assist the teachers in class instruction and class preparation in order to ensure student success.

The grant will provide monthly field trips for students to local businesses in order to learn about different career options as well as career exploration virtual reality software for students to use to help them explore possible careers. Additionally, the grant will provide classroom supplies.

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



# Illinois Grant Accountability and Transparency Notice of State Award

07/22/22

Page 1 of 4

STATE OF ILLINOIS GRANT INFORMATION	
State Award Identification	Name of State Agency (Grantor): Illinois Community College Board Department/Organization Unit:
State Award ID Number (SAIN)	2840-36294
State Program Description	The purpose of this funding opportunity is to provide minority, first generation, and low-income students with the skills and resources to succeed as they transition into the community college from their high school, or for adults beginning or returning to college, as they transition into that college. The ultimate goal is to aid more students in the successful completion of a postsecondary credential or their transfer to a four-year institution.
Announcement Type	Initial
Agency (Grantor) Contact Information	Name: Allison Decker Phone: 217-558-4163 Email: Allison.Decker@illinois.gov

GRANTEE INFORMATION	
Grantee / Subrecipient Information	Name: Lake Land College Address: 5001 Lake Land Boulevard, Mattoon, IL 61938 Phone: (217)234-5405 Email: bcraig2@lakelandcollege.edu
Grantee Identification	GATA: 674188    UEI: CXUHYLV7VZN7    FEIN: 370896233
Period of Performance	Start Date: 4/1/2022    End Date: 6/30/2023

FUNDING INFORMATION			
FUND	CSFA	CFDA	AMOUNT
Federal	684052840	21.027	\$220,000.00
TOTAL			\$220,000.00
(M) Currently used by State of Illinois for "Match" or "Maintenance of Effort" (MOE) requirements on Federal Funding. Funding is subject to Federal Requirements and may not be used by Grantee for other match requirements on other awards.			

# Illinois Grant Accountability and Transparency Notice of State Award

07/22/22

Page 2 of 4

<b>TERMS AND CONDITIONS</b>	
Grantee Indirect Cost Rate Information	Rate: 40.00% Base: Fed Fixed Period: 7/1/2021-6/30/2022
Research & Development	No
Cost Sharing or Matching Requirements	No
Uniform Term(s)	CODE of FEDERAL REGULATIONS Title 2: Grants and Agreements PART 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200)  Grant Accountability and Transparency Act (GATA), 30 ILCS 708/1  Illinois Administrative Code
Grantor-Specific Term(s)	<b>Pre-Award Costs</b> A grantee may, at its own risk and without ICCB prior approval, incur obligations and expenditures to cover costs between the start date of the award and the execution date of the award if such costs: <ul style="list-style-type: none"> <li>• are necessary for efficient and timely performance of the scope of work, and</li> <li>• would be allowable under the grant, if awarded, without ICCB prior approval.</li> </ul> If specific expenditures would otherwise require prior approval, the grantee must obtain ICCB approval before incurring the cost. The incurrence of pre-award costs in anticipation of an award imposes no obligation on ICCB either to make the award or to increase the amount of the approved budget if an award is made for less than the amount anticipated and is inadequate to cover the pre-award costs incurred. ICCB expects the grantee to be fully aware that pre-award costs result in borrowing against anticipated current fiscal year support and that such borrowing must not impair the grantee's ability to accomplish the project objectives in the approved time frame or in any way adversely affect the conduct of the project.
Program-Specific Term(s)	Funds to be used for the development and implementation of high school to college bridge programs, adult college bridge programs and also for enhanced student support services.  Funds may not be used to support transitional courses. Funds may not be used for adult education bridge programs or Integrated Education and Training (IET) programs.  Pre-award costs from July 1, 2021 will be eligible for reimbursement.  Grantees are required to have registered with the State of Illinois, completed the prequalification process, and be verified as "qualified" (see 44 IAC Section 7000.70).

07/22/22

**Illinois Grant Accountability and Transparency  
Notice of State Award**

Page 3 of 4

**SPECIFIC CONDITIONS ASSIGNED TO GRANTEE - FISCAL AND ADMINISTRATIVE****The nature of the additional requirements****GATA Conditions:**

None

**Agency Adjustments / Explanation:**

None

**The reason why the additional requirements are being imposed****GATA Conditions:**

None

**Agency Adjustments / Explanation:**

None

**The nature of the action needed to remove the additional requirement, if applicable****GATA Conditions:**

None

**Agency Adjustments / Explanation:**

None

**The time allowed for completing the actions, if applicable****GATA Conditions:**

None

**Agency Adjustments / Explanation:**

None

**The method for requesting reconsideration of the additional requirements imposed****GATA Conditions:**

None

**Agency Explanation:**

None

**Illinois Grant Accountability and Transparency  
Notice of State Award**

07/22/22

**SIGNATURE PAGE**

**Circle one:**    Accept NOSA   /   Reject NOSA

\_\_\_\_\_  
Institution / Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Official

\_\_\_\_\_  
Title (Chief Financial Officer or equivalent)

\_\_\_\_\_  
Date of Execution

# 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 Illinois Cooperative Work Study Grant

---

Lake Land College has received a one-year Illinois Cooperative Work Study grant for **\$50,000** from the Illinois Board of Higher Education (IBHE). This grant was created to enhance public-private sector partnerships, expand internship opportunities, reduce student reliance on loans, encourage permanent employment of Illinois graduates in Illinois, and provide links between academic programs and employment.

With this grant, the College will provide students with opportunities to cultivate new workforce ready skills and gain paid work experience focused in their academic majors. The primary goal is to make cooperative internship experiences inclusive and accessible to all qualified students. For fiscal year 2023, a participation level of 29 students is projected, with targeted programs including Building Construction Technology, Horticulture, Automotive Technology, Applied Engineering Technology, Business, and Mechanical-Electrical Technology. Twelve employers have indicated interest in participating in this program.

Career Services will coordinate this grant and will collaborate with TRIO Student Support Services to reach out to first generation, rural and adult students in making the program more accessible. This opportunity will assist students in alleviating college debt and cost of living expenses.

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

**GRANT AGREEMENT****BETWEEN****THE STATE OF ILLINOIS, Illinois Board of Higher Education****AND**

The Illinois Board of Higher Education (Grantor), with its principal office at 1 N Old State Capitol Plaza, Suite 333, Springfield, IL 62701, and \_\_\_\_\_ (Grantee), with its principal office at \_\_\_\_\_, and payment address (if different than principal office) at \_\_\_\_\_, hereby enter into this Grant Agreement (Agreement). Grantor and Grantee are collectively referred to herein as "Parties" or individually as a "Party."

**PART ONE – THE UNIFORM TERMS****RECITALS**

WHEREAS, it is the intent of the Parties to perform consistent with all Exhibits and attachments hereto and pursuant to the duties and responsibilities imposed by Grantor under the laws of the State of Illinois ("State") and in accordance with the terms, conditions and provisions hereof.

NOW, THEREFORE, in consideration of the foregoing and the mutual agreements contained herein, and for other good and valuable consideration, the value, receipt and sufficiency of which are acknowledged, the Parties hereto agree as follows:

**ARTICLE I****AWARD AND GRANTEE-SPECIFIC INFORMATION AND CERTIFICATION**

1.1. DUNS Number; SAM Registration; Nature of Entity. Under penalties of perjury, Grantee certifies that: \_\_\_\_\_ is Grantee's correct DUNS Number; \_\_\_\_\_ is Grantee's correct UEI, if applicable; Grantee has an active State registration and SAM registration; and \_\_\_\_\_ is Grantee's correct FEIN or Social Security Number. Grantee further certifies, if applicable: (a) that Grantee is not subject to backup withholding because (i) Grantee is exempt from backup withholding, or (ii) Grantee has not been notified by the Internal Revenue Service (IRS) that Grantee is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified Grantee that Grantee is no longer subject to backup withholding; and (b) Grantee is a U.S. citizen or other U.S. person. Grantee is doing business as a (check one):

- |  |   |
|--|---|
| <input type="checkbox"/> Individual                            | <input type="checkbox"/> Pharmacy-Non Corporate               |
| <input type="checkbox"/> Sole Proprietorship                   | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery Corp. |
| <input type="checkbox"/> Partnership                           | <input type="checkbox"/> Tax Exempt                           |
| <input type="checkbox"/> Corporation (includes Not For Profit) | <input type="checkbox"/> Limited Liability Company (select    |
| <input type="checkbox"/> Medical Corporation                   | applicable tax classification)                                |
| <input type="checkbox"/> Governmental Unit                     | <input type="checkbox"/> P = partnership                      |
| <input type="checkbox"/> Estate or Trust                       | <input type="checkbox"/> C = corporation                      |

If Grantee has not received a payment from the State of Illinois in the last two years, Grantee must submit a W-9 tax form with this Agreement.

1.2. Amount of Agreement. Grant Funds (check one) ☐ shall not exceed or ☐ are estimated to be \$\_\_\_\_\_ of which \$\_\_\_\_\_ are federal funds. Grantee agrees to accept Grantor's payment as specified in the Exhibits and attachments incorporated herein as part of this Agreement.

1.3. Identification Numbers. If applicable, the Federal Award Identification Number (FAIN) is \_\_\_\_\_, the federal awarding agency is \_\_\_\_\_, and the Federal Award date is \_\_\_\_\_. If applicable, the Assistance Listing Program Title is \_\_\_\_\_ and Assistance Listing Number is \_\_\_\_\_. The Catalog of State Financial Assistance (CSFA) Number is \_\_\_\_\_ and the CSFA Name is \_\_\_\_\_. The State Award Identification Number is \_\_\_\_\_.

1.4. Term. This Agreement shall be effective on \_\_\_\_\_ and shall expire on \_\_\_\_\_ (the "Term"), unless terminated pursuant to this Agreement.

1.5. Certification. Grantee certifies under oath that (1) all representations made in this Agreement are true and correct and (2) all Grant Funds awarded pursuant to this Agreement shall be used only for the purpose(s) described herein. Grantee acknowledges that the Award is made solely upon this certification and that any false statements, misrepresentations, or material omissions shall be the basis for immediate termination of this Agreement and repayment of all Grant Funds.

1.6. Signatures. In witness whereof, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives.

#### ILLINOIS BOARD OF HIGHER EDUCATION

By:  
Signature of Ginger Ostro, Executive Director

By:  
Signature of Designee  
Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Printed Title: \_\_\_\_\_  
Designee

By:  
Signature of Authorized Representative  
Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Printed Title: \_\_\_\_\_  
E-mail: \_\_\_\_\_

By:  
Signature of First Other Approver, if Applicable  
Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Printed Title: \_\_\_\_\_  
Other Approver

By:  
Signature of Second Other Approver, if Applicable  
Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Printed Title: \_\_\_\_\_  
Second Other Approver

**ARTICLE I**  
**REQUIRED REPRESENTATIONS**

**2.1. Standing and Authority.** Grantee warrants that:

- (a) Grantee is duly organized, validly existing and in good standing, if applicable, under the laws of the state in which it was incorporated or organized.
- (b) Grantee has the requisite power and authority to execute and deliver this Agreement and all documents to be executed by it in connection with this Agreement, to perform its obligations hereunder and to consummate the transactions contemplated hereby.
- (c) If Grantee is organized under the laws of another jurisdiction, Grantee warrants that it is also duly qualified to do business in Illinois and, if applicable, is in good standing with the Illinois Secretary of State.
- (d) The execution and delivery of this Agreement, and the other documents to be executed by Grantee in connection with this Agreement, and the performance by Grantee of its obligations hereunder have been duly authorized by all necessary entity action.
- (e) This Agreement and all other documents related to this Agreement, including the Uniform Grant Application, the Exhibits and attachments to which Grantee is a party constitute the legal, valid and binding obligations of Grantee enforceable against Grantee in accordance with their respective terms.

**2.2. Compliance with Internal Revenue Code.** Grantee certifies that it does and will comply with all provisions of the federal Internal Revenue Code (26 USC 1), the Illinois Income Tax Act (35 ILCS 5), and all rules promulgated thereunder, including withholding provisions and timely deposits of employee taxes and unemployment insurance taxes.

**2.3. Compliance with Federal Funding Accountability and Transparency Act of 2006.** Grantee certifies that it does and will comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (P.L. 109-282) (FFATA) with respect to Federal Awards greater than or equal to \$30,000. A FFATA sub-award report must be filed by the end of the month following the month in which the award was made.

**2.4. Compliance with Uniform Grant Rules (2 CFR Part 200).** Grantee certifies that it shall adhere to the applicable Uniform Administrative Requirements, Cost Principles, and Audit Requirements, which are published in Title 2, Part 200 of the Code of Federal Regulations ("2 CFR Part 200"), and are incorporated herein by reference. 44 Ill. Admin. Code 7000.40(c)(1)(A). The requirements of 2 CFR Part 200 apply to the Grant Funds awarded through this Agreement, regardless of whether the original source of the funds is State or federal, unless an exception is noted in federal or State statutes or regulations. 44 Ill. Admin. Code 7000.10(c)(8); 30 ILCS 708/5(b).

**2.5. Compliance with Registration Requirements.** Grantee certifies that it: (i) is registered with the federal SAM; (ii) is in good standing with the Illinois Secretary of State, if applicable; (iii) has a valid DUNS Number; (iv) has a valid UEI, if applicable; and (v) has successfully completed the annual registration and prequalification through the Grantee Portal. It is Grantee's responsibility to remain current with these registrations and requirements. If Grantee's status with regard to any of these requirements changes, or the certifications made in and information provided in the Uniform Grant Application changes, Grantee must notify the Grantor in accordance with ARTICLE XVIII.



### ARTICLE III DEFINITIONS

3.1. Definitions. Capitalized words and phrases used in this Agreement have the meanings stated in 2 CFR 200.1 unless otherwise stated below.

“Agreement” or “Grant Agreement” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Allowable Costs” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Award” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Budget” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Catalog of State Financial Assistance” or “CSFA” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Close-out Report” means a report from the Grantee allowing the Grantor to determine whether all applicable administrative actions and required work have been completed, and therefore closeout actions can commence.

“Conflict of Interest” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Direct Costs” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Disallowed Costs” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“DUNS Number” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Financial Assistance” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Fixed-Rate” has the same meaning as in 44 Ill. Admin. Code 7000.30. “Fixed-Rate” is in contrast to fee-for-service, 44 Ill. Admin. Code 7000.30.

“GATU” means the Grant Accountability and Transparency Unit within the Governor's Office of Management and Budget.

“Grant” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Grant Funds” means the Financial Assistance made available to Grantee through this Agreement.

“Grantee Portal” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Indirect Costs” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Indirect Cost Rate” means a device for determining in a reasonable manner the proportion of indirect costs each Program should bear. It is a ratio (expressed as a percentage) of the Indirect Costs to a Direct Cost base. If reimbursement of Indirect Costs is allowable under an Award, Grantor will not reimburse those Indirect Costs unless Grantee has established an Indirect Cost Rate covering the applicable activities and period of time, unless Indirect Costs are reimbursed at a fixed rate.

"Indirect Cost Rate Proposal" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Obligations" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Period of Performance" has the same meaning as in 44 Ill. Admin. Code

7000.30. "Prior Approval" has the same meaning as in 44 Ill. Admin. Code

7000.30.

"Profit" means an entity's total revenue less its operating expenses, interest paid, depreciation, and taxes. "Profit" is synonymous with the term "net revenue."

"Program" means the services to be provided pursuant to this Agreement.

"Program Costs" means all Allowable Costs incurred by Grantee and the value of the contributions made by third parties in accomplishing the objectives of the Award during the Term of this Agreement.

"Related Parties" has the meaning set forth in Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 850-10-20.

"SAM" means the federal System for Award Management (SAM), the federal repository into which an entity must provide information required for the conduct of business as a recipient.

"Unallowable Costs" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Unique Entity Identifier" or "UEI" has the same meaning as in 44 Ill. Admin. Code 7000.30.

#### ARTICLE IV PAYMENT

4.1. Availability of Appropriation; Sufficiency of Funds. This Agreement is contingent upon and subject to the availability of sufficient funds. Grantor may terminate or suspend this Agreement, in whole or in part, without penalty or further payment being required, if (i) sufficient funds for this Agreement have not been appropriated or otherwise made available to the Grantor by the State or the federal funding source, (ii) the Governor or Grantor reserves funds, or (iii) the Governor or Grantor determines that funds will not or may not be available for payment. Grantor shall provide notice, in writing, to Grantee of any such funding failure and its election to terminate or suspend this Agreement as soon as practicable. Any suspension or termination pursuant to this Section will be effective upon the date of the written notice unless otherwise indicated.

4.2. Pre-Award Costs. Pre-award costs are not permitted unless specifically authorized by the Grantor in Exhibit A, PART TWO or PART THREE of this Agreement. If they are authorized, pre-award costs must be charged to the initial Budget Period of the Award, unless otherwise specified by the Grantor. 2 CFR 200.458.

4.3. Return of Grant Funds. Any Grant Funds remaining that are not expended or legally obligated by Grantee, including those funds obligated pursuant to ARTICLE XVII, at the end of the Agreement period, or in the case of capital improvement Awards at the end of the time period Grant Funds are available for expenditure or obligation, shall be returned to Grantor within forty-five (45) days. A Grantee who is required to reimburse Grant Funds and who enters into a deferred payment plan for the purpose of satisfying a past due debt, shall be required to pay interest on such debt as required by Section 10.2 of the Illinois State Collection Act of 1986. 30 ILCS 210; 44 Ill. Admin. Code 7000.450(c). In addition, as required by 44 Ill. Admin. Code 7000.440(b)(2), unless granted a written extension, Grantee must liquidate all obligations incurred under the

Award at the end of the period of performance.

4.4. Cash Management Improvement Act of 1990. Unless notified otherwise in PART TWO or PART THREE, federal funds received under this Agreement shall be managed in accordance with the Cash Management Improvement Act of 1990 (31 USC 6501 et seq.) and any other applicable federal laws or regulations. 2 CFR 200.305; 44 Ill. Admin. Code 7000.120.

4.5. Payments to Third Parties. Grantee agrees that Grantor shall have no liability to Grantee when Grantor acts in good faith to redirect all or a portion of any Grantee payment to a third party. Grantor will be deemed to have acted in good faith when it is in possession of information that indicates Grantee authorized Grantor to intercept or redirect payments to a third party or when so ordered by a court of competent jurisdiction.

4.6. Modifications to Estimated Amount. If the Agreement amount is established on an estimated basis, then it may be increased by mutual agreement at any time during the Term. Grantor may decrease the estimated amount of this Agreement at any time during the Term if (i) Grantor believes Grantee will not use the funds during the Term, (ii) Grantor believes Grantee has used funds in a manner that was not authorized by this Agreement, (iii) sufficient funds for this Agreement have not been appropriated or otherwise made available to the Grantor by the State or the federal funding source, (iv) the Governor or Grantor reserves funds, or (v) the Governor or Grantor determines that funds will or may not be available for payment. Grantee will be notified, in writing, of any adjustment of the estimated amount of this Agreement. In the event of such reduction, services provided by Grantee under Exhibit A may be reduced accordingly. Grantee shall be paid for work satisfactorily performed prior to the date of the notice regarding adjustment. 2 CFR 200.308.

4.7. Interest.

(a) All interest earned on Grant Funds held by a Grantee shall be treated in accordance with 2 CFR 200.305(b)(9), unless otherwise provided in PART TWO or PART THREE. Any amount due shall be remitted annually in accordance with 2 CFR 200.305(b)(9) or to the Grantor, as applicable.

(b) Grant Funds shall be placed in an insured account, whenever possible, that bears interest, unless exempted under 2 CFR 200.305(b)(8).

4.8. Timely Billing Required. Grantee must submit any payment request to Grantor within fifteen (15) days of the end of the quarter, unless another billing schedule is specified in PART TWO, PART THREE or Exhibit C. Failure to submit such payment request timely will render the amounts billed an unallowable cost which Grantor cannot reimburse. In the event that Grantee is unable, for good cause, to submit its payment request timely, Grantee shall timely notify Grantor and may request an extension of time to submit the payment request. Grantor's approval of Grantee's request for an extension shall not be unreasonably withheld.

4.9. Certification. Pursuant to 2 CFR 200.415, each invoice and report submitted by Grantee (or sub-grantee) must contain the following certification by an official authorized to legally bind the Grantee (or sub-grantee):

By signing this report [or payment request or both], I certify to the best of my knowledge and belief that the report [or payment request] is true, complete, and accurate; that the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the State

or federal pass-through award; and that supporting documentation has been submitted as required by the grant agreement. I acknowledge that approval for any other expenditure described herein shall be considered conditional subject to further review and verification in accordance with the monitoring and records retention provisions of the grant agreement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812; 30 ILCS 708/120).

## ARTICLE V

### SCOPE OF GRANT ACTIVITIES/PURPOSE OF GRANT

5.1. Scope of Grant Activities/Purpose of Grant. Grantee will conduct the Grant Activities or provide the services as described in the Exhibits and attachments, including Exhibit A (Project Description) and Exhibit B (Deliverables), incorporated herein and in accordance with all terms and conditions set forth herein and all applicable administrative rules. In addition, the State's Notice of State Award (44 Ill. Admin. Code 7000.360) is incorporated herein by reference. All Grantor-specific provisions and programmatic reporting required under this Agreement are described in PART TWO (The Grantor-Specific Terms). All Project-specific provisions and reporting required under this Agreement are described in PART THREE.

5.2. Scope Revisions. Grantee shall obtain Prior Approval from Grantor whenever a scope revision is necessary for one or more of the reasons enumerated in 2 CFR 200.308. All requests for scope revisions that require Grantor approval shall be signed by Grantee's authorized representative and submitted to Grantor for approval. Expenditure of funds under a requested revision is prohibited and will not be reimbursed if expended before Grantor gives written approval. 2 CFR 200.308.

5.3. Specific Conditions. If applicable, specific conditions required after a risk assessment will be included in Exhibit G. Grantee shall adhere to the specific conditions listed therein.

## ARTICLE VI

### BUDGET

6.1. Budget. The Budget is a schedule of anticipated grant expenditures that is approved by Grantor for carrying out the purposes of the Award. When Grantee or third parties support a portion of expenses associated with the Award, the Budget includes the non-federal as well as the federal share (and State share if applicable) of grant expenses. The Budget submitted by Grantee at application, or a revised Budget subsequently submitted and approved by Grantor, is considered final and is incorporated herein by reference.

6.2. Budget Revisions. Grantee shall obtain Prior Approval from Grantor whenever a Budget revision is necessary for one or more of the reasons enumerated in 2 CFR 200.308 or 44 Ill. Admin. Code 7000.370(b). All requests for Budget revisions that require Grantor approval shall be signed by Grantee's authorized representative and submitted to Grantor for approval. Expenditure of funds under a requested revision is prohibited and will not be reimbursed if expended before Grantor gives written approval.

6.3. Notification. Within thirty (30) calendar days from the date of receipt of the request for Budget revisions, Grantor will review the request and notify Grantee whether the Budget revision has been approved, denied, or the date upon which a decision will be reached.

## ARTICLE VII ALLOWABLE COSTS

7.1. Allowability of Costs; Cost Allocation Methods. The allowability of costs and cost allocation methods for work performed under this Agreement shall be determined in accordance with 2 CFR Part 200 Subpart E and Appendices III, IV, V, and VII.

7.2. Indirect Cost Rate Submission.

(a) All grantees, except for Local Education Agencies (as defined in 34 CFR 77.1), must make an Indirect Cost Rate election in the Grantee Portal, even grantees that do not charge or expect to charge Indirect Costs. 44 Ill. Admin. Code 7000.420(e).

(i) Waived and de minimis Indirect Cost Rate elections will remain in effect until the Grantee elects a different option.

(b) Grantee must submit an Indirect Cost Rate Proposal in accordance with federal and State regulations, in a format prescribed by Grantor. For grantees who have never negotiated an Indirect Cost Rate before, the Indirect Cost Rate Proposal must be submitted for approval no later than three months after the effective date of the Award. For grantees who have previously negotiated an Indirect Cost Rate, the Indirect Cost Rate Proposal must be submitted for approval within 180 days of the Grantee's fiscal year end, as dictated in the applicable appendices, such as:

- (i) Appendix V and VII to 2 CFR Part 200 governs Indirect Cost Rate Proposals for state and local governments,
- (ii) Appendix III to 2 CFR Part 200 governs Indirect Cost Rate Proposals for public and private institutions of higher education,
- (iii) Appendix IV to 2 CFR Part 200 governs Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations, and
- (iv) Appendix V to 2 CFR Part 200 governs state/Local Governmentwide Central Service Cost Allocation Plans.

(c) A grantee who has a current, applicable rate negotiated by a cognizant federal agency shall provide to Grantor a copy of its Indirect Cost Rate acceptance letter from the federal government and a copy of all documentation regarding the allocation methodology for costs used to negotiate that rate, e.g., without limitation, the cost policy statement or disclosure narrative statement. Grantor will accept that Indirect Cost Rate, up to any statutory, rule-based or programmatic limit.

(d) A grantee who does not have a current negotiated rate, may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely. No documentation is required to justify the 10% de minimis Indirect Cost Rate. 2 CFR 200.414(f).

7.3. Transfer of Costs. Cost transfers between Grants, whether as a means to compensate for cost overruns or for other reasons, are unallowable. 2 CFR 200.451.

7.4. Higher Education Cost Principles. The federal cost principles that apply to public and private institutions of higher education are set forth in 2 CFR Part 200 Subpart E and Appendix III.

7.5. Nonprofit Organizations Cost Principles. The federal cost principles that apply to Nonprofit Organizations that are not institutions of higher education are set forth in 2 CFR Part 200 Subpart E, unless exempt under 2 CFR Part 200 Appendix VIII.

7.6. Government Cost Principles. The federal cost principles that apply to state, local and federally-recognized Indian tribal governments are set forth in 2 CFR Part 200 Subpart E, Appendix V, and Appendix VII.

7.7. Commercial Organization Cost Principles. The federal cost principles and procedures for cost analysis and the determination, negotiation and allowance of costs that apply to commercial organizations are set forth in 48 CFR Part 31.

7.8. Financial Management Standards. The financial management systems of Grantee must meet the following standards:

(a) Accounting System. Grantee organizations must have an accounting system that provides accurate, current, and complete disclosure of all financial transactions related to each state- and federally-funded Program. Accounting records must contain information pertaining to state and federal pass-through awards, authorizations, obligations, unobligated balances, assets, outlays, and income. These records must be maintained on a current basis and balanced at least quarterly. Cash contributions to the Program from third parties must be accounted for in the general ledger with other Grant Funds. Third party in-kind (non-cash) contributions are not required to be recorded in the general ledger, but must be under accounting control, possibly through the use of a memorandum ledger. To comply with 2 CFR 200.305(b)(7)(i) and 30 ILCS 708/520, Grantee shall use reasonable efforts to ensure that funding streams are delineated within Grantee's accounting system. 2 CFR 200.302.

(b) Source Documentation. Accounting records must be supported by such source documentation as canceled checks, bank statements, invoices, paid bills, donor letters, time and attendance records, activity reports, travel reports, contractual and consultant agreements, and subaward documentation. All supporting documentation should be clearly identified with the Award and general ledger accounts which are to be charged or credited.

(i) The documentation standards for salary charges to grants are prescribed by 2 CFR 200.430, and in the cost principles applicable to the entity's organization (Paragraphs 7.4 through 7.7).

(ii) If records do not meet the standards in 2 CFR 200.430, then Grantor may notify Grantee in PARTTWO, PARTTHREE or Exhibit G of the requirement to submit Personnel activity reports. 2 CFR 200.430(i)(8). Personnel activity reports shall account on an after-the-fact basis for one hundred percent (100%) of the employee's actual time, separately indicating the time spent on the Grant, other grants or projects, vacation or sick leave, and administrative time, if applicable. The reports must be signed by the employee, approved by the appropriate official, and coincide with a pay period. These time records should be used to record the distribution of salary costs to the appropriate accounts no less frequently than quarterly.

(iii) Formal agreements with independent contractors, such as consultants, must include a description of the services to be performed, the period of performance, the fee and method of payment, an itemization of travel and other costs which are chargeable to the agreement, and the signatures of both the contractor and an appropriate official of Grantee.

(iv) If third party in-kind (non-cash) contributions are used for Grant purposes, the valuation of these contributions must be supported with adequate documentation.

(c) Internal Control. Effective control and accountability must be maintained for all cash, real and personal property, and other assets. Grantee must adequately safeguard all such property and must provide assurance that it is used solely for authorized purposes. Grantee must also have systems in place that provide reasonable assurance that the information is accurate, allowable, and compliant with the terms and conditions of this Agreement. 2 CFR 200.303.

(d) Budget Control. Records of expenditures must be maintained for each Award by the cost categories of the approved Budget (including indirect costs that are charged to the Award), and actual expenditures are to be compared with budgeted amounts at least quarterly.

(e) **Cash Management.** Requests for advance payment shall be limited to Grantee's immediate cash needs. Grantee must have written procedures to minimize the time elapsing between the receipt and the disbursement of Grant Funds to avoid having excess funds on hand. 2 CFR 200.305.

7.9. **Profits.** It is not permitted for any person or entity to earn a Profit from an Award. See, e.g., 2 CFR 200.400(g); see also 30 ILCS 708/60(a)(7).

7.10. **Management of Program Income.** Grantee is encouraged to earn income to defray program costs where appropriate, subject to 2 CFR 200.307.

## ARTICLE VIII REQUIRED CERTIFICATIONS

8.1. **Certifications.** Grantee shall be responsible for compliance with the enumerated certifications to the extent that the certifications apply to Grantee.

(a) **Bribery.** Grantee certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor made an admission of guilt of such conduct which is a matter of record (30 ILCS 500/50-5).

(b) **Bid Rigging.** Grantee certifies that it has not been barred from contracting with a unit of state or local government as a result of a violation of Paragraph 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, respectively).

(c) **Debt to State.** Grantee certifies that neither it, nor its affiliate(s), is/are barred from receiving an Award because Grantee, or its affiliate(s), is/are delinquent in the payment of any debt to the State, unless Grantee, or its affiliate(s), has/have entered into a deferred payment plan to pay off the debt, and Grantee acknowledges Grantor may declare the Agreement void if the certification is false (30 ILCS 500/50-11).

(d) **International Boycott.** Grantee certifies that neither it nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provision of the U.S. Export Administration Act of 1979 (50 USC Appendix 2401 et seq.) or the regulations of the U.S. Department of Commerce promulgated under that Act (15 CFR Parts 730 through 774).

(e) **Dues and Fees.** Grantee certifies that it is not prohibited from receiving an Award because it pays dues or fees on behalf of its employees or agents, or subsidizes or otherwise reimburses them for payment of their dues or fees to any club which unlawfully discriminates (775 ILCS 25/1 et seq.).

(f) **Pro-Children Act.** Grantee certifies that it is in compliance with the Pro-Children Act of 2001 in that it prohibits smoking in any portion of its facility used for the provision of health, day care, early childhood development services, education or library services to children under the age of eighteen (18), which services are supported by federal or state government assistance (except such portions of the facilities which are used for inpatient substance abuse treatment) (20 USC 7181-7184).

(g) **Drug-Free Work Place.** If Grantee is not an individual, Grantee certifies it will provide a drug free workplace pursuant to the Drug Free Workplace Act. 30 ILCS 580/3. If Grantee is an individual and this Agreement is valued at more than \$5,000, Grantee certifies it shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the performance of the Agreement. 30 ILCS 580/4. Grantee further certifies that it is in compliance with the

government-wide requirements for a drug-free workplace as set forth in 41 USC 8102.

(h) Motor Voter Law. Grantee certifies that it is in full compliance with the terms and provisions of the National Voter Registration Act of 1993 (52 USC 20501 et seq.).

(i) Clean Air Act and Clean Water Act. Grantee certifies that it is in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 USC 7401 et seq.) and the Federal Water Pollution Control Act, as amended (33 USC 1251 et seq.).

(j) Debarment. Grantee certifies that it is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal department or agency 2 CFR 200.205(a), or by the State (30 ILCS 708/25(6)(G)).

(k) Non-procurement Debarment and Suspension. Grantee certifies that it is in compliance with Subpart C of 2 CFR Part 180 as supplemented by 2 CFR Part 376, Subpart C.

(l) Grant for the Construction of Fixed Works. Grantee certifies that all Programs for the construction of fixed works which are financed in whole or in part with funds provided by this Agreement shall be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.) unless the provisions of that Act exempt its application. In the construction of the Program, Grantee shall comply with the requirements of the Prevailing Wage Act including, but not limited to, inserting into all contracts for such construction a stipulation to the effect that not less than the prevailing rate of wages as applicable to the Program shall be paid to all laborers, workers, and mechanics performing work under the Award and requiring all bonds of contractors to include a provision as will guarantee the faithful performance of such prevailing wage clause as provided by contract.

(m) Health Insurance Portability and Accountability Act. Grantee certifies that it is in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law No. 104-191, 45 CFR Parts 160, 162 and 164, and the Social Security Act, 42 USC 1320d-2 through 1320d-7, in that it may not use or disclose protected health information other than as permitted or required by law and agrees to use appropriate safeguards to prevent use or disclosure of the protected health information. Grantee shall maintain, for a minimum of six (6) years, all protected health information.

(n) Criminal Convictions. Grantee certifies that neither it nor a managerial agent of Grantee (for non-governmental grantees only, this includes any officer, director or partner of Grantee) has been convicted of a felony under the Sarbanes-Oxley Act of 2002, nor a Class 3 or Class 2 felony under Illinois Securities Law of 1953, or that at least five (5) years have passed since the date of the conviction. Grantee further certifies that it is not barred from receiving an Award under 30 ILCS 500/50-10.5, and acknowledges that Grantor shall declare the Agreement void if this certification is false.

(o) Forced Labor Act. Grantee certifies that it complies with the State Prohibition of Goods from Forced Labor Act, and certifies that no foreign-made equipment, materials, or supplies furnished to the State under this Agreement have been or will be produced in whole or in part by forced labor, convict labor, or indentured labor under penal sanction (30 ILCS 583).



(p) Illinois Use Tax. Grantee certifies in accordance with 30 ILCS 500/50-12 that it is not barred from receiving an Award under this Paragraph. Grantee acknowledges that this Agreement may be declared void if this certification is false.

(q) Environmental Protection Act Violations. Grantee certifies in accordance with 30 ILCS 500/50-14 that it is not barred from receiving an Award under this Paragraph. Grantee acknowledges that this Agreement may be declared void if this certification is false.

(r) Goods from Child Labor Act. Grantee certifies that no foreign-made equipment, materials, or supplies furnished to the State under this Agreement have been produced in whole or in part by the labor of any child under the age of twelve (12) (30 ILCS 584).

(s) Federal Funding Accountability and Transparency Act of 2006. Grantee certifies that it is in compliance with the terms and requirements of 31 USC 6101.

(t) Illinois Works Review Panel. For Awards made for public works projects, as defined in the Illinois Works Jobs Program Act, Grantee certifies that it and any contractor(s) or sub-contractor(s) that performs work using funds from this Award, shall, upon reasonable notice, appear before and respond to requests for information from the Illinois Works Review Panel. 30 ILCS 559/20-25(d).

#### ARTICLE IX CRIMINAL DISCLOSURE

9.1. Mandatory Criminal Disclosures. Grantee shall continue to disclose to Grantor all violations of criminal law involving fraud, bribery or gratuity violations potentially affecting this Award. 30 ILCS 708/40. Additionally, if Grantee receives over \$10 million in total Financial Assistance, funded by either State or federal funds, during the period of this Award, Grantee must maintain the currency of information reported to SAM regarding civil, criminal or administrative proceedings as required by 2 CFR 200.113 and Appendix XII of 2 CFR Part 200, and 30 ILCS 708/40.

#### ARTICLE X UNLAWFUL DISCRIMINATION

10.1. Compliance with Nondiscrimination Laws. Grantee, its employees and subcontractors under subcontract made pursuant to this Agreement, shall comply with all applicable provisions of State and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to, the following laws and regulations and all subsequent amendments thereto:

(a) The Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), including, without limitation, 44 Ill. Admin. Code Part 750, which is incorporated herein;

(b) The Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.);

(c) The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a - 2000h-6). (See also guidelines to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons [Federal Register: February 18, 2002 (Volume 67, Number 13, Pages 2671-2685)]);

- (d) Section 504 of the Rehabilitation Act of 1973 (29 USC 794);
- (e) The Americans with Disabilities Act of 1990 (as amended) (42 USC 12101 et seq.); and
- (f) The Age Discrimination Act (42 USC 6101 et seq.).

## ARTICLE XI LOBBYING

11.1. Improper Influence. Grantee certifies that no Grant Funds have been paid or will be paid by or on behalf of Grantee to any person for influencing or attempting to influence an officer or employee of any government agency, a member of Congress or Illinois General Assembly, an officer or employee of Congress or Illinois General Assembly, or an employee of a member of Congress or Illinois General Assembly in connection with the awarding of any agreement, the making of any grant, the making of any loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment or modification of any agreement, grant, loan or cooperative agreement. 31 USC 1352. Additionally, Grantee certifies that it has filed the required certification under the Byrd Anti-Lobbying Amendment (31 USC 1352), if applicable.

11.2. Federal Form LLL. If any funds, other than federally-appropriated funds, were paid or will be paid to any person for influencing or attempting to influence any of the above persons in connection with this Agreement, the undersigned must also complete and submit Federal Form LLL, Disclosure of Lobbying Activities Form, in accordance with its instructions.

11.3. Lobbying Costs. Grantee certifies that it is in compliance with the restrictions on lobbying set forth in 2 CFR 200.450. For any Indirect Costs associated with this Agreement, total lobbying costs shall be separately identified in the Program Budget, and thereafter treated as other Unallowable Costs.

11.4. Procurement Lobbying. Grantee warrants and certifies that it and, to the best of its knowledge, its sub-grantees have complied and will comply with Executive Order No. 1 (2007) (EO 1-2007). EO 1-2007 generally prohibits Grantees and subcontractors from hiring the then-serving Governor's family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments, if that procurement may result in a contract valued at over \$25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.

11.5. Subawards. Grantee must include the language of this ARTICLE XI in the award documents for any subawards made pursuant to this Award at all tiers. All sub-grantees are also subject to certification and disclosure. Pursuant to Appendix II(I) to 2 CFR Part 200, Grantee shall forward all disclosures by contractors regarding this certification to Grantor.

11.6. Certification. This certification is a material representation of fact upon which reliance was placed to enter into this transaction and is a prerequisite for this transaction, pursuant to 31 USC 1352. Any person who fails to file the required certifications shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

**ARTICLE XII**  
**MAINTENANCE AND ACCESSIBILITY OF RECORDS; MONITORING**

12.1. Records Retention. Grantee shall maintain for three (3) years from the date of submission of the final expenditure report, adequate books, all financial records and, supporting documents, statistical records, and all other records pertinent to this Award, adequate to comply with 2 CFR 200.334, unless a different retention period is specified in 2 CFR 200.334, 44 Ill. Admin. Code 7000.430(a) and (b) or PART TWO or PART THREE. If any litigation, claim or audit is started before the expiration of the retention period, the records must be retained until all litigation, claims or audit exceptions involving the records have been resolved and final action taken.

12.2. Accessibility of Records. Grantee, in compliance with 2 CFR 200.337 and 44 Ill. Admin. Code 7000.430(f), shall make books, records, related papers, supporting documentation and personnel relevant to this Agreement available to authorized Grantor representatives, the Illinois Auditor General, Illinois Attorney General, any Executive Inspector General, the Grantor's Inspector General, federal authorities, any person identified in 2 CFR 200.337, and any other person as may be authorized by Grantor (including auditors), by the State of Illinois or by federal statute. Grantee shall cooperate fully in any such audit or inquiry.

12.3. Failure to Maintain Books and Records. Failure to maintain books, records and supporting documentation, as described in this ARTICLE XII, shall establish a presumption in favor of the State for the recovery of any funds paid by the State under this Agreement for which adequate books, records and supporting documentation are not available to support disbursement.

12.4. Monitoring and Access to Information. Grantee must monitor its activities to assure compliance with applicable state and federal requirements and to assure its performance expectations are being achieved. Grantor shall monitor the activities of Grantee to assure compliance with all requirements and performance expectations of the award. Grantee shall timely submit all financial and performance reports, and shall supply, upon Grantor's request, documents and information relevant to the Award. Grantor may make site visits as warranted by program needs. 2 CFR 200.329; 200.332. Additional monitoring requirements may be in PART TWO or PART THREE.

**ARTICLE XIII**  
**FINANCIAL REPORTING REQUIREMENTS**

13.1. Required Periodic Financial Reports. Grantee agrees to submit financial reports as requested and in the format required by Grantor. Grantee shall file quarterly reports with Grantor describing the expenditure(s) of the funds related thereto, unless more frequent reporting is required by the Grantee pursuant to specific award conditions. 2 CFR 200.208. Unless so specified, the first of such reports shall cover the first three months after the Award begins, and reports must be submitted no later than the due date(s) specified in PART TWO or PART THREE, unless additional information regarding required financial reports is set forth in Exhibit G. Failure to submit the required financial reports may cause a delay or suspension of funding. 30 ILCS 705/1 et seq.; 2 CFR 208(b)(3) and 200.328. Any report required by 30 ILCS 708/125 may be detailed in PART TWO or PART THREE.

13.2. Close-out Reports.

(a) Grantee shall submit a Close-out Report no later than the due date specified in PART TWO or PART THREE, which must be no later than 60 calendar days following the end of the period of performance for this Agreement or Agreement termination. The format of this Close-out Report shall follow a format prescribed by Grantor. 2 CFR 200.344; 44 Ill. Admin. Code 7000.440(b).

(b) If an audit or review of Grantee occurs and results in adjustments after Grantee submits a Close-out Report, Grantee will submit a new Close-out Report based on audit adjustments, and immediately submit a refund to Grantor, if applicable. 2 CFR 200.345.

13.3. Effect of Failure to Comply. Failure to comply with reporting requirements shall result in the withholding of funds, the return of Improper Payments or Unallowable Costs, will be considered a material breach of this Agreement and may be the basis to recover Grant Funds. Grantee's failure to comply with this ARTICLE XIII, ARTICLE XIV, or ARTICLE XV shall be considered prima facie evidence of a breach and may be admitted as such, without further proof, into evidence in an administrative proceeding before Grantor, or in any other legal proceeding. Grantee should refer to the State of Illinois Grantee Compliance Enforcement System for policy and consequences for failure to comply. 44 Ill. Admin. Code 7000.80.

#### ARTICLE XIV PERFORMANCE REPORTING REQUIREMENTS

14.1. Required Periodic Performance Reports. Grantee agrees to submit Performance Reports as requested and in the format required by Grantor. Performance Measures listed in Exhibit E must be reported quarterly, unless otherwise specified in PART TWO, PART THREE or Exhibit G. Unless so specified, the first of such reports shall cover the first three months after the Award begins. If Grantee is not required to report performance quarterly, then Grantee must submit a Performance Report at least annually. Pursuant to 2 CFR 200.208, specific conditions may be imposed requiring Grantee to report more frequently based on the risk assessment or the merit review of the application. In such cases, Grantor shall notify Grantee of same in Exhibit G. Pursuant to 2 CFR 200.329 and 44 Ill. Admin. Code 7000.410(b)(2), periodic Performance Reports shall be submitted no later than the due date(s) specified in PART TWO or PART THREE. For certain construction-related Awards, such reports may be exempted as identified in PART TWO or PART THREE. 2 CFR 200.329. Failure to submit such required Performance Reports may cause a delay or suspension of funding. 30 ILCS 705/1 et seq.

14.2. Close-out Performance Reports. Grantee agrees to submit a Close-out Performance Report, in the format required by Grantor, no later than the due date specified in PART TWO or PART THREE, which must be no later than 60 calendar days following the end of the period of performance or Agreement termination. 2 CFR 200.344; 44 Ill. Admin. Code 7000.440(b)(1).

14.3. Content of Performance Reports. Pursuant to 2 CFR 200.329(b) and (c), all Performance Reports must relate the financial data and accomplishments to the performance goals and objectives of this Award and also include the following: a comparison of actual accomplishments to the objectives of the award established for the period; where the accomplishments can be quantified, a computation of the cost and demonstration of cost effective practices (e.g., through unit cost data); performance trend data and analysis if required; and reasons why established goals were not met, if appropriate. Appendices may be used to include additional supportive documentation. Additional content and format guidelines for the Performance Reports will be determined by Grantor contingent on the Award's statutory, regulatory and administrative requirements, and are included in PART TWO or PART THREE of this Agreement.

14.4. Performance Standards. Grantee shall perform in accordance with the Performance Standards set forth in Exhibit F. 2 CFR 200.301; 200.210.

**ARTICLE XV**  
**AUDIT REQUIREMENTS**

15.1. Audits. Grantee shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and Subpart F of 2 CFR Part 200, and the audit rules and policies set forth by the Governor's Office of Management and Budget. 30 ILCS 708/65(c); 44 Ill. Admin. Code 7000.90.

15.2. Consolidated Year-End Financial Reports (CYEFR). All grantees are required to complete and submit a CYEFR through the Grantee Portal, except those exempted by federal or State statute or regulation, as set forth in PART TWO or PART THREE. The CYEFR is a required schedule in the Grantee's audit report if the Grantee is required to complete and submit an audit report as set forth herein.

(a) This Paragraph 15.2 applies to all grantees, unless exempted pursuant to a federal or state statute or regulation, which is identified in PART TWO or PART THREE.

(b) The CYEFR must cover the same period as the Audited Financial Statements, if required, and must be submitted in accordance with the audit schedule at 44 Ill. Admin. Code 7000.90. If Audited Financial Statements are not required, however, then the CYEFR must cover the Grantee's fiscal year and must be submitted within 6 months of the Grantee's fiscal year-end.

(c) CYEFRs must include an in relation to opinion from the auditor of the financial statements included in the CYEFR.

(d) CYEFRs shall follow a format prescribed by Grantor.

15.3. Entities That Are Not "For-Profit".

(a) This Paragraph applies to Grantees that are not "for-profit" entities.

(b) Single and Program-Specific Audits. If, during its fiscal year, Grantee expends \$750,000 or more in Federal Awards (direct federal and federal pass-through awards combined), Grantee must have a single audit or program-specific audit conducted for that year as required by 2 CFR 200.501 and other applicable sections of Subpart F of 2 CFR Part 200. The audit report packet must be completed as described in 2 CFR 200.512 (single audit) or 2 CFR 200.507 (program-specific audit), 44 Ill. Admin. Code 7000.90(h)(1) and the current GATA audit manual and submitted to the Federal Audit Clearinghouse, as required by 2 CFR 200.512. The results of peer and external quality control reviews, management letters issued by the auditors and their respective corrective action plans if significant deficiencies or material weaknesses are identified, and the Consolidated Year-End Financial Report(s) must be submitted to the Grantee Portal. The due date of all required submissions set forth in this Paragraph is the earlier of (i) 30 calendar days after receipt of the auditor's report(s) or (ii) nine (9) months after the end of the Grantee's audit period.

(c) Financial Statement Audit. If, during its fiscal year, Grantee expends less than \$750,000 in Federal Awards, Grantee is subject to the following audit requirements:

(i) If, during its fiscal year, Grantee expends \$500,000 or more in State Grants, Grantee must have a financial statement audit conducted in accordance with the Generally Accepted Government Auditing Standards (GAGAS). Grantee may be subject to additional requirements in PART TWO, PART THREE or Exhibit G based on the Grantee's risk profile.

(ii) If, during its fiscal year, Grantee expends less than \$500,000 in State Grants, but expends \$300,000 or more in State Grants, Grantee must have a financial statement audit conducted in accordance with the Generally Accepted Auditing Standards

(GAAS).

(iii) If Grantee is a Local Education Agency (as defined in 34 CFR 77.1), Grantee shall have a financial statement audit conducted in accordance with GAGAS, as required by 23 Ill. Admin. Code 100.110, regardless of the dollar amount of expenditures of State Grants.

(iv) If Grantee does not meet the requirements in subsections 15.3(b) and 15.3(c)(i-iii) but is required to have a financial statement audit conducted based on other regulatory requirements, Grantee must submit those audits for review.

(v) Grantee must submit its financial statement audit report packet, as set forth in 44 Ill. Admin. Code 7000.90(h)(2) and the current GATA audit manual, to the Grantee Portal within the earlier of (i) 30 calendar days after receipt of the auditor's report(s) or (ii) 6 months after the end of the Grantee's audit period.

#### 15.4. "For-Profit" Entities.

(a) This Paragraph applies to Grantees that are "for-profit" entities.

(b) Program-Specific Audit. If, during its fiscal year, Grantee expends \$750,000 or more in federal pass-through funds from State Grants, Grantee is required to have a program-specific audit conducted in accordance with 2 CFR 200.507. The auditor must audit federal pass-through programs with federal pass-through Awards expended that, in the aggregate, cover at least 50 percent (0.50) of total federal pass-through Awards expended. The audit report packet must be completed as described in 2 CFR 200.507 (program-specific audit), 44 Ill. Admin. Code 7000.90 and the current GATA audit manual, and must be submitted to the Grantee Portal. The due date of all required submissions set forth in this Paragraph is the earlier of (i) 30 calendar days after receipt of the auditor's report(s) or (ii) nine (9) months after the end of the Grantee's audit period.

(c) Financial Statement Audit. If, during its fiscal year, Grantee expends less than \$750,000 in federal pass-through funds from State Grants, Grantee must follow all of the audit requirements in Paragraphs 15.3(c)(i)-(v), above.

(d) Publicly-Traded Entities. If Grantee is a publicly-traded company, Grantee is not subject to the single audit or program-specific audit requirements, but is required to submit its annual audit conducted in accordance with its regulatory requirements.

15.5. Performance of Audits. For those organizations required to submit an independent audit report, the audit is to be conducted by the Illinois Auditor General (as required for certain governmental entities only), or a Certified Public Accountant or Certified Public Accounting Firm licensed in the State of Illinois or in accordance with Section 5.2 of the Illinois Public Accounting Act (225 ILCS 450/5.2). For all audits required to be performed subject to Generally Accepted Government Auditing standards or Generally Accepted Auditing standards, Grantee shall request and maintain on file a copy of the auditor's most recent peer review report and acceptance letter. Grantee shall follow procedures prescribed by Grantor for the preparation and submission of audit reports and any related documents.

15.6. Delinquent Reports. When such audit reports or financial statements required under this ARTICLE are prepared by the Illinois Auditor General, if they are not available by the above-specified due date, they will be provided to Grantor within thirty (30) days of becoming available. Otherwise, Grantee should refer to the State of Illinois Grantee Compliance Enforcement System for the policy and consequences for late reporting. 44 Ill. Admin. Code 7000.80.

**ARTICLE XVI**  
**TERMINATION; SUSPENSION; NON-COMPLIANCE**

**16.1. Termination.**

(a) This Agreement may be terminated, in whole or in part, by either Party for any or no reason upon thirty (30) calendar days' prior written notice to the other Party. If terminated by the Grantee, Grantee must include the reasons for such termination, the effective date, and, in the case of a partial termination, the portion to be terminated. If Grantor determines in the case of a partial termination that the reduced or modified portion of the Award will not accomplish the purposes for which the Award was made, Grantor may terminate the Agreement in its entirety. 2 CFR 200.340(a)(4).

(b) This Agreement may be terminated, in whole or in part, by Grantor without advance notice:

(i) Pursuant to a funding failure under Paragraph 4.1;

(ii) If Grantee fails to comply with the terms and conditions of this or any Award, application or proposal, including any applicable rules or regulations, or has made a false representation in connection with the receipt of this or any Grant;

(iii) If the Award no longer effectuates the program goals or agency priorities as set forth in Exhibit A, PART TWO or PART THREE; or

(iv) If Grantee breaches this Agreement and either (1) fails to cure such breach within 15 calendar days' written notice thereof, or (2) if such cure would require longer than 15 calendar days and the Grantee has failed to commence such cure within 15 calendar days' written notice thereof. In the event that Grantor terminates this Agreement as a result of the breach of the Agreement by Grantee, Grantee shall be paid for work satisfactorily performed prior to the date of termination.

**16.2. Suspension.** Grantor may suspend this Agreement, in whole or in part, pursuant to a funding failure under Paragraph 4.1 or if the Grantee fails to comply with terms and conditions of this or any Award. If suspension is due to Grantee's failure to comply, Grantor may withhold further payment and prohibit Grantee from incurring additional obligations pending corrective action by Grantee or a decision to terminate this Agreement by Grantor. Grantor may determine to allow necessary and proper costs that Grantee could not reasonably avoid during the period of suspension.

**16.3. Non-compliance.** If Grantee fails to comply with the U.S. Constitution, applicable statutes, regulations or the terms and conditions of this or any Award, Grantor may impose additional conditions on Grantee, as described in 2 CFR 200.208. If Grantor determines that non-compliance cannot be remedied by imposing additional conditions, Grantor may take one or more of the actions described in 2 CFR 200.339. The Parties shall follow all Grantor policies and procedures regarding non-compliance, including, but not limited to, the procedures set forth in the State of Illinois Grantee Compliance Enforcement System. 44 Ill. Admin. Code 7000.80 and 7000.260.

**16.4. Objection.** If Grantor suspends or terminates this Agreement, in whole or in part, for cause, or takes any other action in response to Grantee's non-compliance, Grantee may avail itself of any opportunities to object and challenge such suspension, termination or other action by Grantor in accordance with any applicable processes and procedures, including, but not limited to, the procedures set forth in the State of Illinois Grantee Compliance Enforcement System. 2 CFR 200.342; 44 Ill. Admin. Code 7000.80 and 7000.260.

**16.5. Effects of Suspension and Termination.**

(a) Grantor may credit Grantee for expenditures incurred in the performance of authorized services under this Agreement prior to the effective date of a suspension or termination.

(b) Grantee shall not incur any costs or obligations that require the use of these Grant Funds after the effective date of a suspension or termination, and shall cancel as many outstanding obligations as possible.

(c) Costs to Grantee resulting from obligations incurred by Grantee during a suspension or after termination of the Agreement are not allowable unless:

(i) Grantor expressly authorizes them in the notice of suspension or termination; and

(ii) The costs result from obligations properly incurred before the effective date of suspension or termination, are not in anticipation of the suspension or termination, and the costs would be allowable if the Agreement was not suspended or terminated. 2 CFR 200.343.

16.6. Close-out of Terminated Agreements. If this Agreement is terminated, in whole or in part, the Parties shall comply with all close-out and post-termination requirements of this Agreement. 2 CFR 200.340(d).

## ARTICLE XVII UBCONTRACTS/SUB-GRANTS

17.1. Sub-recipients/Delegation. Grantee may not subcontract nor sub-grant any portion of this Agreement nor delegate any duties hereunder without Prior Approval of Grantor. The requirement for Prior Approval is satisfied if the subcontractor or sub-grantee has been identified in the Uniform Grant Application, such as, without limitation, a Project Description, and Grantor has approved. Grantee must notify any potential sub-recipient that the sub-recipient shall obtain and provide to the Grantee a Unique Entity Identifier prior to receiving a subaward. 2 CFR 25.300.

17.2. Application of Terms. Grantee shall advise any sub-grantee of funds awarded through this Agreement of the requirements imposed on them by federal and state laws and regulations, and the provisions of this Agreement. The terms of this Agreement shall apply to all subawards authorized in accordance with Paragraph 17.1. 2 CFR 200.101(b)(2).

17.3. Liability as Guaranty. Grantee shall be liable as guarantor for any Grant Funds it obligates to a sub-grantee or sub-contractor pursuant to Paragraph 17.1 in the event the Grantor determines the funds were either misspent or are being improperly held and the sub-grantee or sub-contractor is insolvent or otherwise fails to return the funds. 2 CFR 200.345; 30 ILCS 705/6; 44 Ill. Admin. Code 7000.450(a).

## ARTICLE XVIII NOTICE OF CHANGE

18.1. Notice of Change. Grantee shall notify the Grantor if there is a change in Grantee's legal status, federal employer identification number (FEIN), DUNS Number, UEI, SAM registration status, Related Parties, senior management (for non-governmental grantees only) or address. 30 ILCS 708/60(a). If the change is anticipated, Grantee shall give thirty (30) days' prior written notice to Grantor. If the change is unanticipated, Grantee shall give notice as soon as practicable thereafter. Grantor reserves the right to take any and all appropriate action as a result of such change(s).

18.2. Failure to Provide Notification. To the extent permitted by Illinois law, Grantee shall hold harmless Grantor for any acts or omissions of Grantor resulting from Grantee's failure to notify Grantor of these



changes.

18.3. Notice of Impact. Grantee shall immediately notify Grantor of any event that may have a material impact on Grantee's ability to perform this Agreement.

18.4. Circumstances Affecting Performance; Notice. In the event Grantee becomes a party to any litigation, investigation or transaction that may reasonably be considered to have a material impact on Grantee's ability to perform under this Agreement, Grantee shall notify Grantor, in writing, within five (5) calendar days of determining such litigation or transaction may reasonably be considered to have a material impact on the Grantee's ability to perform under this Agreement.

18.5. Effect of Failure to Provide Notice. Failure to provide the notice described in Paragraph 18.4 shall be grounds for immediate termination of this Agreement and any costs incurred after notice should have been given shall be disallowed.

#### ARTICLE XIX

##### STRUCTURAL REORGANIZATION AND RECONSTITUTION OF BOARD MEMBERSHIP

19.1. Effect of Reorganization. Grantee acknowledges that this Agreement is made by and between Grantor and Grantee, as Grantee is currently organized and constituted. No promise or undertaking made hereunder is an assurance that Grantor agrees to continue this Agreement, or any license related thereto, should Grantee significantly reorganize or otherwise substantially change the character of its corporate structure, business structure or governance structure. Grantee agrees that it will give Grantor prior notice of any such action or changes significantly affecting its overall structure or, for non-governmental grantees only, management makeup (for example, a merger or a corporate restructuring), and will provide any and all reasonable documentation necessary for Grantor to review the proposed transaction including financial records and corporate and shareholder minutes of any corporation which may be involved. This ARTICLE XIX does not require Grantee to report on minor changes in the makeup of its board membership or governance structure, as applicable. Nevertheless, PART TWO or PART THREE may impose further restrictions. Failure to comply with this ARTICLE XIX shall constitute a material breach of this Agreement.

#### ARTICLE XX

##### AGREEMENTS WITH OTHER STATE AGENCIES

20.1. Copies upon Request. Grantee shall, upon request by Grantor, provide Grantor with copies of contracts or other agreements to which Grantee is a party with any other State agency.

#### ARTICLE XXI

##### CONFLICT OF INTEREST

21.1. Required Disclosures. Grantee must immediately disclose in writing any potential or actual Conflict of Interest to the Grantor. 2 CFR 200.113 and 30 ILCS 708/35.

21.2. Prohibited Payments. Grantee agrees that payments made by Grantor under this Agreement will not be used to compensate, directly or indirectly, any person currently holding an elective office in this State including, but not limited to, a seat in the General Assembly. In addition, where the Grantee is not an instrumentality of the State of Illinois, as described in this Paragraph, Grantee agrees that payments made by Grantor under this Agreement will not be used to compensate, directly or indirectly, any person employed by an

office or agency of the State of Illinois whose annual compensation is in excess of sixty percent (60%) of the Governor's annual salary, or \$106,447.20. An instrumentality of the State of Illinois includes, without limitation, State departments, agencies, boards, and State universities. An instrumentality of the State of Illinois does not include, without limitation, municipalities and units of local government and related entities. See definition of "Local government," 2 CFR 200.1.

21.3. Request for Exemption. Grantee may request written approval from Grantor for an exemption from Paragraph 21.2. Grantee acknowledges that Grantor is under no obligation to provide such exemption and that Grantor may, if an exemption is granted, grant such exemption subject to such additional terms and conditions as Grantor may require.

## ARTICLE XXII EQUIPMENT OR PROPERTY

22.1. Purchase of Equipment. For any equipment purchased in whole or in part with Grant Funds, if Grantor determines that Grantee has not met the conditions of 2 CFR 200.439, the costs for such equipment will be disallowed. Grantor shall notify Grantee in writing that the purchase of equipment is disallowed.

22.2. Prohibition against Disposition/Encumbrance. Any equipment, material, or real property that Grantee purchases or improves with Grant Funds may not be sold, transferred, encumbered (other than original financing) or otherwise disposed of during the Grant Term without Prior Approval of Grantor unless a longer period is required in PART TWO or PART THREE and permitted by 2 CFR Part 200 Subpart D. Any real property acquired or improved using Grant Funds must comply with the requirements of 2 CFR 200.311. Grantee acknowledges that real property, equipment, and intangible property that are acquired or improved in whole or in part by Grant Funds are subject to the provisions of 2 CFR 200.316 and the Grantor may require the Grantee to record liens or other appropriate notices of record to indicate that personal or real property has been acquired or improved with this Award and that use and disposition conditions apply to the property.

22.3. Equipment and Procurement. Grantee must comply with the uniform standards set forth in 2 CFR 200.310–200.316 governing the management and disposition of property which cost was supported by Grant Funds. Any waiver from such compliance must be granted by either the President's Office of Management and Budget, the Governor's Office of Management and Budget, or both, depending on the source of the Grant Funds used. Additionally, Grantee must comply with the standards set forth in 2 CFR 200.317–200.326 for use in establishing procedures for the procurement of supplies and other expendable property, equipment, real property and other services with Grant Funds. These standards are furnished to ensure that such materials and services are obtained in an effective manner and in compliance with the provisions of applicable federal and state statutes and executive orders.

22.4. Equipment Instructions. Grantee must obtain disposition instructions from Grantor when equipment, purchased in whole or in part with Grant Funds, are no longer needed for their original purpose. Notwithstanding anything to the contrary contained within this Agreement, Grantor may require transfer of any equipment to Grantor or a third party for any reason, including, without limitation, if Grantor terminates the Award or Grantee no longer conducts Award activities. The Grantee shall properly maintain, track, use, store and insure the equipment according to applicable best practices, manufacturer's guidelines, federal and state laws or rules, and Grantor requirements stated herein.

22.5. Domestic Preferences for Procurements. In accordance with 2 CFR 200.322, as appropriate and to the extent consistent with law, the Grantee should, to the greatest extent practicable under this Award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this paragraph must be included in all subawards and in all contracts and purchase orders for work or products under this Award.

#### ARTICLE XXIII PROMOTIONAL MATERIALS; PRIOR NOTIFICATION

23.1. Publications, Announcements, etc. Use of Grant Funds for promotions is subject to the prohibitions for advertising or public relations costs in 2 CFR 200.421(e). In the event that Grant Funds are used in whole or in part to produce any written publications, announcements, reports, flyers, brochures or other written materials, Grantee shall obtain Prior Approval for the use of those funds (2 CFR 200.467) and agrees to include in these publications, announcements, reports, flyers, brochures and all other such material, the phrase "Funding provided in whole or in part by the [Grantor]." Exceptions to this requirement must be requested, in writing, from Grantor and will be considered authorized only upon written notice thereof to Grantee.

23.2. Prior Notification/Release of Information. Grantee agrees to notify Grantor ten (10) days prior to issuing public announcements or press releases concerning work performed pursuant to this Agreement, or funded in whole or in part by this Agreement, and to cooperate with Grantor in joint or coordinated releases of information.

#### ARTICLE XXIV INSURANCE

24.1. Maintenance of Insurance. Grantee shall maintain in full force and effect during the Term of this Agreement casualty and bodily injury insurance, as well as insurance sufficient to cover the replacement cost of any and all real or personal property, or both, purchased or, otherwise acquired, or improved in whole or in part, with funds disbursed pursuant to this Agreement. 2 CFR 200.310. Additional insurance requirements may be detailed in PART TWO or PART THREE.

24.2. Claims. If a claim is submitted for real or personal property, or both, purchased in whole with funds from this Agreement and such claim results in the recovery of money, such money recovered shall be surrendered to Grantor.

#### ARTICLE XXV LAWSUITS AND INDEMNIFICATION

25.1. Independent Contractor. Neither Grantee nor any employee or agent of Grantee acquires any employment rights with Grantor by virtue of this Agreement. Grantee will provide the agreed services and achieve the specified results free from the direction or control of Grantor as to the means and methods of performance. Grantee will be required to provide its own equipment and supplies necessary to conduct its business; provided, however, that in the event, for its convenience or otherwise, Grantor makes any such equipment or supplies available to Grantee, Grantee's use of such equipment or supplies provided by Grantor pursuant to this Agreement shall be strictly limited to official Grantor or State of Illinois business and not for any other purpose, including any personal benefit or gain.

25.2. Indemnification and Liability.

(a) **Non-governmental entities.** This subparagraph applies only if Grantee is a non-governmental entity. To the extent permitted by law, Grantee agrees to hold harmless Grantor against any and all liability, loss, damage, cost or expenses, including attorneys' fees, arising from the intentional torts, negligence or breach of contract of Grantee, with the exception of acts performed in conformance with an explicit, written directive of Grantor. Indemnification by Grantor will be governed by the State Employee Indemnification Act (5 ILCS 350/1 et seq.) as interpreted by the Illinois Attorney General. Grantor makes no representation that Grantee, an independent contractor, will qualify or be eligible for indemnification under said Act.

(b) **Governmental entities.** This subparagraph applies only if Grantee is a governmental entity. Neither Party shall be liable for actions chargeable to the other Party under this Agreement including, but not limited to, the negligent acts and omissions of Party's agents, employees or subcontractors in the performance of their duties as described under this Agreement, unless such liability is imposed by law. This Agreement shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one Party against the other or against a third party.

#### ARTICLE XXVI MISCELLANEOUS

26.1. **Gift Ban.** Grantee is prohibited from giving gifts to State employees pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/10-10) and Executive Order 15-09.

26.2. **Access to Internet.** Grantee must have Internet access. Internet access may be either dial-up or high-speed. Grantee must maintain, at a minimum, one business e-mail address that will be the primary receiving point for all e-mail correspondence from Grantor. Grantee may list additional e-mail addresses at any time during the Term of this Agreement. The additional addresses may be for a specific department or division of Grantee or for specific employees of Grantee. Grantee must notify Grantor of any e-mail address changes within five (5) business days from the effective date of the change.

26.3. **Exhibits and Attachments.** Exhibits A through G, PART TWO, PART THREE, if applicable, and all other exhibits and attachments hereto are incorporated herein in their entirety.

26.4. **Assignment Prohibited.** Grantee acknowledges that this Agreement may not be sold, assigned, or transferred in any manner by Grantee, to include an assignment of Grantee's rights to receive payment hereunder, and that any actual or attempted sale, assignment, or transfer by Grantee without the Prior Approval of Grantor in writing shall render this Agreement null, void and of no further effect.

26.5. **Amendments.** This Agreement may be modified or amended at any time during its Term by mutual consent of the Parties, expressed in writing and signed by the Parties.

26.6. **Severability.** If any provision of this Agreement is declared invalid, its other provisions shall not be affected thereby.

26.7. **No Waiver.** No failure of either Party to assert any right or remedy hereunder will act as a waiver of either Party's right to assert such right or remedy at a later time or constitute a course of business upon which either Party may rely for the purpose of denial of such a right or remedy.

26.8. Applicable Law; Claims. This Agreement and all subsequent amendments thereto, if any, shall be governed and construed in accordance with the laws of the State of Illinois. Any claim against Grantor arising out of this Agreement must be filed exclusively with the Illinois Court of Claims. 705 ILCS 505/1 et seq. Grantor does not waive sovereign immunity by entering into this Agreement.

26.9. Compliance with Law. This Agreement and Grantee's obligations and services hereunder are hereby made and must be performed in compliance with all applicable federal and State laws, including, without limitation, federal regulations, State administrative rules, including 44 Ill. Admin. Code 7000, and any and all license requirements or professional certification provisions.

26.10. Compliance with Confidentiality Laws. If applicable, Grantee shall comply with applicable state and federal statutes, federal regulations and Grantor administrative rules regarding confidential records or other information obtained by Grantee concerning persons served under this Agreement. The records and information shall be protected by Grantee from unauthorized disclosure.

26.11. Compliance with Freedom of Information Act. Upon request, Grantee shall make available to Grantor all documents in its possession that Grantor deems necessary to comply with requests made under the Freedom of Information Act. (5 ILCS 140/7(2)).

26.12. Precedence.

(a) Except as set forth in subparagraph (b), below, the following rules of precedence are controlling for this Agreement: In the event there is a conflict between this Agreement and any of the exhibits or attachments hereto, this Agreement shall control. In the event there is a conflict between PART ONE and PART TWO or PART THREE of this Agreement, PART ONE shall control. In the event there is a conflict between PART TWO and PART THREE of this Agreement, PART TWO shall control. In the event there is a conflict between this Agreement and relevant statute(s) or rule(s), the relevant statute(s) or rule(s) shall control.

(b) Notwithstanding the provisions in subparagraph (a), above, if a relevant federal or state statute(s) or rule(s) requires an exception to this Agreement's provisions, or an exception to a requirement in this Agreement is granted by GATU, such exceptions must be noted in PART TWO or PART THREE, and in such cases, those requirements control.

26.13. Illinois Grant Funds Recovery Act. In the event of a conflict between the Illinois Grant Funds Recovery Act and the Grant Accountability and Transparency Act, the provisions of the Grant Accountability and Transparency Act shall control. 30 ILCS 708/80.

26.14. Headings. Article and other headings contained in this Agreement are for reference purposes only and are not intended to define or limit the scope, extent or intent of this Agreement or any provision hereof.

26.15. Entire Agreement. Grantee and Grantor acknowledge that this Agreement constitutes the entire agreement between them and that no promises, terms, or conditions not recited, incorporated or referenced herein, including prior agreements or oral discussions, shall be binding upon either Grantee or Grantor.

26.16. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be considered to be one and the same agreement, binding on all Parties hereto, notwithstanding that all Parties are not signatories to the same counterpart. Duplicated signatures, signatures transmitted via facsimile, or signatures contained in a Portable Document Format (PDF) document shall be deemed original for all purposes.

26.17. Attorney Fees and Costs. Unless prohibited by law, if Grantor prevails in any proceeding to enforce the terms of this Agreement, including any administrative hearing pursuant to the Grant Funds Recovery Act or the Grant Accountability and Transparency Act, the Grantor has the right to recover reasonable attorneys' fees, costs and expenses associated with such proceedings.

26.18. Continuing Responsibilities. The termination or expiration of this Agreement does not affect: (a) the right of the Grantor to disallow costs and recover funds based on a later audit or other review; (b) the obligation of the Grantee to return any funds due as a result of later refunds, corrections or other transactions, including, without limitation, final Indirect Cost Rate adjustments and those funds obligated pursuant to ARTICLE XVII; (c) the Consolidated Year-End Financial Report; (d) audit requirements established in ARTICLE XV; (e) property management and disposition requirements established in 2 CFR 200.310 through 2 CFR 200.316 and ARTICLE XXII; or (f) records related requirements pursuant to ARTICLE XII. 44 Ill. Admin. Code 7000.450.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

**EXHIBIT A**  
**PROJECT DESCRIPTION**

**EXHIBIT B**  
**DELIVERABLES OR MILESTONES**



**EXHIBIT C**  
**PAYMENT**

Grantee shall receive \$ \_\_\_\_\_ under this Agreement.

**EXHIBIT D**  
**CONTACT INFORMATION**

**CONTACT FOR NOTIFICATION:**

Unless specified elsewhere, all notices required or desired to be sent by either Party shall be sent to the persons listed below.

**GRANTOR CONTACT**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
TTY#: \_\_\_\_\_  
Fax#: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**GRANTEE CONTACT**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
TTY#: \_\_\_\_\_  
Fax#: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Additional Information: \_\_\_\_\_

**EXHIBIT E**  
**PERFORMANCE MEASURES**

**EXHIBIT F**

**PERFORMANCE STANDARDS**

## **EXHIBIT G**

### **SPECIFIC CONDITIONS**

Grantor may remove (or reduce) a Specific Condition included in this Exhibit G by providing written notice to the Grantee, in accordance with established procedures for removing a Specific Condition.

**PART TWO – THE GRANTOR-SPECIFIC TERMS**

In addition to the uniform requirements in PART ONE, the Grantor has the following additional requirements for its Grantee:

## ATTACHMENT 4

## ILLINOIS COOPERATIVE WORK STUDY PROGRAM

FISCAL YEAR 2023

PROPOSED BUDGET

CSFA#601-00-0748

Institution	Lake Land College				
DUNS#	075598359				
Estimated number of student participants by academic program:					
Education		Nursing		Engineering	5
Mathematics		Computer/Information	1	Phy. Sciences	2
Business, Mgmt. & Marketing	1	Unknown/Other	27		
TOTAL of All Student Participants		36			

## Grant Amount Requested:

Student Salaries	\$ 50,000
Student Fringe Benefits	\$ 0
Audit <sup>1</sup>	\$ 0
<b>TOTAL REQUESTED</b>	<b>\$ 50,000</b>

The amount and source of matching contributions earmarked for the project:

In-kind institutional contribution <sup>2</sup>	\$ 47,338
Non in-kind institutional contribution <sup>3</sup>	\$ 0
Total Institutional Contribution	\$ 47,338
Total Matching Contributions <sup>4</sup>	\$ 50,000
Total # of External Sources	12

<sup>1</sup> The independent examination verifying grant expenditures and compliance with the terms of the grant agreement and applicable statutes and rules.

<sup>2</sup> An in-kind contribution is a non-cash input which can be given a cash value. Examples of in-kind contributions may include: program director's salary and fringe benefits associated with running the program.

<sup>3</sup> Non in-kind contributions are funds directly from the institution used to pay for student salaries, student fringe benefits, etc.

<sup>4</sup> Please indicate the amount external organizations such as business, industry, and government contributes to student salaries and fringe benefits.

**\*Please provide the following additional information as part of your budget structure:**

- What is your *per student* request?
- How much per student, if any, is your institution supplementing through institutional contributions described in Attachment 5?
- Provide justification for the amount you are requesting.

**PART THREE – THE PROJECT-SPECIFIC TERMS**

In addition to the uniform requirements in PART ONE and the Grantor-Specific Terms in PART TWO, the Grantor has the following additional requirements for this Project:





# MEMO

TO: Board of Trustees  
FROM: Dr. Josh Bullock, President  
CC: Lake Land College Board of Trustees  
DATE: August 1, 2022  
RE: Proposed Community Partner Agreement with the Board of Education of Paris-Union School District No. 95

---

Dr. Jeremy Larson, Superintendent of Paris-Union School District No. 95, has requested the College enter into a three-year Community Partner Agreement that would codify that the College and Board for School District No. 95 seek to enrich the educational opportunities available to students in Edgar County, Illinois. It will support grant submissions that require the school district to demonstrate efforts to collaborate with local community partners to support services in alignment with goals of the grant and the mission of the School District No. 95 Board. Dr. Larson reports that other higher educational institutions have approved this partnership agreement such as Eastern Illinois University, Indiana State University and University of Illinois.

Per item #5 of the proposed Agreement, we have identified Pam Hartke, Associate Dean of Enrollment, to serve as the primary Lake Land College liaison to the school district.

I support Dr. Larson's request and respectfully ask the Board of Trustees to approve this Agreement.

Thank you for your consideration of this request.

Attachment

## COMMUNITY PARTNERSHIP AGREEMENT

This Agreement (hereafter "Agreement"), entered into between the Board of Education of Paris-Union School District No. 95 (hereafter "School District") and the Community Partner (hereafter "Community Partner") is outlined in purpose towards the mutual benefit of both organizations pursuing their mission.

**WHEREAS**, the Board is a recipient of local, state, and federal grants. These grants require the school district to demonstrate efforts to partner with local community partners to support services in alignment with the goals of the grant and the mission of the Board.

**WHEREAS**, both the Board and Community Partner seek to enrich the educational opportunities available to students, particularly those located in Edgar County, Illinois.

**NOW, THEREFORE**, the School District and the Community Partner agree as follows:

1. The Board and Community Partner shall work cooperatively and collaboratively to benefit the youth of the community.
2. The Board and Community Partner shall share information with one another as appropriate within the bounds of the law and agency policy.
3. The Board and Community Partner shall support the mission and vision of each organization's structure by providing support when available.
4. The Board will make a school representative available as the liaison between agencies to support communication and collaboration.
5. The Community Partner will identify individuals within the organization the liaison should communicate with to best support ongoing collaboration and support.
6. This agreement shall be effective for three years upon the date in which the signatures are collected.

ENTERED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Superintendent of Schools  
Paris-Union School District No. 95

\_\_\_\_\_  
Authorized Representative (Print Name)

ATTEST:

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Community Partner Liaison



# MEMO

TO: Dr. Johnathan Bullock, President  
Board of Trustees

FROM: Dr. Mike Rudibaugh, Math and Science Division Chair

CC: Mr. Ikemefuna Nwosu, Vice President for Academic Services

DATE: August 1, 2022

RE: Tuition Waivers for Math Pilot Students (TUT-010)

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The Math and Science Division will be implementing a College Algebra (MAT-130) co-requisite pilot section in Fall 2022. This initiative is part of a developmental education grant received earlier this year to assist with developmental math reform.

The single MAT-130 section will be structured similar to our current model for MAT-115 and MAT-124. Students will attend the college-level section (MAT-130) followed by a mandatory "lab" session (TUT-010) meeting 100 minutes weekly for just-in-time help. Ten selected students who assessed into Intermediate Algebra (MAT-006) will be offered a seat in these closed sections.

I am respectfully requesting from the Board of Trustees 10 tuition waivers of 2 credit hours each to cover the cost of tuition and course fees for the pilot mandatory "lab" session (TUT-010) for the students.

50% of our students currently assess into developmental math. Only 44% of students that place into MAT-006 Intermediate Algebra will pass MAT-130 College Algebra within a year. Our co-requisite model for Statistics and General Education Math have been extremely successful. A significant population of students now can complete successfully a college-level math class in their first semester. Research also shows that students that begin in a credit-bearing course are more successful.

Our math instructors, Ms. Bambi Jones and Ms. Sarah Harley, have worked hard this spring and summer to design this co-requisite model for the STEM/algebra pathway.

Your consideration of this request is greatly appreciated.



# MEMO

TO: Dr. Johnathan Bullock, President  
Board of Trustees

FROM: Dr. Mike Rudibaugh, Math and Science Division Chair

CC: Mr. Ikemefuna Nwosu, Vice President for Academic Services

DATE: August 1, 2022

RE: Tuition Waivers for Embedded Math Tutors

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The Math and Science Division will be implementing a research-based student support initiative of deploying embedded math tutors into a section each of MAT-115 and MAT-124. These are our co-requisite Statistics and General Education Math courses.

Both student tutors are to be selected based upon performance in math courses as well as their potential to effectively engage and tutor their peer students. We hope to use the Internship experience INS-200 as the vehicle to pilot this initiative. Each student will commit to a 3 credit hour internship contract to assist the instructor in student support during the regularly scheduled two course sections.

I am respectfully requesting from the Board of Trustees two tuition waivers of 3 credit hours each to cover the cost of tuition and course fees of the pilot INS-200 Internship Experience for MAT-115 & MAT-124 embedded math tutors.

The benefit and success of peer tutoring is an established norm that has tremendous benefit to students. Students in MAT-115 and MAT-124 who assess into developmental math will have the unique experience of working with a knowledgeable student in class to get support they need. For the embedded tutors, this opportunity offers them a chance at service as well as exposure to classroom instruction. It is our hope this will spur more students to pursue a career in math education. The pipeline of math educators is severely lacking across District 517.

Both Ms. Bambi Jones and Ms. Sarah Harley will be working with each embedded tutor during Fall 2022 semester.

Your consideration of this request is greatly appreciated.



# MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: August 2, 2022

RE: Approval to Purchase additional HyFlex Classroom Equipment

---

On June 23, 2021, the Board approved the use of \$1.5 million in HEERF Funds to purchase and implement HyFlex Technology in approximately 25 classrooms across the Campus.

The College used the funds to equip classrooms with this state of the art technology so faculty could continue to provide instruction to students who are physically present but also allow other students to attend virtually if desired. Lake Land College collaborated with SynapSIS, Inc. of Springfield to implement the solution. The fully integrated solution, powered by the Eagle Eye Director by Polycom, has people-tracking technology that automatically zooms in on the active speaker. The system has 70" interactive touch screens, Eagle-eye motion sensitive cameras, and ceiling microphones.

The major appeal of the HyFlex Model is its flexibility. Courses can be part of the regular campus classroom schedule and if social distancing requirements shift, the college can quickly adjust to 100% virtual if needed. If students cannot attend in-class sessions on campus for whatever reasons, with the HyFlex solution in place, they can fully participate online. The HyFlex model ultimately empowers Lake Land College to take the next step to offer access to the outstanding educational services we provide.

The HyFlex solution is a significant change and the College, both faculty and students, are adapting to the new technology. The additional and original HyFlex equipment helps to achieve a portion of our 2023 to 2027 strategic plan, specifically the objectives of providing effective and innovative instruction for traditional and non-traditional students and offering programs, multiple modalities and flexible schedules that meet student and community demand for a 21<sup>st</sup> century workforce.

I would like to request use of our allocated HEERF funds to add some additional HyFlex classrooms and to have adequate funds to handle any required maintenance needs of the existing equipment. Rather than come to the Board for every potential project, we would like to seek approval to use up to \$500,000 of HEERF for the additional purchase of HyFlex related equipment.

I recommend the Board to approve the use of up to \$500,000 of HEERF dollars to add additional HyFlex classrooms across campus.



# MEMO

To: Dr. Josh Bullock, President  
From: Greg Nuxoll, Vice President for Business Services  
Date: August 2, 2022  
Subject: Proposed Lease with the Maranatha Christian Academy for Early Childhood Education Grant

## Memo

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The Board accepted the Early Childhood Access Consortium for Equity Opportunity Grant at the June 2022 Board Meeting. As part of the grant, the College will create an early childhood care and education program learning lab to teach child care and education techniques to Lake Land students in a living lab environment that will enroll up to ten children ranging in age from three to five years. Thus, the College needs to find a facility to house the early childhood care and education program learning lab as soon as possible.

After an exhaustive search for locations in the area, the College would like to enter into a five-month lease agreement between the College, as Lessee, and Maranatha Christian Academy as Lessor, for the period of August 1, 2022, through December 31, 2022. The lease agreement is for property located at 3516 W. Powell Ln., Mattoon, Illinois. The proposed monthly rent amount is \$1,500 per month and the lease agreement includes a one-year automatic renewal once the five-month agreement expires December 31, 2022.

As part of the overall plan, the College is seeking a more permanent location for the learning lab facility that should be ready for use once this short term lease expires.

An attorney with Robbins Schwartz, the College's legal counsel, has reviewed the proposed rental agreement and we have incorporated our attorney's comments into the document and reached an agreement with Maranatha Christian Academy on the proposed lease.

I respectfully request that the Board approve this signing of this lease.

State of Illinois

Rev. 1343D17

## COMMERCIAL LEASE AGREEMENT

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This Commercial Lease Agreement (this "Agreement") is made this 01 day of August, 2022, by and between Maranatha Christian Academy, an entity located at 3516 W Powell Ln, Mattoon, IL 61938 ("Landlord") and Lake Land College, an entity located at 5001 Lake Land Blvd, Mattoon, IL 61938 ("Tenant"). In consideration of the mutual covenants herein contained, the parties agree as follows:

**1. Demised Premises.** The premises leased shall consist of Room 112 in the building or complex known as "Maranatha Christian Academy" (the "Real Property") located at 3516 W Powell Ln, Mattoon, IL 61938 (the "Demised Premises").

**A) Size of Premises.** The Demised Premises consists of approximately seven hundred forty (740) square feet and comprises approximately 2.7% of the total leasable area in the building or complex. The square footage of the Demised Premises shall be determined by measuring from the outside of all exterior walls to the centerline of any demising walls. Landlord's architect or building contractor may measure the Demised Premises to make a final determination of the size.

**B) Reserved Uses.** Landlord reserves to itself the use of the roof, exterior walls, and the area above and below the Demised Premises, together with the right to install, maintain, use, repair, and replace pipes, ducts, conduits, wires and structural elements leading through the Demised Premises and which serve either the Demised Premises or other parts of the building or complex.

**C) Common Area.** Landlord grants to Tenant the non-exclusive right to use, in common with all other tenants or occupants of the Real Property, the Common Area of the Real Property. The term "Common Area" shall mean all areas and improvements in the Real Property, which are not leased or held for lease to tenants. The Common Area shall at all times be subject to the exclusive control and management of Landlord, and Landlord shall have the right from time-to-time to change the sizes, locations, shapes, and arrangements of the Common Area; restrict parking by Tenant and other tenants to designated areas; and do and perform such other acts in and to the Common Area and adopt, modify, and enforce such rules and requirements as Landlord reasonably deems advisable, so long as Landlord does not unreasonably interfere with Tenant's use of the Designated Premises. Landlord shall maintain the Common Area in good repair and reasonably clear of debris.

**D) Parking Spaces.** Tenant, including its guests, employees, agents, and customers, has the right to use only three (3) of the parking space(s) located in the adjacent surface parking lot on a reasonable non-exclusive first-come, first serve basis. Tenant accepts and understands that parking privileges granted are personal to the Tenant and such parking privileges may not be assigned or sublet. Tenant will not pay Landlord a fee for the use of such parking privileges.

**E) Storage Facilities.** Landlord agrees that during the term of this agreement, Tenant has the right to store personal property in the 1 closet in the classroom at their own risk. Landlord will not be

INITIAL \_\_\_\_\_ DATE \_\_\_\_\_

Commercial Lease Agreement (Rev. 133EE24)

responsible for any loss, theft, or damage of items stored by the Tenant. Tenant will not pay Landlord for the use of such facilities.

**2. Agreement to Lease.** Landlord agrees to lease to Tenant and Tenant agrees to lease from Landlord, the Demised Premises according to the terms and conditions of this Agreement.

**3. Term of Lease.** The term of this Agreement shall commence on August 01, 2022 ("Commencement Date") and ending at midnight on December 31, 2022 ("Termination Date").

**A) Renewal.** Provided Tenant is not in default in the performance of this Agreement, Tenant shall have the option to renew this Agreement for an additional one (1) year term(s) commencing on the Termination Date by providing notice as described in subsection B herein. All of the terms and conditions of this Agreement shall apply during each renewal term.

**B) Notice of Renewal.** The option to renew this lease pursuant to subsection A above shall be exercised by providing written notice given to Landlord not less than thirty (30) days prior to the Termination Date. If written notice is not given in the manner provided herein within the time specified, this option shall lapse and expire.

**4. Rental Terms.** With respect to the terms of the rental:

**A) Base Rent.** Tenant shall pay to Landlord, from the Commencement Date and throughout the term of this Agreement, \$1,500.00, payable on a monthly basis ("Base Rent"). Base Rent is due no later than the 1st day of the payment period. Base Rent is payable by check mailed to Landlord at the address stated above, or as otherwise agreed upon by the parties.

**B) Operating Cost.** Landlord shall pay all Operating Cost on the Real Property. "Operating Cost" means the total cost and expense incurred in operating, managing, insuring, equipping, lighting, repairing, maintaining and policing the Real Property, including the exterior of the Real Property and the common areas, and specifically including, without limitation, items of expense for or related to: insurance premiums and deductibles, management, bookkeeping.

**C) Taxes.** Landlord shall pay all real estate taxes and assessments levied against all or any part of the Demised Premises, the Real Property, and the improvements thereon.

**D) Payment of Rent.** Base Rent under this Agreement may be referred to as "Rent" or "Rents." All Rents shall be made payable to Landlord and delivered to the address stated above or to another address as Landlord may designate upon reasonable notice to Tenant.



**E) Partial Payments.** Any partial payments shall be applied to the earliest installment due, and no endorsement or statement on any check or any letter accompanying any check or payment as to same shall be deemed an accord and satisfaction, and Landlord may accept such check or payment without prejudice to Landlord's right to recover the balance of such installment and any other amounts then due or to pursue any other remedy of Landlord set forth in this Agreement.

**F) Past Due Payments.** If any amount due under this Agreement remains unpaid ten (10) days after it is due, a late charge equal to \$10.00 per day ("Late Charge"), not to exceed the maximum amount allowed by law, shall be paid by Tenant to Landlord until such time as Tenant is current on all amounts due Landlord (including all Late Charges). In the event Landlord receives a payment from Tenant which is returned for insufficient funds, Landlord may, without limiting Landlord's other remedies, charge Tenant a fee in the amount of \$25.00 to cover Landlord's overhead and administrative expenses and/or require that all payments thereafter be bank certified or cashier's checks. In addition, all service charges from Tenant's financial institution due to non-sufficient funds shall be paid by Tenant.

**G) Security Deposit.** Tenant shall, at the time of executing this Agreement, deposit with Landlord as a security deposit the sum of \$0.00, which amount shall serve as security for the full performance of the obligations and covenants of Tenant under this Agreement. Such deposit shall not accrue interest for Tenant, shall not be considered a Rental payment, final or otherwise, and shall not be considered to limit or relieve Tenant from any obligation or liability to Landlord. In the event of a default by Tenant under the terms of this Agreement, Landlord may apply such deposit toward the cure of such default without notice to Tenant. Upon complete performance by Tenant of all its obligations under or with respect to this Agreement, any remaining portion of such deposit to which Tenant is entitled shall be refunded to Tenant. Landlord may transfer the security deposit to any purchaser of Landlord's interest in the Demised Premises, in which event Landlord shall be discharged from any further liability with respect to such deposit and Tenant will look solely to the purchaser of Landlord's interest for any return of said deposit.

**H) Holding Over.** If Tenant remains in possession of the Demised Premises after the expiration of the initial Lease Term or any renewal Term without the execution of a new lease, it shall be deemed to be a tenant from month-to-month, subject to all conditions, provisions and obligations of this Agreement insofar as the same are applicable to a month-to-month tenancy except that the Base Rent shall be zero (0) times the Base Rent applicable immediately prior to the expiration of the Term.

**5. Use, Occupancy and Condition of Premises.** With respect to use and occupancy:

**A) Use and Occupancy.** Tenant shall use and occupy the Demised Premises for the commercial purpose of the tenant will use the designated space in room 112 including the joined bathroom and closet. the tenant will be allowed in the premises monday-friday from 7:45am -12:30pm. the tenant will also have access to the indoor and outdoor play areas as Landlord's scheduling allows. The tenant will be responsible for maintaining their space in a clean neat state including the indoor playland when they use it. and related activities. The Demised Premises shall be used for no other purpose without the advance written consent of Landlord. Tenant shall operate the Demised Premises in a clean and dignified manner and in compliance with all applicable laws, regulations, rules, and ordinances.

As agreed by both parties, Landlord shall provide janitorial services and shared costs will be included in the Operating Cost. Tenant shall use the Demised Premises for no unlawful purpose or act; shall commit or permit no waste or damage to the Demised Premises; shall, at Tenant's expense, comply with and obey all applicable laws, regulations, or orders of any governmental authority or agency; shall not do or permit anything to be done in or about the Demised Premises which will in any way obstruct or interfere with the rights of other tenants or occupants of the Real Property; and shall comply with all the rules and requirements promulgated by Landlord with respect to the Real Property, as the same may be amended from time to time. Tenant agrees as follows:

- I. All loading and unloading, delivery and shipping of goods shall be conducted in such areas and through the entrances designated by Landlord.
- II. No window coverings, such as curtains, blinds or shades, shall be placed on the windows of Demised Premises unless approved by Landlord.
- III. No smoking in the Demised Premises or within three hundred (300) feet or any doorway.
- IV. All garbage and refuse shall be kept in the size and kind of container, and in a location approved by Landlord. Tenant shall not burn any trash or garbage in or about the Real Property.
- V. No aerial, loudspeaker, satellite dish, sound amplifier, equipment, displays, or advertising shall be erected on the roof or exterior walls of the Demised Premises, or on other areas of the Real Property without the prior written consent of Landlord.
- VI. No loudspeaker, television, phonograph, juke-box, radio, or other device shall be used in a manner so as to be heard other than by persons who are within the Demised Premises without the prior written consent of Landlord.
- VII. No activity will take place on the Demised Premises or common areas which shall cause any odor which can be smelled other than by persons who are within the Demised Premises.
- VIII. Tenant shall keep the Demised Premises at a temperature sufficiently high to prevent freezing of water in pipes and fixtures.
- IX. Tenant shall not permit or place any obstructions or merchandise in any common areas, including but not limited to, corridors, all sidewalks in front of, on the side of, or in the back of the Demised Premises.
- X. The plumbing facilities in the Demised Premises shall not be used for any purpose other than that for which they are constructed, and no foreign substance of any kind shall be thrown therein, and the expense of any breakage, stoppage, or damage resulting from a violation of this provision shall be borne by Tenant. Tenant shall be responsible for the proper and lawful disposal of all cooking grease used within the Demised Premises.
- XI. Tenant shall keep all windows, window sills, window frames and exterior signs of the Demised Premises clean.

**XII.** No merchandise shall be stored in the Demised Premises except that which Tenant is selling in the normal course of business in, at, or from the Demised Premises.

**XIII.** No auctions or tent sales shall be held within the Demised Premises or on or within any portion of the Real Property, except with the prior written consent of Landlord.

**XIV.** Landlord shall have the right to prohibit the continued use by Tenant of any unethical or unfair method of business operation, advertising or interior display if, in Landlord's opinion, the continued use thereof would impair the reputation of the Real Property as a first class facility or is otherwise out of harmony with the general character thereof, and upon notice from Landlord shall forthwith refrain from or discontinue such activities.

**XV.** Tenant shall keep the Demised Premises (including without limitation, exterior and interior portions of all windows, doors and all other glass) in a neat, clean and sanitary condition, free of all insects, rodents, vermin and pests of every type and kind.

**XVI.** Tenant shall not use the Demised Premises for any purpose or business which is noxious or unreasonably offensive because of the emission of noise, smoke, dust or odors.

**XVII.** Tenant shall keep the entry ways and sidewalk/walkway in front of the Demised Premise clear of all debris, trash and litter, and shall keep the same swept, maintained and snow and ice removed therefrom.

**B) Environmental Restrictions.** Tenant shall not use the Demised Premises for any activities involving, directly or indirectly, the use, generation, treatment, storage or disposal of any hazardous or toxic chemical, material, substance or waste ("Hazardous Material"), and that the Demised Premises will be used only in compliance with any and all environmental laws, rules and regulations applicable thereto. Landlord shall have the right, but not the duty, to inspect the Demised Premises and conduct tests thereon should Landlord have a reasonable belief there is Hazardous Material on the Demised Premises. In the event tests indicate the presence of such Hazardous Material, and Tenant has not removed the Hazardous Material on demand, Landlord shall have the right to immediately enter the Demised Premises to remedy any contamination found thereon. In exercising its rights herein, Landlord shall use reasonable efforts to minimize interference with Tenant's business, but such entry shall not constitute an eviction of Tenant, in whole or in part, and Landlord shall not be liable for any interference, loss, or damage to Tenant's property or business caused thereby, provided such contamination is not caused by or the result of Landlord's actions, or the actions. If any lender or governmental agency shall ever require testing to ascertain whether there has been a release of Hazardous Material, then the reasonable costs thereof shall be reimbursed by Tenant to Landlord upon demand as additional Rent if such requirement arose because of Tenant's storage or use of Hazardous Material on the Demised Premises. Tenant shall execute affidavits, representations and the like from time to time, at Landlord's reasonable request, concerning Tenant's best actual knowledge and belief regarding the presence of any Hazardous Material on the Demised Premises or Tenant's intent to store or use Hazardous Material on the Demised Premises.

**C) Condition and Acceptance of Premises.** Tenant accepts the Demised Premises in their current condition and acknowledges that the Demised Premises is in good order and repair, unless otherwise indicated herein. By occupying the Demised Premises, Tenant shall be conclusively deemed to have accepted the Demised Premises as being in the condition required by this Agreement. If requested by Landlord, Tenant will sign a statement confirming the Commencement Date and ratifying acceptance of the Demised Premises. In addition, Tenant shall have a seven (7) day waiting period to discover any defects and shall notify Landlord immediately of the same.

**6. Property in Demised Premises.** With respect to the property:

**A) Risk and Loss of Tenant's Personal Property.** All of Tenant's personal property which may at any time be in the Demised Premises shall be at Tenant's sole risk, or at the risk of those claiming under Tenant. Landlord shall not be liable for any damage to said property or loss of business suffered by Tenant which may be caused by water from any source whatsoever including the bursting, overflowing, or leaking of sewer or steam pipes or from the heating or plumbing fixtures or from electric wires or from gas or odor or leaking of the fire suppression system.

**7. Repairs and Maintenance.** With respect to repair and maintenance obligations:

**A) Landlord's Obligation to Repair and Maintain.** Landlord shall be responsible for repairing and maintaining the Demised Premises in good condition and for making such modification or replacements thereof as may be necessary or required by law or ordinance, specifically for the following:

- Foundation and structural components of the building
- Exterior walls but excluding (windows, doors, window and door frames, plate glass)
- Roof, gutters and downspouts
- Parking lot
- Driveway
- Sidewalks

However, Tenant shall reimburse Landlord for any such maintenance, repairs, or replacements made necessary by any acts of Tenant, aside from reasonable wear and tear which Tenant shall not be liable for. Landlord reserves and at all times shall have the right to enter the Demised Premises in any emergency and also during regular business hours upon advance written notice to inspect the same, and to repair the Demised Premises and any portion of the Real Property or Common Area, without abatement of Rent.

**B) Tenant's Obligation to Repair and Maintain.** All maintenance, repairs, or replacements relating to the Demised Premises which are not the obligation of Landlord shall be the obligation of Tenant and shall be made by Tenant at Tenant's sole cost and expense. Tenant shall keep and maintain the Demised Premises in good repair and order at all times. Tenant shall be responsible for the maintenance, repair and replacement of the following:

**C) Remodeling.** Tenant shall not do the following:

- Paint, decorate, or in any way change the exterior (or the appearance) of the Demised Premises without prior written consent of Landlord.
- Remodel, make additions, alterations or structural changes to the interior of the Demised Premises without prior written consent of Landlord, which consent will not be unreasonably withheld; however, the Tenant is permitted to paint and decorate the interior of the Demised Premises without prior consent of Landlord.
- Enter upon the roof or install or place any equipment, lines, wires, displays, advertising or anything else whatsoever thereon without the prior written consent of Landlord, which consent may be denied, conditioned or withheld at Landlord's sole discretion.

**D) No Liens Permitted.** No person shall ever be entitled to any lien, directly or indirectly, derived through or under Tenant, or through or under any act or omission of Tenant, upon the Demised Premises, or any improvements now or hereafter situated thereon, or upon any insurance policies taken out upon the Demised Premises, or the proceeds thereof, for or on account of any labor or materials furnished to the Demised Premises, or for or on account of any matter or thing whatsoever; and nothing in this Agreement contained shall be construed to constitute a consent by Landlord to the creation of any lien. In the event that any such lien shall be filed, Tenant shall cause such lien to be released within twenty (20) days after actual notice of the filing thereof, or shall within such time certify to Landlord that Tenant has a valid defense to such claim and such lien and furnish to Landlord a bond, satisfactory to Landlord, indemnifying Landlord against the foreclosure of such lien. In addition to any other remedy herein granted, upon failure of Tenant to discharge such lien or to post a bond indemnifying Landlord against foreclosure of any such lien as above provided, Landlord, after notice to Tenant, may discharge such lien, and all expenditures and costs incurred thereby, with interest thereon, shall be payable as further Rent hereunder at the next Rent payment date.

**8. Insurance and Indemnification.** With respect to insurance and indemnification:

**A) Tenant's Public Liability and Property Damage Insurance.** Tenant shall purchase and maintain public liability and property damage insurance insuring against loss, cost and expense by reason of injury to or the death of persons or damage to or the destruction of property arising out of or in connection with the occupancy or use by Tenant, its employees, agents and assigns, of the Demised Premises and/or the Common Area, such insurance to include Landlord as an additional Insured, to be carried with an insurer and to have a minimum aggregate policy in the amount of no less than \_\_\_\_\_ and a deductible no greater than \_\_\_\_\_.

**B) Certificate of Insurance.** Tenant shall furnish to Landlord a certificate of insurance evidencing such coverage which provides that such policies may not be canceled on less than thirty (30) days prior written notice to Landlord. Should Tenant fail to carry the insurance required herein and furnish Landlord with the policies or certificates of insurance after a request to do so, Landlord shall have the right to obtain such insurance and collect the cost thereof from Tenant as additional Rent.

**C) Landlord's Insurance.** Landlord shall keep the Real Property (but not the contents thereof or any personal property or trade or business fixtures of Tenant) insured against loss or damage by fire and other perils normally covered by standard all-risk insurance. Landlord may also maintain public

liability, property damage, loss of rent, and such other coverage related to the Real Property as Landlord deems appropriate.

**D) Mutual Hold Harmless.** It is agreed that Tenant shall defend, hold harmless and indemnify Landlord, its officers, agents and employees from any and all claims for injuries to persons or damage to the Demised Premises which result from the negligent acts or omissions of Tenant, its officers, agents or employees, in the performance of this Agreement. It is further agreed that Landlord shall defend, hold harmless and indemnify Tenant, its officers, agents and/or employees from any and all claims for injuries to persons and/or damage to the Demised Premises which result from the negligent acts or omissions of Landlord, its officers, agents and/or employees, in the performance of this Agreement. In the event of the concurrent negligence of Tenant and Landlord, then the liability for any and all claims for injuries or damages which arise out of the performance of the terms and conditions of this Agreement shall be apportioned in accordance with the law of the state in which the Real Property is located.

**9. Signs.** With respect to signs:

**A) Exterior Sign.** Tenant can install a sign acceptable to Landlord on the front of the Demised Premises, hereinafter referred to as "Exterior Sign" prior to opening for business. Any Exterior Sign must be approved by Landlord and shall comply with the requirements of Landlord. Landlord reserves the right to reject any Exterior Sign design it feels is inappropriate for any reason in its sole discretion. Tenant shall be solely responsible for the cost of fabrication, installation, and maintenance of the Exterior Sign. Landlord shall pre-approve signage package to be attached to the Lease for the duration of the Lease and all renewals thereof.

**B) Other Signs.** All signs, banners, lettering, advertising, lighting, or any other things of any kind visible from the exterior of the Demised Premises installed or affixed by Tenant shall be first approved in writing by Landlord and the location and method of installation of the same shall be approved by Landlord in its sole discretion. Landlord agrees that such approval shall not be unreasonable withheld.

**10. Utility Services.** Commencing on the date on which Landlord delivers possession of the Demised Premises to Tenant, Tenant shall make payments for the following utilities based upon or in connection with the Demised Premises.

In turn, Landlord will be responsible for making payments for the following utilities:

- Water
- Gas
- Heat
- Light
- Power
- Telephone
- Internet
- Sewage Disposal

**11. Access, Surrender, and Assignment.** With respect to access, surrender, and assignment:

**A) Access.** Tenant shall permit Landlord to inspect or examine the Demised Premises during business hours upon advanced written notice or at any time without notice in the event of an emergency, and shall permit Landlord to enter and make such repairs, alterations, improvements, or additions in the Demised Premises or the Real Property of which the Demised Premises is a part, that Landlord may deem necessary.

**B) Surrender.** Tenant shall deliver and surrender to Landlord possession of the Demised Premises upon expiration of this Agreement, or upon earlier termination as herein provided, in as good condition and repair as the same shall be on the Commencement Date.

**C) Removal and Restoration.** Any and all trade fixtures and equipment installed by Tenant may be removed by Tenant at the termination of this Agreement, provided that Tenant shall not be in default in the performance of any of Tenant's obligations hereunder and provided that Tenant shall repair any and all damage caused to the Demised Premises by the removal of any such trade fixtures and equipment. Any property not so removed at the expiration of the Term hereof shall be deemed to have been abandoned by Tenant and may be retained or disposed of by Landlord. Tenant shall not remove any leasehold improvements or non-trade fixtures and shall surrender the Demised Premises upon termination of the tenancy created by this Agreement in the same condition as the Demised Premises were required to have been in on the Commencement Date, ordinary wear and tear and damage by fire or other insured casualty excepted.

**D) Assignment and Subletting.** Tenant will not assign this Agreement as to any portion or all of the Demised Premises or make or permit any total or partial sublease or other transfer of any portion or all of the Demised Premises.

**12. Damage to Premises.** With respect to damage to the Premises:

**A) Substantial Damage.** In the event the Demised Premises or the Real Property of which the Demised Premises constitute a part shall be damaged or destroyed by fire or other casualty to the extent that the cost of repairing or replacing the same will equal or exceed 50% of the then replacement value thereof, then the parties may, at their option, within seven (7) days after the occurrence of such casualty, terminate this Agreement upon written notice.

**B) Partial Damage.** In the event the Demised Premises or the Real Property of which the Demised Premises constitute a part shall be partially damaged or destroyed by fire or other casualty to the extent that the cost of repairing or replacing the same will be less than 50% of the then replacement value thereof, or in the event Landlord does not elect to terminate this Agreement as a result of substantial damage, then Landlord shall repair the damage with reasonable dispatch after notice of such casualty; provided, however, the Landlord's obligation to repair or restore shall be limited to restoring the structural portions of the Demised Premises and shall not include repairs or the restoration of any of Tenant's fixtures, improvements or other alterations made by Tenant in or upon the Demised Premises. Notwithstanding anything provided herein to the contrary, the Landlord's obligation to repair or rebuild shall be limited to the amount of the fire insurance proceeds received by

Landlord (less any costs incurred by Landlord in collecting the same) as a result of any such casualty. In the event the fire insurance proceeds received by Landlord (less any costs incurred by Landlord in collecting the same) are insufficient to rebuild the Demised Premises and/or the Real Property, then Landlord shall have the option to terminate the Lease upon notice to Tenant within seven (7) days after Landlord's receipt of the entire net insurance proceeds payable with respect to such fire or casualty.

**C) Rents Upon Damage or Destruction.** In the event this Agreement is terminated in the manner set forth above, the Rents shall be apportioned to the time of such casualty. In the event this Agreement is not terminated and Landlord elects to restore or repair the Demised Premises, then the Rent payable by Tenant shall be equitably abated based on the square footage in the Demised Premises which are useable, until such time as the damage to the Demised Premises has been repaired; provided, however, in no event shall there be any abatement of the payment of any Operating Costs.

**13. Eminent Domain.** With respect to eminent domain:

**A) Condemnation of Demised Premises.** If the whole or any substantial part of the Demised Premises shall be taken or acquired by any public or quasi-public authority under the power or threat of eminent domain, for other than a temporary period, the Lease Term shall cease as of the day possession shall be taken by such public or quasi-public authority, and Tenant shall pay Rent up to that date with an appropriate refund by Landlord of any rent which may have been paid in advance for any period subsequent to the date possession is taken. In the event that during the term of this Agreement the Demised Premises, or any part thereof, or more than \_\_\_\_\_ of the Real Property or of the Common Area is taken by condemnation or right of eminent domain, or by private purchase in lieu thereof, this Agreement and the term hereby granted shall be terminable at Landlord's sole option and if Landlord so terminates then this Agreement shall expire on the date when possession shall be taken by the condemnor and the Base Rent herein reserved shall be apportioned and paid in full to that date and all prepaid Base Rent shall forthwith be repaid by Landlord to Tenant. In the event Landlord does not elect to cancel or terminate this Agreement as provided above, then Landlord shall rebuild and restore the Demised Premises as nearly as possible to their condition immediately prior to any such taking and this Agreement shall continue in full force and effect except that, during such restoration, the Base Rent payable pursuant to the terms of this Agreement shall be equitably apportioned in the proportion that the square footage of the part of the Demised Premises so taken bears to the total square footage of the Demised Premises immediately prior to such taking; provided, however, in no event shall there be any abatement of the payment of any Operating Costs, provided further, however, the Landlord's obligations to restore or rebuild shall be limited to an amount which does not exceed the proceeds obtained from such taking (less expenses incurred in collecting the same). Notwithstanding the foregoing, in the event the net condemnation award received by Landlord is insufficient to restore or rebuild the structural portions of the Demised Premises the Landlord shall have the option within \_\_\_\_\_ days after Landlord's receipt of the net condemnation, to cancel and terminate this Agreement, and Tenant shall be limited to consequential damages only.

**B) Condemnation Award.** All compensation awarded or paid upon any total or partial taking of the Demised Premises shall belong to and be the property of the Landlord. Nothing herein shall prevent Tenant from pursuing a separate award from the condemning authority for its moving expenses or for



the taking of its personal property, as long as Tenant's award does not reduce Landlord's award from the condemning authority.

**14. Insolvency and Bankruptcy.** The appointment of a receiver to take possession of all or substantially all of the assets of Tenant or any of the persons constituting Tenant, or an assignment by Tenant or any of the persons constituting Tenant for benefit of creditors or any action taken or suffered by Tenant or any of the persons constituting Tenant under any insolvency, bankruptcy, or reorganization act, shall constitute a breach of this Agreement by Tenant. In no event shall this Agreement be assigned or assignable by operation of law or by voluntary or involuntary bankruptcy proceedings or otherwise and in no event shall this Agreement or any rights or privileges hereunder be an asset of Tenant or any of the persons constituting Tenant under any bankruptcy, insolvency, or reorganization proceedings.

**15. Default.** With respect to default:

**A) Rights in Event of Default of Tenant.** If Tenant shall abandon or vacate the Leased Premises or fail to pay Rent at the time prescribed in this Agreement, or if after seven (7) days written notice from Landlord, Tenant shall fail to cure any other default in the performance of its obligations under this Agreement (unless Tenant is then proceeding in good faith to cure such default and continues to do so until the default is cured), then, in addition to any other rights or remedies Landlord may have by law or otherwise, Landlord shall have the right to re-enter and take possession of the Demised Premises without legal process and remove all persons and property therefrom. Should Landlord elect to re-enter as herein provided, or should Landlord take possession pursuant to legal proceedings or pursuant to any notice provided for by law, Landlord may terminate Tenant's rights under this Agreement, re-let the Demised Premises or any part thereof for such term and at such rent and upon such other terms and conditions as Landlord in the exercise of Landlord's sole discretion may deem advisable, with the right to make alterations and repairs to the Demised Premises. Upon each such re-letting, Tenant immediately shall be liable for payment to Landlord of any indebtedness of Tenant (other than Rent due hereunder), the cost and expense of such re-letting, and of such alterations and repairs incurred by Landlord, and the amount, if any, by which the Rent reserved in this Agreement, which are Tenant's responsibility under the provisions of this Agreement for the period of such re-letting, exceeds the amount agreed to be paid as rent by the new tenant for the Demised Premises for such period of such re-letting.

**B) Costs and Payment of Rents.** Should Tenant at any time be in default under this Agreement, Tenant shall be liable for all costs Landlord may incur on account of such default, including the cost of recovering the Demised Premises, any and all attorney fees and court costs relating thereto. In addition, should Landlord at any time terminate this Agreement and Tenant's rights under this Agreement for any default, in addition to any other remedy Landlord may have, Landlord may recover from Tenant all damages Landlord may incur by reason of such default, and including the Rent reserved and charged in this Agreement for the remainder of the Term discounted to present value, less the present rental value of the Demised Premises for the rest of the Term (discounted in the same manner), all of which amounts shall be immediately due and payable with attorney fees from Tenant to Landlord and without relief from valuation, and Landlord shall have no obligation to re-let. Tenant's liability for the default damages and/or re-letting costs shall survive any termination of this Agreement.

**C) Right of Removal of Tenant's Property.** Landlord shall have the right to remove all or any part of Tenant's property from the Demised Premises. Any property removed may be either: (a) Stored in any public warehouse or elsewhere at the cost of, and for the account of, Tenant and Landlord shall not be responsible for the care or safekeeping thereof; or (b) sold at a private or public sale and the proceeds of such sale, after sale expenses, shall be used to offset any Rent due to Landlord. Tenant hereby waives any and all loss, destruction and/or damage or injury which may be occasioned by any of the aforesaid acts.

**D) Default of Landlord.** Landlord shall in no event be charged with default in the performance of its obligation under this Agreement unless and until Landlord shall have received written notice from Tenant specifying wherein Landlord has failed to perform any obligation hereunder, and Landlord shall have failed to perform such obligation, or remedy such default, within seven (7) days of such notice from Tenant (or shall then have failed in good faith to start and be diligently pursuing the cure of any such default which reasonably takes longer than seven (7) days to cure).

**16. Quiet Enjoyment.** Landlord agrees that if Tenant pays the Rent and other charges herein provided and shall perform all of the covenants and agreements herein stipulated to be performed on Tenant's part, then Tenant shall, at all times during said Term, have the peaceable and quiet enjoyment and possession of the Demised Premises without any manner of hindrance from Landlord or any persons lawfully claiming through Landlord, except as to such portion of the Demised Premises or Real Property as shall be taken under the power of eminent domain or which may be claimed by any mortgagee of the Demised Premises of the Real Property.

**17. Miscellaneous.**

**A) Waivers.** No waiver of any condition or covenant in this Agreement by either party shall be deemed to imply or constitute a further waiver of the same or any other condition or covenant of this Agreement.

**B) Subordination.** Tenant agrees, at the request of Landlord, to subordinate this Agreement to any mortgage placed upon the Demised Premises or the Real Property or any one or more of them by Landlord provided that the holder of such mortgage enters into an agreement with Tenant, binding upon the successors and assigns of the parties thereto, by the terms of which such holder agrees not to disturb the possession, peaceable and quiet enjoyment and other rights of Tenant under this Agreement. In addition, so long as Tenant continues to perform its obligations hereunder, in the event of acquisition of title by said holder through foreclosure proceedings or otherwise holder agrees to accept Tenant as tenant of the Demised Premises under the terms and conditions of this Agreement and to perform the Landlord's obligations hereunder (but only while owner of the Demised Premises), and Tenant agrees to recognize such holder or any other person acquiring title to the Demised Premises as Landlord. The parties agree to execute and deliver any appropriate instruments necessary to carry out the agreements contained herein.

**C) Notices and Certificates.** All notices given under this Agreement must be in writing. A notice is effective upon receipt and shall be delivered in person, by overnight courier service, via certified or registered mail, or by first class U.S. mail, postage prepaid, to Landlord and Tenant at the address as

specified above, or to such other addresses which a party may designate in writing delivered to the other party for such purpose. Date of service of a notice served by mail shall be one business day following the date on which such notice is deposited in a post office box of the United States Postal Service.

**D) Relationship of Parties.** Nothing contained herein shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent, or of partnership, or of joint venture, between the parties hereto.

**E) Governing Law.** The terms of this Agreement shall be governed by and construed in accordance with the laws of the State of Illinois, not including its conflicts of law provisions.

**F) Dispute Resolution.** Any dispute arising from this Agreement shall be resolved through mediation. If the dispute cannot be resolved through mediation, then the dispute will be resolved through binding arbitration conducted in accordance with the rules of the American Arbitration Association.

**G) Force Majeure.** In the event that either party shall be delayed or hindered in or prevented from doing or performing any act or thing required in this Agreement by reason of strikes, lock-outs, casualties, acts of God, labor troubles, inability to procure materials, failure of power, governmental laws or regulations, riot, insurrection, war, pandemics or other causes beyond the reasonable control of such party, then such party shall not be liable or responsible for any such delays and the doing or performing of such act or thing shall be excused for the period of the delay and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay.

**H) Complete Agreement.** This Agreement contains a complete expression of the agreement between the parties and there are no promises, representations or inducements except such as are herein provided.

**I) Successors in Interest.** The covenants, agreements, terms, conditions and warranties of this Agreement shall be binding upon and inure to the benefit of Landlord and Tenant and their respective heirs, executors, administrators, successors and assigns, but shall create no rights in any other person except as may be specifically provided for herein.

**IN WITNESS WHEREOF,** the parties have caused this Agreement to be executed by their duly authorized representatives, as of the first date written above.

Maranatha Christian  
Academy

\_\_\_\_\_  
**Landlord Name**

\_\_\_\_\_  
**Representative Signature**

Ryan D Haifley  
Head of School

\_\_\_\_\_  
**Representative Name and Title**

INITIAL \_\_\_\_\_ DATE \_\_\_\_\_

**Commercial Lease Agreement (Rev. 133EE24)**

Lake Land College

_____	_____	_____
<b>Tenant Name</b>	<b>Representative Signature</b>	<b>Representative Name and Title</b>

**LAKE LAND COLLEGE  
BOARD OF TRUSTEES  
HUMAN RESOURCES REPORT  
DATE August 8, 2022**

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

Nau, Jessica

07/11/2022-09/30/2022

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

Grant Writer & Coordinator Level 14

Technical Support Specialist II Level 12

**Additional Appointments**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Egejuru, Brian	Fitness Center Specialist	7/1/22
	Primary Position Men's Basketball Asst	
Molzen, Kara	Adjunct Faculty Dental	8/22/22
	Primary Position Allied Health Dental Cln Hrly	

**End Additional Appointments**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Van De List, Elizabeth	Ofc Assistant to Allied Health Programs	6/29/22
	Primary Position Kluthe Test Proctor	

**New Hire-Employees**

**The following employees are recommended for hire**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Olson, Holly	Admissions Representative	8/15/22
Reardon, Amelia	Custodian	8/15/22
Ruef Jr, James	Custodian	8/9/22

**Full-time Grant Funded**

Boehlke, Chadwick	Correctional Career Technology Instructor	7/11/22
Chappell, Hal	Correctional Horticulture Instructor	7/5/22
Pride, Anthony	Correctional Construction Occupations Instr	7/19/22

**Part-time**

Batman, Ryan	Technical Support Assistant	7/18/22
Black, Gabriel	Print Shop Technician Assistant	6/15/22
Dust, Holly	Adjunct Faculty Math and Science Division	8/22/22
Kriesel, June	Adjunct Faculty Humanities Division	8/22/22
Lawless, Cade	ISS Technical Support Assistant	7/25/22

McCoy, Donna	College Advancement Representative	7/18/22
Strohl, Maria	Allied Health BNA Adjunct Faculty	7/11/22

**Unpaid**

Compton, Daniel	Dual Credit Instructor	6/14/22
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**Terminations/Resignations****The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Deters, Laura	Basic Nurse Assistant Instructor	8/4/22
<b>Full-time – Grant Funded</b>		
Howard, Anton	Associate Dean of Correctional Programs	7/22/22
Jump, Alexander	Correctional Automotive Technology Instructor	7/15/22
McPherson, Deborah	Correctional Office Assistant	7/29/22
Noel, Tracy	Correctional Horticulture Instructor	7/13/22
Pride, Anthony	Correctional Construction Occupations Instr	7/22/22
Schroeder, Louis	Correctional Career Technology Instructor	7/15/22
Trone, Christopher	Correctional Construction Occupation Instr	8/8/22
Way, Chad	Correctional Career Technology Instructor	7/8/22

**Part-time**

Aldarondo Perez, Alondra	Bookstore Rush Worker	5/16/22
Meyer, Brittany	Adjunct Faculty Math and Science Division	5/9/22
Miller, Baylee	Laboratory Supervisor	7/21/22
Morris, Dewayne	Curriculum Consultant	12/12/21
Rothermel, Judith	Human Resources Assistant	6/21/22
Smith, Logan	Allied Health Den Clinical Instructor (hourly)	7/11/21

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

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time - Grant Funded</b>		
Winkleman, Jason	Construction Occupations	7/11/22
	Transferring from Correctional Constr Mgnt Instructor	
<b>Part-time</b>		
Hoene, Mariah	Accounting Assistant	7/25/22
	Transferring from Accounting Intern	
Homann, Ashley	Allied Health Den Clinical Instructor (hourly)	8/22/22
	Transferring from Admin Asst Allied Hlth Dental	