

Lake Land College

District No. 517

Board of Trustees

Agenda and Board Book

August 14, 2023

Regular Meeting No. 680



MISSION • VISION • VALUES

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

LAKE LAND
COLLEGE

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

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



Regular Meeting No. 680
Monday, August 14, 2023, 6:00 p.m.
Effingham Technology Center (Patterson Technology Center)
Room 146, 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 10, 2023, Regular Meeting.
2. Approval of Minutes of July 10, 2023, Closed Session.
3. Approval of Agenda of August 14, 2023, 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 14, 2022, Closed Session.

II. Public Hearing on Fiscal Year 2024 Operating Budget.

Refer to:

<https://www.lakelandcollege.edu/wp-content/laker-documents/laker/bot/2024%20Budget.pdf>

III. Hearing of Citizens, Faculty and Staff.

IV. Committee Reports.

A. ICCTA/Legislative	Ms. Denise Walk Mr. Mike Sullivan
B. Resource & Development	Ms. Doris Reynolds
C. Finance	Mr. Dave Storm
D. Buildings & Site	Mr. Kevin Curtis
E. Foundation	Mr. Tom Wright
F. Student Report	Ms. Jackie Schertz
G. President's Report	Dr. Josh Bullock

V. Business Items.

A. Non-Action Items.

1. Effingham Education Centers Update.
2. Monthly Data Point Discussion – Program Improvement and Enhancement (PIE) and Data Used for the Process.
3. Proposed Revisions to Board Policies:
 - 05.01 – *Definition of Full-Time and Part-Time Employment.*
 - 05.02.09 – *Performance Evaluation and Tenure of Full-Time Faculty Members.*
 - 05.04.07 – *Sick Days.*
 - 05.04.08 – *Bereavement Leave.*
 - 05.14.14 – *General Leave of Absence without Pay.*
 - 05.04.21 – *Vacations.*

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4. Calendar of Events. 30-31

B. Action Items.

	Board Book Page Number(s)
1. Approval of Resolution No. 0823-001 – Appointment of Treasurer and Approval of Treasurer’s Surety Bonds.	32-37
2. Approval of Resolution No. 0823-002 – College Treasurer to Act as Fiscal Agent.	38-40
3. Approval of Resolution No. 0823-003 to Adopt Fiscal Year 2024 Operating Budget. <u>Refer to:</u> https://www.lakelandcollege.edu/wp-content/laker-documents/laker/bot/2024%20Budget.pdf	41
4. Approval of Resolution No. 0823-004 - Non-Corporate Agreement and Associated Person Information Forms for Delivery to Depository Wells Fargo Advisors, LLC.	42-56
5. Approval of Resolution No. 0823-005 - Signatory Card and “Corporate Authorization Resolutions” For Delivery to Depository First Mid Bank and Trust.	57-83
6. Approval of Proposed Revisions to the following Board Policies: <ul style="list-style-type: none"> ➤ 06.38 – <i>Course Materials Rental.</i> ➤ 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> 	84-90
7. Approval of Bid for Website Redesign Consultant.	91-92
8. Approval of Bid for Softball Press Box.	93-94
9. Approval of Updated Named Spaces Planner.	95-96
10. Approval of RAMP Document.	94-113
11. Approval of Organizational Charts.	114-120
12. Approval of Three-Year Business Services Agreement with Consolidated Communications for Internet Service.	121-131
13. Approval of Revised Part-Time Rates and Stipends.	
14. Approval of New Athletic Team - the Lake Land College Skeet and Trap Shooting Team, Approval of Related Talented Student Scholarships and Appointment of Coach.	132
15. Closed Session. Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), closed session is called to discuss the appointment, employment, compensation, performance, or dismissal of specific employees.	

[Return to Open Session - Roll Call]

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| 16. Approval of Human Resources Report as Discussed in Closed Session. | 133-136 |
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VI. Other Business. (Non-action)

VII. Adjournment.

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



Regular Board Meeting No. 679
Board and Administration Center, Room 011
Mattoon, IL
July 10, 2023

Minutes

Call to Order.

Chair Cadwell called the July 10, 2023, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board & Administration Center, Mattoon, IL.

Roll Call.

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

Trustees Absent: Student Trustee Schertz.

Others Participating via Telephonic or Electronic Means: None.

Others Present: Dr. Jonathan Bullock, President; Dr. Ikemefuna Nwosu, Vice President for Academic Services; Ms. Jean Anne Highland, Chief of Staff; Ms. Seirra Laughunn, Executive Assistant to the President's Office; Dr. 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 Walk seconded to approve the following consent items:

1. Approval of Minutes of June 12, 2023, Regular Meeting.
2. Approval of Minutes of June 12, 2023, Closed Session.
3. Approval of Minutes of June 8, 2023, Decennial Committee on Local Government Efficiencies Meeting.
4. Approval of Agenda of July 10, 2023, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	1,120,918.17
Building Fund	\$	44,710.99
Site & Construction Fund	\$	27,550.00
Bond & Interest Fund	\$	680,802.94
Auxiliary Services Fund	\$	8,713.43
Restricted Purposes Fund	\$	452,760.72
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	3,984.35
Student Accts Receivables	\$	195,632.04
Total	\$	2,535,072.64

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

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk said ICCTA continues to monitor and advise the college on legislation that may impact community college policies.

Resource & Development.

Trustee Reynolds, Committee Chair, said the Committee met recently regarding items which will be discussed later in the agenda.

Finance.

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Trustee Storm, Committee Chair, said the Committee met recently regarding items which will be discussed later in the agenda.

Buildings & Site.

Trustee Curtis said the Committee did not meet since the last regular Board meeting.

Foundation.

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

- Please save the date for the 2nd annual Foundation & Alumni Awards celebration on Thursday, October 19. A friendly reminder the annual Foundation Golf Classic registration is Friday, September 29th.
- We are thrilled to share that Fiscal Year 2023 ranks the third highest year in Foundation history in fundraising with over 2,000 donations recorded and raising more than \$3.25M in donations.

Student Report.

Ms. Jacqueline Schertz, Student Trustee, was not present and thus no report was given.

President's Report.

- Lake Land received payments of \$40,459 from the Illinois Department of Juvenile Justice (IDJJ) in June toward the FY 2023 outstanding balance. A total of \$60,239 remains outstanding for IDJJ for FY 2023.
- Lake Land received payments of \$2.37 million from the Illinois Department of Corrections (IDOC) in June toward the FY 2023 outstanding balance. A total of \$1.48 million remains outstanding for IDOC for FY 2023.
- In June, the College received payments from the State of Illinois for FY 2023 credit hour reimbursement of \$330,215 and an equalization payment of \$544,608. As of June, the College has received all FY 2023 appropriations from the State of Illinois.
- The College received no property tax payments in June.

Business Items.

Non-action Items.

Presentation of FY 2024 Budget.

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Trustees reviewed the proposed FY 2024 Budget Book and heard a presentation from Dr. Bullock regarding the FY 2024 Budget. Trustees learned that the overall proposed FY 2024 budget for all funds is \$115,132,346 and that the proposed FY 2024 operating budget is balanced, with operating revenues of \$61,569,544, and corresponding operating expenditures. Dr. Bullock, Mr. Nuxoll, Vice President for Business Services, and Ms. Madge Shoot, Comptroller, answered various questions by Trustees. Dr. Bullock said approval of the FY 2024 Budget will be requested during the August 14, 2023, regular Board meeting, and that the proposed FY 2024 Budget must be displayed for public comment for at least 30 days prior to final approval by the Board.

Trustee Storm said the Finance Committee met recently for an in-depth review of this agenda item. He said the Committee's consensus was to recommend to the Board approval of the FY 2024 Budget as presented.

Athletic Department Honors.

Dr. Valerie Lynch, Vice President for Student Services, provided an overview on the many accomplishments of our student athletes in the past year. Trustees were also provided a detailed listing of these accomplishments.

Monthly Data Point Discussion – Summer Enrollment Report.

Dr. Lynch and Ms. Lisa Cole, Director of Data Analytics, highlighted the summer 2023 enrollment.

Grants Annual Report.

Dr. Beth Craig, Grants Writer and Coordinator, presented the Annual Report of grant activities this past year.

Updates from Workforce Solutions and Community Education.

Ms. Chris Strohl, Dean of Workforce Solutions and Community Education, highlighted recent activities and growth within this department.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock highlighted the College's online calendar to utilize for updates on any activities happening at the college.

Action Items.

Acceptance of May 2023 Financial Statements.

Trustees reviewed the May 2023 Financial Statements. Trustee Storm said the Finance Committee met recently for an in-depth review of this agenda item. He said there were no

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variances of significant concern and that the Committee's consensus was to recommend to the Board approval of the Financial Statements as presented.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the May 2023 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

Motion carried.

Approval of Proposed Revisions to Board Policy 05.27 – State Universities Retirement System.

Mr. Nuxoll requested the Board approve proposed revisions to the above-referenced Policy. Trustees reviewed details of the proposed revisions. Mr. Nuxoll said that as a result of Public Act 102-0540, recently signed into law by the Governor, all newly certified members hired on or after July 1, 2023, shall be automatically enrolled in the SURS Deferred Compensation Plan. He reported that members already certified (existing employees) or members that were previously certified that are re-employed are not automatically enrolled, but may voluntarily enroll.

Because this law has already taken effect, Mr. Nuxoll requested that the Board waive first reading and approve revisions during the July regular Board meeting.

Trustee Walk moved and Trustee Wright seconded to approve as presented proposed revisions to Board Policy 05.27 – *State Universities Retirement System*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

Motion carried.

Approval of Proposed Revisions to Board Policy 07.14 – Honors Experience.

Dr. Bullock requested the Board consider proposed revisions to the above-referenced Policy. He said the proposed revisions will align the College's policy with the "Honors College" model of the Phi Theta Kappa National Honor Society.

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Dr. Bullock said that the administration has received no comments or requests for additional revisions since we presented these recommendations as first reading during the June 2023 regular Board meeting.

Trustee Wright moved and Trustee Curtis seconded to approve as presented proposed revisions to Board Policy 07.14 – *Honors Experience*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

Motion carried.

Declaration of Surplus Item(s) or Equipment.

Mr. Nuxoll requested the Board declare as surplus 20 brown benches, a panorex machine, three ISS storage technology items, and a 2006 Peterbilt 379 black semi-truck. He said the brown benches and panorex machine items have become obsolete and have little value to the College, that the College will receive trade-in value from Dell for the three ISS technology storage items, and that the College no longer needs the aging 2006 Peterbilt semi-truck as a replacement has already been secured. If these items are approved by the Board as surplus, then they will be disposed of in a manner most beneficial to the College.

Trustee Curtis moved and Trustee Wright seconded to declare as surplus 20 brown benches, a panorex machine, three ISS storage technology items, and a 2006 Peterbilt 379 black semi-truck so that the administration may dispose of these items or equipment in a manner most beneficial to the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

Motion carried.

Closed Session

6:48 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), (2) and (11), to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College; to consider collective negotiating matters between the public body and its employees or their representatives; and to discuss probable or imminent litigation.

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There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

Motion carried.

Return to Open Session - Roll Call

7:48 p.m.

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

Trustees Absent: Student Trustee Schertz.

Action on Formal Grievance Filed by the Lake Land College Faculty Association at Step Four on June 21, 2023, as Discussed in Closed Session.

Trustee Reynolds moved and Trustee Walk seconded to uphold the administration's decision and deny the grievance filed by the Lake Land College Faculty Association at Step Four on June 21, 2023, as discussed in closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz was absent from the meeting.

Absent: None.

Motion carried.

Approval of Human Resources Report as Discussed in Closed Session.

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

Trustee Reynolds motioned and Trustee Curtis seconded to approve as presented the following standard Human Resources Report. Chair Cadwell said this followed discussion on the topic held in closed session related only to the appointment of two full-time, tenure track faculty employees.

The following employees are recommended for FMLA leave. Board policy 05.04.12.

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McKenzie, Michelle

6/12/23-9/1/23

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

Director of TRIO Programs	Level 16
Assistant Director of Trio Destination College	Level 15

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Estacio, Estiven	Men's Basketball Assistant, Fitness Center Specialist,	
	Basketball Scorers/Timers	7/1/22
	Tutor - Bachelor's Degree -	5/15/23
Garcia Orozco, Karen	Primary Position Print Shop Technician Assistant	
	International Student Ambassador	11/20/22
Heuerman, Jill	Primary Position Lab Student Assistant	
	Dental Hygiene Enhancement Coach	12/1/22
Hodges, John	Primary Position Allied Health Den Clinical hrly	
	Intramural Official	7/1/22
Hunt, Richard	Primary Position Fitness Center Specialist	
	Adjunct for CBI, Adjunct Faculty Tech Division	5/15/23
Hunter, Kimberly	Primary Position Technical Training Coordinator	
	IEL Instructor	10/7/21
Lazenby, Debra	Primary Position Director Student Success	
	Allied Health BNA Clinical Instructor (hourly)	12/1/21
Molzen, Kara	Primary Position Allied Health BNA Adjunct	
	Dental Hygiene Enhancement Coach	1/4/23
Myers, Kendra	Primary Position Dental Hygiene Instructor	
	Pathways Classroom Assistant	6/20/21
Wilson, Sheila	Primary Position Adult Education Instructor	
	Enhanced Lab Instructor- Dental Hygiene	11/27/19
	Primary Position Allied Health Dental Clinical	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Badman, Cami	Dual Credit Instructor	6/21/23
Bates, Guy	Dual Credit Instructor	6/21/23
Bushue, Molly	Dual Credit Instructor	6/21/23
Nohren, Andrew	Dual Credit Instructor	6/21/23

Full-time

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Doty, Michael	Technical Support Specialist	7/11/23
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Full-time Grant Funded

Moll, Thomas	Coordinator of Mental Health Services	7/24/23
Riggs, Jeffrey	Warehousing Instructor	6/12/23

Full-time Tenure Track

Cougill, Andrew	Librarian	8/18/23
Crowder, James	Welding Instructor	8/18/23

Part-time

Allen, Rick	Dual Credit Coordinator	3/17/23
Juneau, Gary	Adjunct Faculty Math and Science Division	8/21/23
Palmer, Jessie	Allied Health PTA Clinical Instructor (hourly)	6/12/23
Rosario, Moises	International Studies Program Assistant	6/22/23
Schaefer, William	Dual Credit Coordinator	2/24/23

Part-time Grant Funded

Garrett, Torie	Childcare Lab Assistant	6/20/23
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Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Carr, David	Correctional Construction Occupations Instructor	6/23/23
Keys, Austin	Infrastructure Analyst	6/8/23
Nuxoll, Greg	Vice President for Business Services	7/28/23
Ziccardi, Matthew	Correctional Horticulture Instructor	7/10/23
Part-time		
Gowin, Adora	Volleyball Assistant Coach	12/13/22
Herschberger, Gary	Tutor-Disability Services	3/24/23
Hoots, Corbin	Tutor - Student Learning Assistance Center	12/5/22
Matheny, Andrew	Tutor - Student Learning Assistance Center	5/4/23
Mossman, Rachel	Kluthe Test Proctor	6/16/22
Rilenge, Jodie	Adjunct Faculty Allied Health Division	5/8/23
Rincker, Grace	Human Resources Assistant	5/18/23
Robinson, Canyon	Fitness Center Specialist	3/22/23
Sample, Stephanie	College Work Study Radio TV	12/16/22
Tsysar, Svitlana	International Student Ambassador	12/7/22
Vonderheide, Anthony	College Work Study Radio TV	5/14/23
Wilson, Chance	Tutor - Perkins - Bachelor	3/17/23

Transfers/Promotions

The following employee is recommended for a change in position

Position	Effective Date
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MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC:

DATE: August 3, 2023

RE: Board Policy Revisions

With the recent approval of the collective bargaining agreement with the Faculty Association, there are several revisions to Board policies that we are recommending. These changes reflect current practices and/or changes with the new contract. These policies are:

- 05.01 Definition of Full-Time and Part-Time Employee
- 05.02.09 Performance Evaluation and Tenure of Full-Time Faculty Members
- 05.04.07 Sick Leave
- 05.04.21 Vacations

In addition, the Governor recently signed into law Public Act 103-0314, which includes modifications for various leave time due to violent crimes. These policies are:

- 5.04.08 Bereavement Leave
- 05.04.14 General Leave of Absence without Pay

I submit this request for first reading and respectfully request that the Lake Land College Board of Trustees amend these policies after they have been placed on file.

05.01**Definition of Full-Time and Part-Time Employment**

The initial appointments of all full-time and part-time personnel at the College shall be made by the President, subject to approval by the Board of Trustees. The full-time College personnel are classified into six groups. The Board of Trustees will have sole responsibility for the assignment of personnel and the determination of compensation for all employees, based upon the recommendation of the President. All promotions or wage increases will be recommended by the President and confirmed by the Board of Trustees. All employees, full-time and part-time, are employed by the Board of Trustees for a duration determined by the Board or prescribed by bargaining agreements.

Employees shall qualify as full-time under one of the following conditions:

1. A faculty member who contracts to teach thirty (30) equated semester hours or its equivalent within two (2) consecutive semesters.
2. An academic support faculty member who is employed to work a minimum of forty (40) hours a week ~~for two (2) consecutive semesters.~~
3. An employee who is hired to perform duties in an administrative, paraprofessional, supervisory, or institutional support role and who works a minimum of forty (40) hours a week for a nine-(9-), ten-(10-) or twelve-(12-) month period of time.

Employees shall qualify as part-time under one of the following conditions:

1. An employee who is hired to perform duties in an administrative, paraprofessional, supervisory, or institutional support role and who works twenty-nine (29) or less hours a week.

2. Per the Affordable Care Act, part-time employees working in excess of the hour threshold may be offered health insurance benefits based on a look-back period in accordance with the federal law.

Adopted November 9, 1998
Revised July 14, 2003
Revised February 16, 2015
Revised April 10, 2017
Revised December 11, 2017
[Revised](#)

05.02.09

Performance Evaluation and Tenure of Full-Time Faculty Members

Explanation and Rationale

The single most important responsibility of the Lake Land College Board, faculty, and staff is to provide a quality instructional program designed to promote effective student learning. Excellence of instruction can be achieved when the College employs only fully qualified faculty members. Faculty members should be familiar with the best pedagogical approaches and work in an atmosphere where the freedom to teach and learn is encouraged.

With these principles in mind, a systematic and professional program to assess the quality of instruction and academic support services at Lake Land College is necessary to meet the changing needs of the community, the students, and society. This evaluation program is not intended to be a punitive instrument. Instead, it should develop relationships between faculty and administration, assign ownership for improvement to each faculty member, and emphasize the value of community in the process.

The full evaluation of tenured and non-tenured faculty, as well as the granting of tenure, shall be governed by ~~Article V, (Performance Evaluation of Full-Time Faculty Members), Sections A through D, and Appendix G~~ (Illinois Compiled Statutes, Higher Education Public Community Act, 110 ILCS 805/) and ~~of~~ the active Agreement between the Lake Land College Faculty Association and the Lake Land College Board of Trustees.

Adopted November 9, 1998
Revised June 14, 2004
Revised December 11, 2017
Revised

05.04.07

Sick Days

Sick leave of fourteen (14) days per fiscal year is available for full-time twelve (12) month employees; positions of shorter length will be prorated. Sick time will be credited to the employee's balance ~~on the second pay period~~ at the beginning of each month during the fiscal year. Sick leave may carry over and accumulate with no maximum. Sick leave time will be deducted concurrently with Family Medical Leave time on a rolling calendar basis. Employees must be in a paid status in order to accrue sick time.

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

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

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

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

Adopted November 9, 1998
Revised September 15, 2003
Revised August 14, 2006
Revised June 13, 2011
Revised November 14, 2016
Revised December 11, 2017
Revised December 9, 2019
[Revised](#)

05.04.08

Bereavement Leave

Each full-time employee will, in the event of a death in the immediate family, be granted a maximum of five (5) working days of bereavement leave per occurrence with full pay. Immediate family is defined as the spouse, civil union partner, child, step-child, parent, step-parent, grandchild, brother, or sister of the employee.

Bereavement leave with pay will be granted for a maximum of three (3) working days in the event of the death of mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandparents, aunts, uncles, nephews, nieces, or foster parents.

Bereavement leave must be taken within the first five (5) working days of the death of an immediate family member and within the first three (3) working days of the death of all other family members, but need not be taken consecutively. The timeframe for when bereavement leave is granted may be authorized by the employee's vice president or President.

Bereavement leave days granted will not be accumulative from year to year, nor chargeable against any other paid employee leave.

If circumstances require, days needed in addition to the five- and three-day allotments may be charged to personal and/or sick leave balances.

Per the Family Bereavement Leave Act, FMLA eligible employees are entitled to a maximum of ten (10) working days of unpaid leave for bereavement due to the death of a child, stepchild, spouse, domestic partner, sibling, parent, step-parent, mother-in-law, father-in-law, grandchild, grandparent or in the event of a miscarriage, an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, a failed adoption match or adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, or a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth. The employee must take any unpaid leave allowed under the Act within 60 days after they are notified of the death of the covered family member or the date on which an otherwise qualifying event occurs. In the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to 6 weeks of unpaid bereavement leave during that

Board Policy No. 05.04.08

period.

Per the Victims' Economic Security and Safety Act, employees may be eligible for unpaid leave up to two weeks in the event a family or household member is killed in a crime of violence.

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

Adopted November 9, 1998
Revised November 11, 2002
Revised June 13, 2011
Revised June 9, 2014
Revised February 13, 2017
Revised February 12, 2018
Revised December 10, 2018
Revised October 10, 2022

[Revised](#)

05.04.14

General Leave of Absence without Pay

A special leave of absence without pay and without loss of seniority, status, appointment or accrued benefits may be approved by the Board of Trustees. In order for a special leave to be considered by the Board, the individual must have prior approval by the appropriate supervisor and administrator and the president of the College. Requests must be submitted at least two weeks prior to the requested leave. Unusual hardship cases will be considered on an individual basis.

Special leaves of absence will not exceed sixty (60) days for each three (3) years of continuous service.

The employee will notify the Human Resources Office in writing three (3) months prior to the end of the approved leave of their intention to:

1. Return to full-time employment at the College;
2. Terminate employment at the College; or
3. Request an extension of the leave.

The employee may elect to participate in the State Universities Retirement System during the period of the leave (subject to all provisions of the retirement system), and the employee may elect to continue insurance coverage during the period of the leave (arrangements should be made in the Human Resources Office). All employee contributions and insurance premiums, employee and employer share, will be the responsibility of the employee. While in this unpaid status, the employee will not accrue any benefit time.

Per the Victims' Economic Security and Safety Act, an employee who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence or an employee who has a family or household member who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence may take unpaid leave from work up to 12 work weeks during any 12 month period.

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

Adopted November 9, 1998
Revised December 11, 2017
Revised February 12, 2018
Revised December 9, 2019
[Revised](#)

Page [24](#) of [24](#)

05.04.21

Vacations

Supervisory and Support Personnel

Vacation leave for full-time twelve (12) month employees in paid status working eight (8) hours or more per day in a non-grant funded position will be applied according to the following accrual schedule:

Anniversary Accrual	Vacation Hours Earned Per Month
---------------------	------------------------------------

Upon hire	6.67
One year	7.33
Two years	8.00
Three years	8.67
Four years	9.33
Five years	10.00
Six years	10.67
Seven years	11.33
Eight years	12.00
Nine years	12.67
Ten years	13.33

For grant funded positions, vacation hours are earned monthly but are loaded at the beginning of each fiscal year. If an employee separates from employment and more benefit time was utilized than accrued, the amount in arrears will be deducted from the employee's final paycheck.

Vacations will be scheduled in advance, approved by the supervisor, and staggered to ensure a reasonable staffing level at all times.

College-funded employees may elect to carry-over into the next fiscal year a maximum of eighty (80) hours of earned vacation time. All other vacation time earned by each employee must be taken as time off from work.

Vacation time cannot be accrued from year to year beyond the eighty (80) hour maximum accrual described above except in extenuating circumstances where the College may grant the employee an increase in the vacation carry-over balance in order to temporarily satisfy operational and staffing needs in a particular department of the College. All extensions of the eighty (80) hour maximum carry-over balance will be approved in writing by the immediate supervisor and the appropriate Vice President. Approved requests will be forwarded to the Director of Human Resources.

Requests for additional vacation without pay must be submitted in writing and approved by the immediate supervisor and the appropriate Vice President. Approved requests are to be forwarded to the Director of Human Resources for subsequent Board action.

Administrative and Academic Support Personnel

Personnel employed as full-time administrators will earn 160 hours of paid vacation for each full year of employment. The accrual rate is 13.3~~43~~ hours per month. Vacation may be taken as earned at the rate of 13.3~~43~~ hours per month.

Personnel employed as full-time administrators are covered by the following provisions:

1. A maximum total of 240 hours may be accumulated toward carry-over. The specific count of accumulated carry-over hours will be reviewed at the end of each fiscal year, and hours in excess of 240 will be removed from the record.
2. Administrators will schedule vacation in consultation with the President and/or respective Vice Presidents to avoid unnecessary disruption of the College.
3. Vacations will be scheduled, where possible, not to exceed two (2) weeks at any one period.

Support, Supervisory and Administrative Personnel

Full-time employees working less than a twelve-month but more than a ten-month schedule will earn a proportionate amount of vacation hours.

Vacation leave must be taken in not less than one-hour increments unless there is a balance remaining of less than one hour. All vacation must be approved by the immediate supervisor.

If an observed holiday or declared day off occurs during the vacation leave, employees will not be required to use vacation for that day.

New employees will be eligible to take vacation hours earned provided that the ninety (90) day probationary period has been satisfactorily completed.

Years of service for computing accrual of vacation earned will be based on the employee's position hire date.

If the College establishes a four-day summer work schedule, any vacation days taken during this period will be charged at the rate of one and one-quarter (1¼) vacation days, or ten (10) hours for each full work day taken. For every hour taken, 1.25 hours will be charged.

Except for employees in a totally grant-funded position, unless specifically authorized by the grant, all earned vacation time will be paid upon termination of employment.

Employees in a totally grant-funded position who attempt to carry-over unused vacation hours at the end of a fiscal year do so at the risk of losing the vacation hours and pay for those hours if the grant funding is not renewed and employment with the College is terminated. An employee in a totally grant-funded position shall be advised to take all earned vacation hours prior to the termination date of a grant-funded position to eliminate possible forfeiture of pay for such remaining hours.

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

Adopted November 9, 1998
Revised July 14, 2003
Revised January 14, 2008
Revised April 13, 2009
Revised October 10, 2011
Revised February 12, 2018
Revised December 10, 2018
Revised December 9, 2019

[Revised](#)

Calendar of Events

Thursday, August 10, 2023	Decennial Committee Meeting 8 a.m. – Board and Administration Center, 011
Monday, August 14, 2023	5 p.m. – Board Dinner – Lower level cafeteria Effingham Technology Center, Effingham 6 p.m. – Board Meeting – Main level conference room (This is near the entrance) Effingham Technology Center, Effingham
Thursday, September 7, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, September 11, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Friday, September 29, 2023	Foundation Golf Outing – Mattoon Golf and Country Club
Thursday, October 5, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, October 9, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 19, 2023	2 nd Annual Foundation & Alumni Awards Celebration
Thursday, November 9, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, November 13, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 7, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011

Monday, December 11, 2023

5 p.m. – Board Dinner – Foundation and Alumni Center

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

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0823-001

DATE: August 14, 2023

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

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

WHEREAS, the office of Treasurer has become vacant due to its former holder's resignation, Mr. Greg Nuxoll, as the Vice President for Business Services at Lake Land College, such that the Board has need to fill the vacancy and to approve a surety bond(s) for the appointed Treasurer;

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

Section 1. The Board hereby revokes Mr. Nuxoll's authority as Treasurer and appoints Ms. Jean Anne Highland, Chief of Staff at Lake Land College, to serve as Treasurer at the pleasure of the Board for no additional compensation.

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

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

ADOPTED this 14th day of August, 2023 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution for Appointment of Treasurer and Approval of Treasurer's Surety Bond(s) is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 14th day of August, 2023.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 14th day of August, 2023.

Secretary, Board of Trustees

The Cincinnati Insurance Company

6200 S Gilmore Rd
Fairfield, OH 45014-5141

Public Official Bond No. CBE1031259

KNOW ALL MEN BY THESE PRESENTS:

That Jean Anne Highland
Of Effingham State of Illinois (hereinafter called the Principal) and
The Cincinnati Insurance Company (hereinafter called the Surety), a corporation organized under the laws of the state of
Ohio with its principal office in the City of Fairfield and the State of Ohio are held

and firmly bound unto Lake Land College District No. 517
(hereinafter called the Obligee) in the sum of Four Million Twenty-Five Thousand Dollars and Zero Cents
(\$ 4,025,000.00) for the payment whereof
to the Obligee the Principal binds himself/herself, his/her heirs, executors, administrators, and assigns, and the Surety
binds itself, its successors, and assigns, jointly and severally, firmly by these presents.

Signed, sealed and dated this 19th day of July, A.D. 2023.

Whereas the above named Principal has been duly appointed or elected to the office of Chief Of Staff
and

Whereas, the effective date of this bond is July 28th, 2023.

Now, therefore, the condition of the foregoing obligation is such that if the Principal shall faithfully perform such duties as
may be imposed on him/her by law and shall honestly account for all money that may come into his/her hands in his/her
official capacity during such period, then this obligation shall be void; otherwise, it shall remain in full force until cancelled
as provided herein.

This Bond is executed by the Surety upon the following express conditions, which shall be conditions precedent to the right
of recovery hereunder:

First: That the Surety may, if it shall so elect, cancel this Bond by giving thirty (30) days notice in writing to
Lake Land College District No. 517 and this
Bond shall be deemed canceled at the expiration of said thirty (30) days; the Surety remaining liable, however, subject to
all terms, conditions, and provisions of this Bond, for any act or acts covered by this Bond which may have been
committed by the Principal up to the date of such cancellation; and the Surety shall, upon surrender of this Bond and its
release from all liability hereunder, refund the premium paid, less a pro rata part therefore for the time this Bond shall have
been in force.

Second: That the Surety shall not be liable hereunder for the loss of any public moneys or funds occurring
through or resulting from failure of, or default in payment by, any banks or depositories in which any public moneys or
funds have been deposited, or may be deposited by or placed to the credit, or under control of the Principal, whether or
not such banks or depositories were or may be selected or designated by the Principal or by other persons; or by reason
of the allowance to, or acceptance by the Principal of any interest on said public moneys or funds, any law decision,
ordinance, or statute to the contrary notwithstanding.

Third: That the Surety shall not be liable for any loss or losses, resulting from the failure of the Principal to collect
any taxes, licenses, levies, assessments, etc., with the collection of which he/she may be chargeable by reason of his/her
election or appointment as aforesaid.

Witness:
(as to the Principal)

Principal

The Cincinnati Insurance Company
By
Attorney-in-Fact: Tony Reynolds



STATE OF Illinois SS
COUNTY OF Illinois

Jean Anne Highland being
duly sworn, says that he/she will support the constitution of the United States and of the State of Illinois
and that he/she will faithfully, honestly, and impartially perform and discharge the duties of the office position to which
he/she has been appointed while he/she shall hold said office.

Sworn to by said Principals

Before me, and by him/her subscribed in my presence this 24th

day of July, A.D. 2023

[Redacted Signature] Notary Public



Fairfield, Ohio

CBE1031259

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY and THE CINCINNATI CASUALTY COMPANY, corporations organized under the laws of the State of Ohio, and having their principal offices in the City of Fairfield, Ohio (herein collectively called the "Companies"), do hereby constitute and appoint

Tony Reynolds

of **MATTOON IL** their true and legal Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and deliver on behalf of the Companies as Surety, any and all bonds, policies, undertakings or other like instruments, as follows:

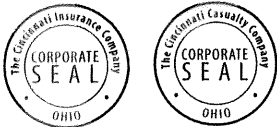
Four Million Twenty-Five Thousand Dollars \$ 4,025,000.00

This appointment is made under and by authority of the following resolutions adopted by the Boards of Directors of The Cincinnati Insurance Company and The Cincinnati Casualty Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the President or any Senior Vice President be hereby authorized, and empowered to appoint Attorneys-in-Fact of the Company to execute any and all bonds, policies, undertakings, or other like instruments on behalf of the Corporation, and may authorize any officer or any such Attorney-in-Fact to affix the corporate seal; and may with or without cause modify or revoke any such appointment or authority. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company.

RESOLVED, that the signature of the President or any Senior Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary or Assistant Vice-President and the Seal of the Company may be affixed by facsimile to any certificate of any such power and any such power of certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS WHEREOF, the Companies have caused these presents to be sealed with their corporate seals, duly attested by their President or any Senior Vice President this 16th day of March, 2021.



STATE OF OHIO)
COUNTY OF BUTLER)

THE CINCINNATI INSURANCE COMPANY
THE CINCINNATI CASUALTY COMPANY

Stephen A. Justice

On this 16th day of March, 2021 before me came the above-named President or Senior Vice President of The Cincinnati Insurance Company and The Cincinnati Casualty Company, to me personally known to be the officer described herein, and acknowledged that the seals affixed to the preceding instrument are the corporate seals of said Companies and the corporate seals and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporations.



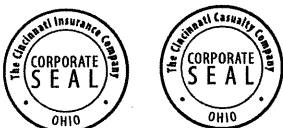
Keith Collett

Keith Collett, Attorney at Law
Notary Public – State of Ohio

My commission has no expiration date.
Section 147.03 O.R.C.

I, the undersigned Secretary or Assistant Vice-President of The Cincinnati Insurance Company and The Cincinnati Casualty Company, hereby certify that the above is the Original Power of Attorney issued by said Companies, and do hereby further certify that the said Power of Attorney is still in full force and effect.

Given under my hand and seal of said Companies at Fairfield, Ohio, this **28th** day of **July**, **2023**



Ed [Signature]

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0823-002

DATE: August 14, 2023

RESOLUTION FOR COLLEGE TREASURER TO ACT AS FISCAL AGENT

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

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

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

WHEREAS, the Board of Trustees has elected Ms. Jean Anne Highland as Treasurer to oversee the business of the College; and

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

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

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

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

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

ADOPTED this 14th day of August, 2023 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution for College Treasurer to Act as Fiscal Agent is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 14th day of August, 2023.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 14TH day of August, 2023.

Secretary, Board of Trustees

Board of Trustees Lake Land College

Resolution No. 0823-003

Date 8/14/2023

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 2023 - 2024 BUDGET

For fiscal year beginning July 1, 2023 and ending June 30, 2024.

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 14th day of August 2023, 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, 2023 and ending June 30, 2024.

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	\$ 56,039,786
Operations & Maintenance	5,529,759
Operations & Maintenance (Restricted)	6,863,190
Bond and Interest	6,760,925
Auxiliary Enterprises	3,317,374
Restricted Purposes	34,475,564
Audit	123,171
Liability, Protection, & Settlement	2,022,577
TOTAL.....	\$115,132,346

Approved:

Board Chairman

Board Secretary

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0823-004

DATE: August 14, 2023

RESOLUTION APPROVING NON-CORPORATE AGREEMENT AND ASSOCIATED PERSON INFORMATION FORMS FOR DELIVERY TO DEPOSITORY WELLS FARGO ADVISORS, LLC

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

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

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

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

Section 2. The Board further hereby approves the provisions and form of the Associated Person Information forms as shown on the copy of said document which, as completed and signed by Board Treasurer Jean Anne Highland, is attached as Exhibit B to and hereby made a part of this Resolution.

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

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

ADOPTED this 14th day of August, 2023 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Non-Corporate Agreement and Associated Person Information Forms to Wells Fargo Advisors, LLC is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 14th day of August, 2023.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 14th day of August, 2023.

Secretary, Board of Trustees

Non-Corporate Agreement



Sub Firm #	BR Code	FA Code	Account Number

(Office Use Only)

1. Non-Corporate Organization Information

Full Organization Name: LAKE LAND COLLEGE

Tax Identification Number: 37-0896233

Address: 5001 LAKE LAND BLVD, MATTOON, IL 61938-9366

2. Certification by President or Other Officer

The President, or other Officer named in this Section, certifies the following:

- A. I am authorized to make this certification on behalf of the Non-Corporate Organization named in Section 1 (the "Organization") and any information given is true, accurate, complete and subject to verification. This authorization shall continue in force until revoked by the Organization by a written notice received by you.
- B. The Organization is duly organized and existing and has the power to take the action called for by the resolutions in Section 3 (the "Resolutions").
- C. The Resolutions are in accordance with and do not conflict with the Organization's existing charter, by-laws, or constitutional, statutory, and regulatory provisions pertaining to the Organization. The Resolutions were duly adopted by the Board of Directors or other governing body of the Organization and the same are now in full force and effect.
- D. The Organization also agrees to the terms of the General Account Agreement and Disclosure Document, signed under separate cover.
- E. The following are the names and titles of the officers or agents empowered to act on behalf of the Organization pursuant to the Resolutions:

Officer Name 1 JONATHAN BULLOCK	Title PRESIDENT
Officer Name 2 JEAN ANNE HIGHLAND	Title TREASURER
Officer Name 3	Title
Officer Name 4	Title

3. Resolutions and Signature of Certifying Officer

Certified Copy of Certain Resolutions Adopted by the Board of Directors or other governing body of the Organization Whereby the Establishment and Maintenance of Trading Accounts Have Been Authorized.

RESOLVED

FIRST: That the Organization's President, officer(s) and/or agent(s) named in Section 2, with any one of them acting individually, be and are authorized and empowered, for and on behalf of the Organization, to establish and maintain one or more accounts (collectively, the "Account") with Wells Fargo Advisors ("WFA"); to deposit funds in and deliver to WFA for the Account any and all forms of securities (including, but not limited to, shares, stocks, bonds, debentures, notes, scrip, participation certificates, rights to subscribe, option warrants, certificates of deposit, mortgages, chooses in action, evidences of indebtedness, commercial paper, certificates of indebtedness and certificates of interest of any and every kind and nature whatsoever, secured or unsecured, whether represented by trust, participating and/or other certificates or otherwise); to sell any and all forms of securities held in the Account; and to buy any and all forms of securities for the Account.

Investment products and services are offered through Wells Fargo Advisors Financial Network, LLC (WFAFN). Accounts are carried by Wells Fargo Clearing Services, LLC (WFCS). Wells Fargo Advisors is a trade name used by WFAFN and WFCS, separate registered broker-dealers and non-bank affiliates of Wells Fargo & Company.

The fullest authority with respect to any such commitment or transaction deemed by any of the said officers and/or agents to be proper is at all times conferred, including, but not limited to, authority to give written or oral instructions to WFA with respect to said transactions; to bind and obligate the Organization to and for the carrying out of any contract, arrangement, or transaction, which shall be entered into by any such officer and/or agent for and on behalf of the Organization with or through WFA; to pay in cash or by checks and/or drafts drawn upon the funds of the Organization such sums as may be necessary in connection with the Account; to order the transfer or delivery of funds or securities to any other person whatsoever; and/or to order the transfer of record of any securities to any name selected by any of the said officers or agents; to endorse any securities in order to pass title; to direct the sale or exercise of any rights with respect to any securities; to sign for the Organization all releases, powers of attorney and/or other documents in connection with the Account, and to agree to any terms or conditions to control the Account; to direct WFA to surrender any securities to the proper agent or party for the purpose of effecting any exchange or conversion, or for the purpose of deposit with any protective or similar committee, or otherwise; to accept delivery of any securities; to appoint any other person or persons to do any and all things which any of the said officers and/or agents are empowered to do, and generally to do and take all action necessary in connection with the Account, or considered desirable by such officer and/or agent with respect to the Account.

SECOND: That WFA may deal with any and all of the persons directly or indirectly empowered by the Resolutions, as though they were dealing with the Organization directly.

THIRD: That the Secretary of the Organization be and is authorized and empowered, and, if requested by WFA, directed to certify to WFA: (a) a true copy of the Resolutions; (b) a certificate (which, if required by WFA, shall be supported by an opinion of the general counsel of the Organization, or other counsel satisfactory to WFA) that the Organization is duly organized and existing, that its charter empowers it to transact the business by these resolutions defined, and that no limitation has been imposed upon such powers by the bylaws or otherwise.

FOURTH: That the Resolutions and any certification given in accordance with these Resolutions are irrevocable and WFA may rely upon such as continuing fully effective unless and until WFA shall receive due written notice of a change in or the rescission of authority as evidenced, and the dispatch or receipt of any other form of notice shall not constitute a waiver of this provision, nor shall the fact that any person empowered ceases to be an officer or agent of the Organization or becomes an officer or agent under some other title in any way affect the powers conferred.

FIFTH: That in the event of any change in the office or powers of persons empowered, the Secretary shall certify such changes to WFA by written notice, which, upon receipt, shall be adequate to both terminate the powers of the persons previously authorized and empower any substituted persons.

SIXTH: That the Organization and its officers and/or agents indemnify and hold WFA harmless from any claim, loss, expense or other liability for effecting any transactions or acting upon any instructions given by the officers and/or agents empowered to act on behalf of the Organization.

Signature 1	Name and Title JONATHAN BULLOCK, PRESIDENT	Date
Signature 2	Name and Title JEAN ANNE HIGHLAND, TREASURER	Date
Signature 3	Name and Title	Date
Signature 4	Name and Title	Date

Non-Corporate Agreement



Sub Firm #	BR Code	FA Code	Account Number
██████	██████	██████	██████████

(Office Use Only)

1. Non-Corporate Organization Information

Full Organization Name: LAKE LAND COLLEGE

Tax Identification Number: 37-0896233

Address: 5001 LAKE LAND BLVD, MATTOON, IL 61938-9366

2. Certification by President or Other Officer

The President, or other Officer named in this Section, certifies the following:

- A. I am authorized to make this certification on behalf of the Non-Corporate Organization named in Section 1 (the "Organization") and any information given is true, accurate, complete and subject to verification. This authorization shall continue in force until revoked by the Organization by a written notice received by you.
- B. The Organization is duly organized and existing and has the power to take the action called for by the resolutions in Section 3 (the "Resolutions").
- C. The Resolutions are in accordance with and do not conflict with the Organization's existing charter, by-laws, or constitutional, statutory, and regulatory provisions pertaining to the Organization. The Resolutions were duly adopted by the Board of Directors or other governing body of the Organization and the same are now in full force and effect.
- D. The Organization also agrees to the terms of the General Account Agreement and Disclosure Document, signed under separate cover.
- E. The following are the names and titles of the officers or agents empowered to act on behalf of the Organization pursuant to the Resolutions:

Officer Name 1 JONATHAN BULLOCK	Title PRESIDENT
Officer Name 2 JEAN ANNE HIGHLAND	Title TREASURER
Officer Name 3	Title
Officer Name 4	Title

3. Resolutions and Signature of Certifying Officer

Certified Copy of Certain Resolutions Adopted by the Board of Directors or other governing body of the Organization Whereby the Establishment and Maintenance of Trading Accounts Have Been Authorized.

RESOLVED

FIRST: That the Organization's President, officer(s) and/or agent(s) named in Section 2, with any one of them acting individually, be and are authorized and empowered, for and on behalf of the Organization, to establish and maintain one or more accounts (collectively, the "Account") with Wells Fargo Advisors ("WFA"); to deposit funds in and deliver to WFA for the Account any and all forms of securities (including, but not limited to, shares, stocks, bonds, debentures, notes, scrip, participation certificates, rights to subscribe, option warrants, certificates of deposit, mortgages, chooses in action, evidences of indebtedness, commercial paper, certificates of indebtedness and certificates of interest of any and every kind and nature whatsoever, secured or unsecured, whether represented by trust, participating and/or other certificates or otherwise); to sell any and all forms of securities held in the Account; and to buy any and all forms of securities for the Account.

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The fullest authority with respect to any such commitment or transaction deemed by any of the said officers and/or agents to be proper is at all times conferred, including, but not limited to, authority to give written or oral instructions to WFA with respect to said transactions; to bind and obligate the Organization to and for the carrying out of any contract, arrangement, or transaction, which shall be entered into by any such officer and/or agent for and on behalf of the Organization with or through WFA; to pay in cash or by checks and/or drafts drawn upon the funds of the Organization such sums as may be necessary in connection with the Account; to order the transfer or delivery of funds or securities to any other person whatsoever; and/or to order the transfer of record of any securities to any name selected by any of the said officers or agents; to endorse any securities in order to pass title; to direct the sale or exercise of any rights with respect to any securities; to sign for the Organization all releases, powers of attorney and/or other documents in connection with the Account, and to agree to any terms or conditions to control the Account; to direct WFA to surrender any securities to the proper agent or party for the purpose of effecting any exchange or conversion, or for the purpose of deposit with any protective or similar committee, or otherwise; to accept delivery of any securities; to appoint any other person or persons to do any and all things which any of the said officers and/or agents are empowered to do, and generally to do and take all action necessary in connection with the Account, or considered desirable by such officer and/or agent with respect to the Account.

SECOND: That WFA may deal with any and all of the persons directly or indirectly empowered by the Resolutions, as though they were dealing with the Organization directly.

THIRD: That the Secretary of the Organization be and is authorized and empowered, and, if requested by WFA, directed to certify to WFA: (a) a true copy of the Resolutions; (b) a certificate (which, if required by WFA, shall be supported by an opinion of the general counsel of the Organization, or other counsel satisfactory to WFA) that the Organization is duly organized and existing, that its charter empowers it to transact the business by these resolutions defined, and that no limitation has been imposed upon such powers by the bylaws or otherwise.

FOURTH: That the Resolutions and any certification given in accordance with these Resolutions are irrevocable and WFA may rely upon such as continuing fully effective unless and until WFA shall receive due written notice of a change in or the rescission of authority as evidenced, and the dispatch or receipt of any other form of notice shall not constitute a waiver of this provision, nor shall the fact that any person empowered ceases to be an officer or agent of the Organization or becomes an officer or agent under some other title in any way affect the powers conferred.

FIFTH: That in the event of any change in the office or powers of persons empowered, the Secretary shall certify such changes to WFA by written notice, which, upon receipt, shall be adequate to both terminate the powers of the persons previously authorized and empower any substituted persons.

SIXTH: That the Organization and its officers and/or agents indemnify and hold WFA harmless from any claim, loss, expense or other liability for effecting any transactions or acting upon any instructions given by the officers and/or agents empowered to act on behalf of the Organization.

Signature 1	Name and Title JONATHAN BULLOCK, PRESIDENT	Date
Signature 2	Name and Title JEAN ANNE HIGHLAND, TREASURER	Date
Signature 3	Name and Title	Date
Signature 4	Name and Title	Date

Associated Person Information



Sub Firm #	BR Code	FA Code	Account Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>(Office Use Only)</i>			

New
 Update

Associated Person Information				
<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Non-Personal				
Name (First, Middle, Last) JEAN ANNE HIGHLAND				
Legal Address - <i>Cannot be a P.O. Box</i> <input type="text"/>				
City EFFINGHAM		State IL	ZIP 62401-3921	
Home Phone <input type="text"/>	Business Phone (217) 234-5329	Fax Number	Other Number	
SSN/Tax ID <input type="text"/>	Birth Date <input type="text"/>	Occupation Description A	Other Description <i>(required)</i>	
Country of Citizenship/Registration USA	Slate of Registration IL	Permanent U.S. Resident? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Email Address jhighland@lakelandcollege.edu	
Government ID Type ND	Government ID Number	Government ID Place of Issue	Date of Issue	Expiration Date
FINRA Information	Is Client, Client's Spouse, or immediate relative employed by Wells Fargo Advisors or another FINRA Member or any other financial services company?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If "Yes," enter Class Code (Definitions on page 3).	Class Code <input type="text"/>
If Class Code "W," indicate name of other registered broker-dealer firm _____				
RULE 144: Is authorized person, or member of their immediate family a director, policymaking officer, or 10% stockholder in any publicly traded company?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If "Yes," indicate company ticker symbol or name. _____	

Non-Individual Account Owner		
Is legal entity publicly traded? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Is the legal entity regulated by Federal Regulator? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Exchange Name	Country of Exchange	Exchange Description
Sales Market	Sales Market State(s)	Sales Market Country(ies)
Business Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Govt. Unit or Agency <input type="checkbox"/> Indian Tribal Govt. <input type="checkbox"/> Limited Liability Co. <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Trust Co. <input type="checkbox"/> Unicorp Assn./Social/Rec/Civic Group/Non-Profit		Business Subtype: <input type="checkbox"/> Business Trust <input type="checkbox"/> Multinational Corp. <input type="checkbox"/> Corporation <input type="checkbox"/> Domestic <input type="checkbox"/> Federal <input type="checkbox"/> Foreign <input type="checkbox"/> General Partnership <input type="checkbox"/> Joint Venture Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Local <input type="checkbox"/> Professional Corp. <input type="checkbox"/> Professional Limited Liability Partnership <input type="checkbox"/> State
NAIC Industry (Select up to 3): <input type="checkbox"/> Agriculture, Forestry, Fishing, and Hunting <input type="checkbox"/> Mining <input type="checkbox"/> Utilities <input type="checkbox"/> Construction <input type="checkbox"/> Food/Textile Manufacturing <input type="checkbox"/> Wood/Plastic/Glass/Chemical Manufacturing <input type="checkbox"/> Metal/Machinery Manufacturing <input type="checkbox"/> Wholesale Trade <input type="checkbox"/> Durable Goods/Housewares/Clothing/Food <input type="checkbox"/> Department Stores/General Merchandise Stores <input type="checkbox"/> Transportation <input type="checkbox"/> Warehousing and Storage <input type="checkbox"/> Information <input type="checkbox"/> Finance and Insurance <input type="checkbox"/> Real Estate Rental and Leasing <input type="checkbox"/> Professional, Scientific, and Technical Services <input type="checkbox"/> Management of Companies and Enterprises <input type="checkbox"/> Administrative and Support and Waste Management and Remediation Services <input type="checkbox"/> Educational Services <input type="checkbox"/> Health Care and Social Assistance <input type="checkbox"/> Arts, Entertainment, and Recreation <input type="checkbox"/> Accommodation and Food Services <input type="checkbox"/> Other Services (except Public Administration) <input type="checkbox"/> Public Administration		

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NAIC Sub-Industry (1)*
NAIC Sub-Industry (2)*
NAIC Sub-Industry (3)*
<p><i>*For information regarding NAICS Industry Codes, please visit the following website https://www.census.gov/naics and use the 2022 NAICS Search feature to locate potential industry code descriptions.</i></p> <p>NAIC (North American Industry Classification System) - Required for non-individual clients. NAICS codes are a standard used by federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.</p>

Person of Interest/High Risk Indicators				
U.S. Non-Individual (Select up to 5 indicators that apply to this account owner.)	<input type="checkbox"/> CASINO (5B)	<input type="checkbox"/> GUN DLR/FIREARMS (5E)	<input type="checkbox"/> FOREIGN NGO (5F)	<input type="checkbox"/> TRAVEL AGENT (5A)
	<input type="checkbox"/> GEM/PREC MTL DLRS (5C)	<input type="checkbox"/> MONEY SERVICE BUS (5D)	<input type="checkbox"/> PEP-FOREIGN (5G)	<input checked="" type="checkbox"/> NOT APPLICABLE (00)
U.S. Individual (Select all that apply.)	<input type="checkbox"/> PEP (3A)	<input checked="" type="checkbox"/> NOT APPLICABLE (00)		
Foreign Non-Individual (Select up to 5 indicators that apply to this account owner.)	<input type="checkbox"/> CASINO (6B)	<input type="checkbox"/> FOR PERS INV/HOLDING CO (6H)	<input type="checkbox"/> MONEY SERVICE BUS (6D)	
	<input type="checkbox"/> FFI (6L)	<input type="checkbox"/> FOREIGN TRUST (6I)	<input type="checkbox"/> FOREIGN NGO (6K)	<input type="checkbox"/> TRAVEL AGENT (6A)
	<input type="checkbox"/> FOR FIN INTERMEDIARY (6M)	<input type="checkbox"/> GEM/PREC MTL DLRS (6C)	<input type="checkbox"/> FOREIGN NGO (6K)	<input type="checkbox"/> TRAVEL AGENT (6A)
	<input type="checkbox"/> FOR OPERATING CO (6G)	<input type="checkbox"/> GUN DLR/FIREARMS (6F)	<input type="checkbox"/> PEP-FOREIGN (6N)	<input checked="" type="checkbox"/> NOT APPLICABLE (00)
Foreign Individual (Select all that apply.)	<input type="checkbox"/> FOR FIN INTERMEDIARY (3B)	<input type="checkbox"/> PEP (3A)	<input type="checkbox"/> NON-RESIDENT ALIEN (3C)	<input checked="" type="checkbox"/> NOT APPLICABLE (00)

Authorized Signature			
<i>I have read the above information and confirm that it is accurate to the best of my knowledge.</i>			
Associated Person Signature			Date
Internal Use	Financial Advisor Signature	FA Code IL20	
	Principal Approver Signature	Principal Rep Code	Date

For the categories of personal data that Wells Fargo may collect and how we use it, see the Wells Fargo California Consumer Privacy Act Notice at Collection at <https://www.wellsfargo.com/privacy-security/notice-of-data-collection/>. See additional Wells Fargo privacy notices at <https://www.wellsfargo.com/privacy-security/>.

Government ID Description		
AI Articles of Incorporation	EC Employer ID Card	PC Permanent Resident Card
AO Articles of Organization (LLC)	ED Estate/Court Documents	PP Passport
AR Adoption Record	FD Foreign Issued ID - Non-Driver	RA Resident Alien ID Card (Green Card)
BC Birth Certificate	FL Foreign Driver's License*	SC School ID Card
BD Border Crossing Card*	HC Health Insurance Card (No Medicare Card)	ST State ID Card
BL Business License	LP Life Insurance Policy	TI Tribal ID
BV B1B2 Visa	MD Marriage or Divorce Record	TP Trustee Certification of Investment Powers
CD Court Document	MR Armed Forces	TR Trust Document
CE Cedula	ND Non-Documentary	
CI Consular ID Card	NI National ID Card	
DL Driver's License	OA Operating Agreement	
EA Employment Authorization Card	PA Partnership Agreement	

** If Border Crossing Card or Foreign Driver's License is selected, both Border Crossing Card and Foreign Driver's License forms of ID are required.*

Class Codes Descriptions (Do not enter "N" for "No" in the Class Code field • please leave blank.)

- U Employees of Wells Fargo Advisors, their spouse, dependent children, or any other person** who is supported directly or indirectly to a material extent by the employee. Also included are accounts in which any of these individuals has a financial or beneficial control or interest such as guardian, custodian, trustee, executor, corporate or legal officer or agent, investment clubs, joint accounts, or partnerships.
- V Non-dependent immediate family members of an employee of Wells Fargo Advisors, which include:** non-dependent children, parents, parents-in-law, brothers or sisters, brothers-in-law or sisters-in-law, sons-in-law or daughters-in-law, children or other persons supported directly or indirectly to a material extent by any of these individuals, and any accounts in which they have a financial or beneficial control or interest such as guardian, custodian, trustee, executor, corporate or legal officer or agent, investment clubs, joint accounts, or partnerships.
- W Employees or brokers of other security firms, their dependent accounts and accounts in which they have a financial or beneficial control or interest,** such as guardian, custodian, trustee, executor, corporate or legal officer or agent, investment clubs, joint accounts, or partnerships. You understand that if you are associated with another member or member organization, WFA may notify your employer in writing of your intention to open and/or maintain an account. We will transmit duplicate copies of confirmations and statements or other similar information with respect to the account to your employing member as required by regulation.
- Y Associates of Wells Fargo & Company, their spouse, dependent children, or any other person** who is supported directly or indirectly to a material extent by the associate. Also included are accounts in which any of these individuals has a financial or beneficial control or interest such as guardian, custodian, trustee, executor, corporate or legal officer or agent, investment clubs, joint accounts, or partnerships.
- Z Non-dependent immediate family members of an associate of Wells Fargo & Company, which include:** non-dependent children, parents, parents-in-law, brothers or sisters, brothers-in-law or sisters-in-law, sons-in-law or daughters-in-law, children or other persons supported directly or indirectly to a material extent by any of these individuals, and any accounts in which they have a financial or beneficial control or interest such as guardian, custodian, trustee, executor, in which they have a financial corporate or legal officer or agent, investment clubs, joint accounts, or partnerships.

Occupation Description

A Proprietor, Professional, Managerial	D Sales	I Education	N Student
B Information Technology Systems	E Administrative, Clerical	J Clergy	P Homemaker
C Craftsman, Skilled Worker	F Public Service	K Other*	* Description is required
	G Personal Service Provider	L Unemployed	
	H Farming, Fishing, Forestry	M Retired	

Person of Interest/High Risk Indicator Descriptions**U.S. Non-Individual:**

CASINO (5B) - A domestic or foreign entity licensed as a casino, gambling casino, or gaming establishment under the laws of any U.S. state or foreign jurisdiction or any political subdivision of the foregoing.

GEM/PREC MTL DLRS (5C) - A domestic or foreign person or entity who purchases and sells: jewels; precious metals and stones; and finished goods.

This category includes, but is not limited to, jewelry, coins, and antiques.

GUN DLR/FIREARMS (5E) - A foreign or domestic based business or entity where the primary business involves the sale of guns, weapons, and/or firearms.

MONEY SERVICE BUS (5D) - An agent, agency, branch, or office of any person or entity located within the U.S. doing business in one or more of the following capacities: currency dealer or exchanger; check casher; issuer of traveler's checks, money orders, or electronic cards with a stored monetary value; seller or redeemer of traveler's checks, money orders, or electronic cards with a stored monetary value; money transmitter; and the United States Postal Service (except with respect to the sale of postage or philatelic products); that is not 25% or more owned by a Mexican casa de cambio, which is a nonbank financial institution (currency exchanger) that provides a variety of financial services and is regulated by the Mexican government. Exception: Persons or entities (other than money transmitters) who do not exchange currency, cash checks, or issue, sell, or redeem traveler's checks, money orders, or electronic cards with a stored monetary value in an amount greater than \$1,000 to any person or entity on any day in one or more transactions are not MSB(s).

FOREIGN NGO (5F) - A domestic or foreign private, nonprofit organization that pursues activities intended to serve the public good that is not funded 100% by the U.S. government. Includes charities, foundations, religious organizations, and other non-profit organizations. NGOs may provide basic social services, work to relieve suffering, promote the interests of the poor, bring citizen concerns to governments, encourage political participation, protect the environment, or undertake community development to serve the needs of citizens, organizations, or groups in one or more of the communities that the NGO operates.

PEP-FOREIGN (5G) - A current or former senior official in the executive, legislative, administrative, military, or judicial branches of a foreign government (whether elected or not); a senior official of a major foreign political party; a current or former senior executive of a foreign government-owned corporation; an immediate family member of any individual listed above; a "close associate" of a current or former senior foreign political figure who is widely and publicly known (or is actually known by the Firm) to maintain an unusually close relationship with this individual and is a position to conduct substantial domestic and international business. Domestic PEP includes any current or former senior official in the executive, legislative, administrative, military, or judicial branches of the U.S. or state government. Accounts for PEPs with ties to the current Venezuelan government are prohibited.

TRAVEL AGENT (5A) - Any domestic or foreign entity who sells, as an agent, the following travel services: airline or rail tickets; hotel and motel reservations; cruise reservations; and/or some combination of those services.

NOT APPLICABLE (00)

U.S. Individual:

PEP (3A) - Domestic PEP includes any current or former senior official in the executive, legislative, administrative, military, or judicial branches of the U.S. or state government.

NOT APPLICABLE (00)

Foreign Non-Individual:

CASINO (6B) - A domestic or foreign entity licensed as a casino, gambling casino, or gaming establishment under the laws of any U.S. state or foreign jurisdiction or any political subdivision of the foregoing.

FFI (6L) - Any entity that: is organized under the laws of a foreign country; and engages in the business of: banking; securities dealing; brokerage; investment management; or insurance. *Note:* This category includes foreign: banks; mutual funds; hedge funds; futures merchant commissions; broker-dealers; and insurance companies.

FOR FIN INTERMEDIARY (6M) - Includes: a foreign individual that act as a financial liaison for its own clients, includes lawyers, accountants, investment brokers, and other third parties that act as financial liaisons for their clients; or any entity other than a foreign financial institution which: is organized under the laws of a foreign country; and engages in the business of providing investment, tax, or legal advice.

- FOR OPERATING CO (6G)** - Foreign businesses that are: established in a country other than the United States; are not recognized U.S. exchange; and are engaged in verifiable business activity.
- FOR PERS INV/HOLDING CO (6H)** - Includes legal entities: organized under the laws of a country other than the U.S.; and formed to hold client assets and maintain client confidentiality by opening accounts in the name of the PIC or the PHC.
- FOREIGN TRUST (6I)** - A trust established outside the U.S. that is governed by the laws of a jurisdiction other than the U.S.
- GEM/PREC MTL DLRS (6C)** - A domestic or foreign person or entity who purchases and sells: jewels; precious metals and stones; and finished goods. This category includes, but is not limited to, jewelry, coins, and antiques.
- GUN DLR/FIREARMS (6F)** - A foreign or domestic based business or entity where the primary business involves the sale of guns, weapons, and/or firearms.
- MONEY SERVICE BUS (6D)** - An agent, agency, branch, or office of any person or entity located within the U.S. doing business in one or more of the following capacities: currency dealer or exchanger; check casher; issuer of traveler's checks, money orders, or electronic cards with a stored monetary value; seller or redeemer of traveler's checks, money orders, or electronic cards with a stored monetary value; money transmitter; and the United States Postal Service (except with respect to the sale of postage or philatelic products); that is not 25% or more owned by a Mexican casa de cambio, which is a nonbank financial institution (currency exchanger) that provides a variety of financial services and is regulated by the Mexican government. Exception: persons or entities (other than money transmitters) who do not exchange currency, cash checks, or issue, sell, or redeem traveler's checks, money orders, or electronic cards with a stored monetary value in an amount greater than \$1,000 to any person or entity on any day in one or more transactions are not MSB(s).
- FOREIGN NGO (6K)** - A domestic or foreign private, nonprofit organization that pursues activities intended to serve the public good that is not funded 100% by the U.S. government. Includes charities, foundations, religious organizations, and other non-profit organizations. NGOs may provide basic social services, work to relieve suffering, promote the interests of the poor, bring citizen concerns to governments, encourage political participation, protect the environment, or undertake community development to serve the needs of citizens, organizations, or groups in one or more of the communities that the NGO operates.
- PEP- FOREIGN (6N)** - Foreign PEP includes: a current or former senior official in the executive, legislative, administrative, military, or judicial branches of a foreign government (whether elected or not); a senior official of a major foreign political party; a current or former senior executive of a foreign government-owned corporation; an immediate family member of any individual listed above; a "close associate" of a current or former senior foreign political figure who is widely and publicly known (or is actually known by the Firm) to maintain an unusually close relationship with this individual and is in a position to conduct substantial domestic and international business. Accounts for PEPs with ties to the current Venezuelan government are prohibited.
- TRAVEL AGENT (6A)** - Any domestic or foreign entity who sells, as an agent, the following travel services: airline or rail tickets; hotel and motel reservations; cruise reservations; and/or some combination of those services.
- NOT APPLICABLE (00)**

Foreign Individual:

- FOR FIN INTERMEDIARY (3B)** - Includes: a foreign individual that act as a financial liaison for its own clients, includes lawyers, accountants, investment brokers, and other third parties that act as financial liaisons for their clients; or any entity other than a foreign financial institution which is organized under the laws of a foreign country; and engages in the business of providing investment, tax, or legal advice.
- PEP (3A)** - A PEP includes: a current or former senior official in the executive, legislative, administrative, military, or judicial branches of a foreign government (whether elected or not); a senior official of a major foreign political party; a current or former senior executive of a foreign government-owned corporation; an immediate family member of any individual listed above; a "close associate" of a current or former senior foreign political figure who is widely and publicly known (or is actually known by the Firm) to maintain an unusually close relationship with this individual and is in a position to conduct substantial domestic and international business. Accounts for PEPs with ties to the current Venezuelan government are prohibited.
- NON-RESIDENT ALIEN (3C)** - An alien is any individual who is not a U.S. citizen or U.S. national.
- NOT APPLICABLE (00)**

Business Type/Subtype

Business and Business Subtype are required for non-individual clients to classify the entity appropriately. The business formation will determine the business and business subtype category.

Business Type Codes

- C** Corporation
- G** Government Unit or Agency
- I** Indian Tribal Government
- L** Limited Liability Company
- N** Limited Partnership
- O** Limited Liability Partnership
- P** Partnership
- S** Sole Proprietor
- T** Trust Company
- U** Unicorp Association/Social/Rec/Civic Group/Non-Profit

Business Subtype Codes

- BT** Business Trust
- CM** Multinational Corporation
- CO** Corporation
- DM** Domestic
- FD** Federal
- FN** Foreign
- GP** General Partnership
- JV** Joint Venture Partnership
- LL** Limited Liability Partnership
- LO** Local
- PC** Professional Corporation
- PL** Professional Limited Liability Partnership
- ST** State

Exchange

For entities that are publicly traded, the exchange where the entity trades must be indicated.

Sales Markets State/Country

All non-individual clients, both foreign and domestic, are required to record the specific market(s) in which they conduct business. For entities conducting business across the U.S., users are required to provide one U.S. state and may provide up to three U.S. states. For entities conducting international business, users are required to provide one country and may provide up to three countries. Certain entities may conduct business in both U.S. and international markets. In this instance, entities will be able to provide up to three U.S. states and three international countries.

- Local
- Regional
- U.S.
- International
- U.S./International

NAIC (North American Industry Classification System)

This is required for non-individual clients. NAICS codes are a standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

Associated Person Information

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

(Office Use Only)

Associated Person Information				
<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Non-Personal				
Name (First, Middle, Last) JEAN ANNE HIGHLAND				
Legal Address - <i>Cannot be a P.O. Box</i> <input type="text"/>				
City EFFINGHAM			State IL	ZIP 62401-3921
Home Phone <input type="text"/>	Business Phone (217) 234-5329	Fax Number	Other Number	
SSN/Tax ID <input type="text"/>	Birth Date <input type="text"/>	Occupation Description A	Other Description (required)	
Country of Citizenship/Registration USA	State of Registration IL	Permanent U.S. Resident? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Email Address jhighland@lakelandcollege.edu	
Government ID Type ND	Government ID Number	Government ID Place of Issue	Date of Issue	Expiration Date
FINRA Information	Is Client, Client's Spouse, or immediate relative employed by Wells Fargo Advisors or another FINRA Member or any other financial services company?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If "Yes," enter Class Code (Definitions on page 3). <input type="text"/>
If Class Code "W," indicate name of other registered broker-dealer firm _____				
RULE 144: Is authorized person, or member of their immediate family a director, policymaking officer, or 10% stockholder in any publicly traded company?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If "Yes," indicate company ticker symbol or name. _____	
Non-Individual Account Owner				
Is legal entity publicly traded? <input type="checkbox"/> No <input type="checkbox"/> Yes		Is the legal entity regulated by Federal Regulator? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Exchange Name		Country of Exchange	Exchange Description	
Sales Market	Sales Market State(s)	Sales Market Country(ies)		
Business Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Govt. Unit or Agency <input type="checkbox"/> Indian Tribal Govt. <input type="checkbox"/> Limited Liability Co. <input type="checkbox"/> Limited Partnership		Business Subtype: <input type="checkbox"/> Business Trust <input type="checkbox"/> Multinational Corp. <input type="checkbox"/> Corporation <input type="checkbox"/> Domestic <input type="checkbox"/> Federal <input type="checkbox"/> Foreign <input type="checkbox"/> General Partnership		
<input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Trust Co. <input type="checkbox"/> Unicorp Assn./Social/Rec/Civic Group/Non-Profit		<input type="checkbox"/> Joint Venture Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Local <input type="checkbox"/> Professional Corp. <input type="checkbox"/> Professional Limited Liability Partnership <input type="checkbox"/> State		
NAIC Industry (Select up to 3): <input type="checkbox"/> Agriculture, Forestry, Fishing, and Hunting <input type="checkbox"/> Mining <input type="checkbox"/> Utilities <input type="checkbox"/> Construction <input type="checkbox"/> Food/Textile Manufacturing <input type="checkbox"/> Wood/Plastic/Glass/Chemical Manufacturing <input type="checkbox"/> Metal/Machinery Manufacturing <input type="checkbox"/> Wholesale Trade <input type="checkbox"/> Durable Goods/Housewares/Clothing/Food <input type="checkbox"/> Department Stores/General Merchandise Stores <input type="checkbox"/> Transportation <input type="checkbox"/> Warehousing and Storage <input type="checkbox"/> Information <input type="checkbox"/> Finance and Insurance <input type="checkbox"/> Real Estate Rental and Leasing <input type="checkbox"/> Professional, Scientific, and Technical Services <input type="checkbox"/> Management of Companies and Enterprises <input type="checkbox"/> Administrative and Support and Waste Management and Remediation Services <input type="checkbox"/> Educational Services <input type="checkbox"/> Health Care and Social Assistance <input type="checkbox"/> Arts, Entertainment, and Recreation <input type="checkbox"/> Accommodation and Food Services <input type="checkbox"/> Other Services (except Public Administration) <input type="checkbox"/> Public Administration				

Investment products and services are offered through Wells Fargo Advisors Financial Network, LLC (WFAFN). Accounts are carried by Wells Fargo Clearing Services, LLC (WFCS). Wells Fargo Advisors is a trade name used by WFAFN and WFCS, Members SIPC, separate registered broker-dealers and non-bank affiliates of Wells Fargo & Company.

NAIC Sub-Industry (1)*
NAIC Sub-Industry (2)*
NAIC Sub-Industry (3)*
*For information regarding NAICS Industry Codes, please visit the following website https://www.census.gov/naics and use the 2022 NAICS Search feature to locate potential industry code descriptions.
NAIC (North American Industry Classification System) - Required for non-individual clients. NAICS codes are a standard used by federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

Person of Interest/High Risk Indicators			
U.S. Non-Individual (Select up to 5 indicators that apply to this account owner.)	<input type="checkbox"/> CASINO (5B)	<input type="checkbox"/> GUN DLR/FIREARMS (5E)	<input type="checkbox"/> FOREIGN NGO (5F)
	<input type="checkbox"/> GEM/PREC MTL DLRS (5C)	<input type="checkbox"/> MONEY SERVICE BUS (5D)	<input type="checkbox"/> PEP-FOREIGN (5G)
	<input type="checkbox"/> PEP (3A)	<input checked="" type="checkbox"/> NOT APPLICABLE (00)	
Foreign Non-Individual (Select up to 5 indicators that apply to this account owner.)	<input type="checkbox"/> CASINO (6B)	<input type="checkbox"/> FOR PERS INV/HOLDING CO (6H)	<input type="checkbox"/> MONEY SERVICE BUS (6D)
	<input type="checkbox"/> FFI (6L)	<input type="checkbox"/> FOREIGN TRUST (6I)	<input type="checkbox"/> FOREIGN NGO (6K)
	<input type="checkbox"/> FOR FIN INTERMEDIARY (6M)	<input type="checkbox"/> GEM/PREC MTL DLRS (6C)	<input type="checkbox"/> TRAVEL AGENT (6A)
	<input type="checkbox"/> FOR OPERATING CO (6G)	<input type="checkbox"/> GUN DLR/FIREARMS (6F)	<input type="checkbox"/> PEP-FOREIGN (6N)
	<input type="checkbox"/> NON-RESIDENT ALIEN (3C)		<input checked="" type="checkbox"/> NOT APPLICABLE (00)
Foreign Individual (Select all that apply.)	<input type="checkbox"/> FOR FIN INTERMEDIARY (3B)	<input type="checkbox"/> PEP (3A)	<input checked="" type="checkbox"/> NOT APPLICABLE (00)

Authorized Signature			
<i>I have read the above information and confirm that it is accurate to the best of my knowledge.</i>			
Associated Person Signature		Date	
Internal Use	Financial Advisor Signature	FA Code IL20	
	Principal Approver Signature	Principal Rep Code	Date

For the categories of personal data that Wells Fargo may collect and how we use it, see the Wells Fargo California Consumer Privacy Act Notice at Collection at <https://www.wellsfargo.com/privacy-security/notice-of-data-collection/>. See additional Wells Fargo privacy notices at <https://www.wellsfargo.com/privacy-security/>.

Government ID Description		
AI Articles of Incorporation	EC Employer ID Card	PC Permanent Resident Card
AO Articles of Organization (LLC)	ED Estate/Court Documents	PP Passport
AR Adoption Record	FD Foreign Issued ID - Non-Driver	RA Resident Alien ID Card (Green Card)
BC Birth Certificate	FL Foreign Driver's License*	SC School ID Card
BD Border Crossing Card*	HC Health Insurance Card (No Medicare Card)	ST State ID Card
BL Business License	LP Life Insurance Policy	TI Tribal ID
BV B1B2 Visa	MD Marriage or Divorce Record	TP Trustee Certification of Investment Powers
CD Court Document	MR Armed Forces	TR Trust Document
CE Cedula	ND Non-Documentary	
CI Consular ID Card	NI National ID Card	
DL Driver's License	OA Operating Agreement	
EA Employment Authorization Card	PA Partnership Agreement	

* If Border Crossing Card or Foreign Driver's License is selected, both Border Crossing Card and Foreign Driver's License forms of ID are required.

Class Codes Descriptions (Do not enter "N" for "No" in the Class Code field • please leave blank.)

- U Employees of Wells Fargo Advisors, their spouse, dependent children, or any other person** who is supported directly or indirectly to a material extent by the employee. Also included are accounts in which any of these individuals has a financial or beneficial control or interest such as guardian, custodian, trustee, executor, corporate or legal officer or agent, investment clubs, joint accounts, or partnerships.
- V Non-dependent immediate family members of an employee of Wells Fargo Advisors, which include:** non-dependent children, parents, parents-in-law, brothers or sisters, brothers-in-law or sisters-in-law, sons-in-law or daughters-in-law, children or other persons supported directly or indirectly to a material extent by any of these individuals, and any accounts in which they have a financial or beneficial control or interest such as guardian, custodian, trustee, executor, corporate or legal officer or agent, investment clubs, joint accounts, or partnerships.
- W Employees or brokers of other security firms, their dependent accounts and accounts in which they have a financial or beneficial control or interest,** such as guardian, custodian, trustee, executor, corporate or legal officer or agent, investment clubs, joint accounts, or partnerships. You understand that if you are associated with another member or member organization, WFA may notify your employer in writing of your intention to open and/or maintain an account. We will transmit duplicate copies of confirmations and statements or other similar information with respect to the account to your employing member as required by regulation.
- Y Associates of Wells Fargo & Company, their spouse, dependent children, or any other person** who is supported directly or indirectly to a material extent by the associate. Also included are accounts in which any of these individuals has a financial or beneficial control or interest such as guardian, custodian, trustee, executor, corporate or legal officer or agent, investment clubs, joint accounts, or partnerships.
- Z Non-dependent immediate family members of an associate of Wells Fargo & Company, which include:** non-dependent children, parents, parents-in-law, brothers or sisters, brothers-in-law or sisters-in-law, sons-in-law or daughters-in-law, children or other persons supported directly or indirectly to a material extent by any of these individuals, and any accounts in which they have a financial or beneficial control or interest such as guardian, custodian, trustee, executor, in which they have a financial corporate or legal officer or agent, investment clubs, joint accounts, or partnerships.

Occupation Description

A Proprietor, Professional, Managerial	D Sales	I Education	N Student
B Information Technology Systems	E Administrative, Clerical	J Clergy	P Homemaker
C Craftsman, Skilled Worker	F Public Service	K Other*	* Description is required
	G Personal Service Provider	L Unemployed	
	H Farming, Fishing, Forestry	M Retired	

Person of Interest/High Risk Indicator Descriptions**U.S. Non-Individual:**

CASINO (5B) - A domestic or foreign entity licensed as a casino, gambling casino, or gaming establishment under the laws of any U.S. state or foreign jurisdiction or any political subdivision of the foregoing.

GEM/PREC MTL DLRS (5C) - A domestic or foreign person or entity who purchases and sells: jewels; precious metals and stones; and finished goods.

This category includes, but is not limited to, jewelry, coins, and antiques.

GUN DLR/FIREARMS (5E) - A foreign or domestic based business or entity where the primary business involves the sale of guns, weapons, and/or firearms.

MONEY SERVICE BUS (5D) - An agent, agency, branch, or office of any person or entity located within the U.S. doing business in one or more of the following capacities: currency dealer or exchanger; check casher; issuer of traveler's checks, money orders, or electronic cards with a stored monetary value; seller or redeemer of traveler's checks, money orders, or electronic cards with a stored monetary value; money transmitter; and the United States Postal Service (except with respect to the sale of postage or philatelic products); that is not 25% or more owned by a Mexican casa de cambio, which is a nonbank financial institution (currency exchanger) that provides a variety of financial services and is regulated by the Mexican government. Exception: Persons or entities (other than money transmitters) who do not exchange currency, cash checks, or issue, sell, or redeem traveler's checks, money orders, or electronic cards with a stored monetary value in an amount greater than \$1,000 to any person or entity on any day in one or more transactions are not MSB(s).

FOREIGN NGO (5F) - A domestic or foreign private, nonprofit organization that pursues activities intended to serve the public good that is not funded 100% by the U.S. government. Includes charities, foundations, religious organizations, and other non-profit organizations. NGOs may provide basic social services, work to relieve suffering, promote the interests of the poor, bring citizen concerns to governments, encourage political participation, protect the environment, or undertake community development to serve the needs of citizens, organizations, or groups in one or more of the communities that the NGO operates.

PEP-FOREIGN (5G) - A current or former senior official in the executive, legislative, administrative, military, or judicial branches of a foreign government (whether elected or not); a senior official of a major foreign political party; a current or former senior executive of a foreign government-owned corporation; an immediate family member of any individual listed above; a "close associate" of a current or former senior foreign political figure who is widely and publicly known (or is actually known by the Firm) to maintain an unusually close relationship with this individual and is a position to conduct substantial domestic and international business. Domestic PEP includes any current or former senior official in the executive, legislative, administrative, military, or judicial branches of the U.S. or state government. Accounts for PEPs with ties to the current Venezuelan government are prohibited.

TRAVEL AGENT (5A) - Any domestic or foreign entity who sells, as an agent, the following travel services: airline or rail tickets; hotel and motel reservations; cruise reservations; and/or some combination of those services.

NOT APPLICABLE (00)

U.S. Individual:

PEP (3A) - Domestic PEP includes any current or former senior official in the executive, legislative, administrative, military, or judicial branches of the U.S. or state government.

NOT APPLICABLE (00)

Foreign Non-Individual:

CASINO (6B) - A domestic or foreign entity licensed as a casino, gambling casino, or gaming establishment under the laws of any U.S. state or foreign jurisdiction or any political subdivision of the foregoing.

FFI (6L) - Any entity that is organized under the laws of a foreign country; and engages in the business of: banking; securities dealing; brokerage; investment management; or insurance. Note: This category includes foreign: banks; mutual funds; hedge funds; futures merchant commissions; broker-dealers; and insurance companies.

FOR FIN INTERMEDIARY (6M) - Includes: a foreign individual that act as a financial liaison for its own clients, includes lawyers, accountants, investment brokers, and other third parties that act as financial liaisons for their clients; or any entity other than a foreign financial institution which is organized under the laws of a foreign country; and engages in the business of providing investment, tax, or legal advice.

- FOR OPERATING CO (6G)** - Foreign businesses that are: established in a country other than the United States; are not a recognized U.S. exchange; and are engaged in verifiable business activity.
- FOR PERS INV/HOLDING CO (6H)** - Includes legal entities: organized under the laws of a country other than the U.S.; and formed to hold client assets and maintain client confidentiality by opening accounts in the name of the PIC or the PHC.
- FOREIGN TRUST (6I)** - A trust established outside the U.S. that is governed by the laws of a jurisdiction other than the U.S.
- GEM/PREC MTL DLRS (6C)** - A domestic or foreign person or entity who purchases and sells: jewels; precious metals and stones; and finished goods. This category includes, but is not limited to, jewelry, coins, and antiques.
- GUN DLR/FIREARMS (6F)** - A foreign or domestic based business or entity where the primary business involves the sale of guns, weapons, and/or firearms.
- MONEY SERVICE BUS (6D)** - An agent, agency, branch, or office of any person or entity located within the U.S. doing business in one or more of the following capacities: currency dealer or exchanger; check casher; issuer of traveler's checks, money orders, or electronic cards with a stored monetary value; seller or redeemer of traveler's checks, money orders, or electronic cards with a stored monetary value; money transmitter; and the United States Postal Service (except with respect to the sale of postage or philatelic products); that is not 25% or more owned by a Mexican casa de cambio, which is a nonbank financial institution (currency exchanger) that provides a variety of financial services and is regulated by the Mexican government. Exception: persons or entities (other than money transmitters) who do not exchange currency, cash checks, or issue, sell, or redeem traveler's checks, money orders, or electronic cards with a stored monetary value in an amount greater than \$1,000 to any person or entity on any day in one or more transactions are not MSB(s).
- FOREIGN NGO (6K)** - A domestic or foreign private, nonprofit organization that pursues activities intended to serve the public good that is not funded 100% by the U.S. government. Includes charities, foundations, religious organizations, and other non-profit organizations. NGOs may provide basic social services, work to relieve suffering, promote the interests of the poor, bring citizen concerns to governments, encourage political participation, protect the environment, or undertake community development to serve the needs of citizens, organizations, or groups in one or more of the communities that the NGO operates.
- PEP- FOREIGN (6N)** - Foreign PEP includes: a current or former senior official in the executive, legislative, administrative, military, or judicial branches of a foreign government (whether elected or not); a senior official of a major foreign political party; a current or former senior executive of a foreign government-owned corporation; an immediate family member of any individual listed above; a "close associate" of a current or former senior foreign political figure who is widely and publicly known (or is actually known by the Firm) to maintain an unusually close relationship with this individual and is in a position to conduct substantial domestic and international business. Accounts for PEPs with ties to the current Venezuelan government are prohibited..
- TRAVEL AGENT (6A)** - Any domestic or foreign entity who sells, as an agent, the following travel services: airline or rail tickets; hotel and motel reservations; cruise reservations; and/or some combination of those services.
- NOT APPLICABLE (00)**

Foreign Individual:

- FOR FIN INTERMEDIARY (3B)** - Includes: a foreign individual that act as a financial liaison for its own clients, includes lawyers, accountants, investment brokers, and other third parties that act as financial liaisons for their clients; or any entity other than a foreign financial institution which: is organized under the laws of a foreign country; and engages in the business of providing investment, tax, or legal advice.
- PEP (3A)** - A PEP includes: a current or former senior official in the executive, legislative, administrative, military, or judicial branches of a foreign government (whether elected or not); a senior official of a major foreign political party; a current or former senior executive of a foreign government-owned corporation; an immediate family member of any individual listed above; a "close associate" of a current or former senior foreign political figure who is widely and publicly known (or is actually known by the Firm) to maintain an unusually close relationship with this individual and is in a position to conduct substantial domestic and international business. Accounts for PEPs with ties to the current Venezuelan government are prohibited.
- NON-RESIDENT ALIEN (3C)** - An alien is any individual who is not a U.S. citizen or U.S. national.
- NOT APPLICABLE (00)**

Business Type/Subtype

Business and Business Subtype are required for non-individual clients to classify the entity appropriately. The business formation will determine the business and business subtype category.

Business Type Codes

- C** Corporation
- G** Government Unit or Agency
- I** Indian Tribal Government
- L** Limited Liability Company
- N** Limited Partnership
- O** Limited Liability Partnership
- P** Partnership
- S** Sole Proprietor
- T** Trust Company
- U** Unicorp Association/Social/Rec/Civic Group/Non-Profit

Business Subtype Codes

- BT** Business Trust
- CM** Multinational Corporation
- CO** Corporation
- DM** Domestic
- FD** Federal
- FN** Foreign
- GP** General Partnership
- JV** Joint Venture Partnership
- LL** Limited Liability Partnership
- LO** Local
- PC** Professional Corporation
- PL** Professional Limited Liability Partnership
- ST** State

Exchange

For entities that are publicly traded, the exchange where the entity trades must be indicated.

Sales Markets State/Country

All non-individual clients, both foreign and domestic, are required to record the specific market(s) in which they conduct business. For entities conducting business across the U.S., users are required to provide one U.S. state and may provide up to three U.S. states. For entities conducting international business, users are required to provide one country and may provide up to three countries. Certain entities may conduct business in both U.S. and international markets. In this instance, entities will be able to provide up to three U.S. states and three international countries.

- Local
- Regional
- U.S.
- International
- U.S./International

NAIC (North American Industry Classification System)

This is required for non-individual clients. NAICS codes are a standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0823-005

DATE: August 14, 2023

RESOLUTION APPROVING SIGNATURE CARDS AND "CORPORATION AUTHORIZATION RESOLUTIONS" FOR DELIVERY TO DEPOSITORY FIRST MID BANK & TRUST

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

WHEREAS, it is necessary and appropriate at this time to update the Signature Cards and "Corporation Authorization Resolutions" provided to the Bank;

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

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

Section 2. The Board further hereby approves the provisions and form of the Corporate Authorization Resolutions as shown on the copy of said document which, as completed and signed by Board Secretary Dave Storm, Board Treasurer Jean Anne Highland, and College President Dr. Jonathan Bullock, is attached as Exhibit B to and hereby made a part of this Resolution.

Section 3. The Secretary of the Board shall cause the originals of the Signature Cards and Corporate Authorization Resolutions to be delivered to First Mid Bank & Trust.

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

ADOPTED this 14th day of August, 2023 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolutions Approving Signature Cards and Corporation Authorization Resolution for Delivery to First Mid Bank & Trust is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 14th day of August, 2023.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 14th day of August, 2023.

Secretary, Board of Trustees

ACCOUNT AGREEMENT

FIRST MID BANK & TRUST

PO BOX 499
MATTOON, IL 61938

Agreement Date: 08/02/2023 By: Lukas Hastings
 EXISTING Account - This agreement replaces previous agreement(s).
 Account Description: (52) Now Public Fund

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

Ownership of Account - CONSUMER Purpose

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

Ownership of Account - BUSINESS Purpose

Sole Proprietorship Single-Member LLC Partnership
 LLC (LLC tax classification: C Corp S Corp Partnership)
 C Corporation S Corporation Non-Profit
 Public Funds
 Business: _____

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

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

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

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

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

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

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

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

Account Owner(s) Name & Address
 LAKE LAND COLLEGE

5001 LAKE LAND BLVD
 MATTOON IL 61938-9366

Additional Information: Amendment to 9882674 opened on 10/28/2016.

Reason for amendment: Changing account signers.

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

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

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

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

ACCOUNT AGREEMENT

FIRST MID BANK & TRUST
 PO BOX 499
 MATTOON, IL 61938

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

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

 C/O JEAN HIGHLAND
 5001 LAKE LAND BLVD
 MATTOON IL 61938-9366

Additional Information: Amendment to 9429886 opened on 12/03/2008.

Reason for amendment: Changing account signers.

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

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

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

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

(2): []
 JEAN ANNE HIGHLAND
 I.D. # [REDACTED] D.O.B. [REDACTED]

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

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

Authorized Signer (Individual Accounts Only)

[]
 I.D. # _____ D.O.B. _____

Agreement Date: 08/02/2023 By: Lukas Hastings
 EXISTING Account - This agreement replaces previous agreement(s).
 Account Description: (52) Now Public Fund

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

Ownership of Account - CONSUMER Purpose
 Individual _____
 Joint - With Survivorship (and not as tenants in common)
 Joint - No Survivorship (as tenants in common)
 Trust - Separate Agreement:

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

Ownership of Account - BUSINESS Purpose
 Sole Proprietorship Single-Member LLC Partnership
 LLC (LLC tax classification: C Corp S Corp Partnership)
 C Corporation S Corporation Non-Profit
 Public Funds
 Business:

Backup Withholding Certifications (Non-U.S. Persons - Use separate Form W-8)
 By signing right, I, LAKE LAND COLLEGE, certify under penalties of perjury that the statements made in this section are true.
 TIN: 37-0896233 The Taxpayer Identification Number (TIN) shown is my correct taxpayer identification number.
 Not Subject to Backup Withholding. I am NOT subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.
 Exempt Recipient. I am an exempt recipient under the Internal Revenue Service Regulations. Exempt payee code (if any) _____
FATCA Code. The FATCA code entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
U.S. Person. I am a U.S. citizen or other U.S. person (as defined in the instructions).

ACCOUNT AGREEMENT

FIRST MID BANK & TRUST
 PO BOX 499
 MATTOON, IL 61938

Agreement Date: 08/02/2023 By: Lukas Hastings

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

Account Description: (52) Now Public Fund

Checking Savings NOW _____

Initial Deposit \$ 8,818.29 Source: On file

Ownership of Account - CONSUMER Purpose

Individual _____

Joint - With Survivorship (and not as tenants in common)

Joint - No Survivorship (as tenants in common)

Trust - Separate Agreement:

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

Ownership of Account - BUSINESS Purpose

Sole Proprietorship Single-Member LLC Partnership

LLC (LLC tax classification: C Corp S Corp Partnership)

C Corporation S Corporation Non-Profit

Public Funds

Business: _____

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

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

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

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

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

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

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

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

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

 C/O JEAN HIGHLAND
 5001 LAKE LAND BLVD
 MATTOON IL 61938-9366

Additional Information: Amendment to 1804774 opened on 07/14/1992.

Reason for amendment: Changing account signers.

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

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

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

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

(2): []
 JEAN ANNE HIGHLAND
 I.D. # [REDACTED] D.O.B. [REDACTED]

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

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

Authorized Signer (Individual Accounts Only)

[]
 I.D. # _____ D.O.B. _____

ACCOUNT AGREEMENT

FIRST MID BANK & TRUST
 PO BOX 499
 MATTOON, IL 61938

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

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

 C/O JEAN HIGHLAND
 5001 LAKE LAND BLVD
 MATTOON IL 61938-9366

Agreement Date: 08/02/2023 By: Lukas Hastings
 EXISTING Account - This agreement replaces previous agreement(s).
 Account Description: (52) Now Public Fund

Additional Information: Amendment to 50032 opened on 09/09/1977.

Reason for amendment: Changing account signers.

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

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

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

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

(2): [JEAN ANNE HIGHLAND]
 I.D. # [REDACTED] D.O.B. [REDACTED]

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

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

Authorized Signer (Individual Accounts Only)

[]

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

Ownership of Account - CONSUMER Purpose
 Individual _____
 Joint - With Survivorship (and not as tenants in common)
 Joint - No Survivorship (as tenants in common)
 Trust - Separate Agreement:

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

Ownership of Account - BUSINESS Purpose
 Sole Proprietorship Single-Member LLC Partnership
 LLC (LLC tax classification: C Corp S Corp Partnership)
 C Corporation S Corporation Non-Profit
 Public Funds
 Business:

Backup Withholding Certifications (Non-U.S. Persons - Use separate Form W-8)
 By signing at right, I, LAKE LAND COLLEGE, certify under penalties of perjury that the statements made in this section are true.
 TIN: 37-0896233 The Taxpayer Identification Number (TIN) shown is my correct taxpayer identification number.
 Not Subject to Backup Withholding. I am NOT subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.
 Exempt Recipient. I am an exempt recipient under the Internal Revenue Service Regulations. Exempt payee code (if any) _____
FATCA Code. The FATCA code entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
U.S. Person. I am a U.S. citizen or other U.S. person (as defined in the instructions).

ACCOUNT AGREEMENT

FIRST MID BANK & TRUST
 PO BOX 499
 MATTOON, IL 61938

Agreement Date: 08/02/2023 By: Lukas Hastings

EXISTING Account - This agreement replaces previous agreement(s).
Account Description: (52) Now Public Fund

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

Ownership of Account - CONSUMER Purpose

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

Ownership of Account - BUSINESS Purpose

Sole Proprietorship Single-Member LLC Partnership
 LLC (LLC tax classification: C Corp S Corp Partnership)
 C Corporation S Corporation Non-Profit
 Public Funds
 Business: _____

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

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

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

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

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

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

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

Account Number: _____
 Number: Port Number: _____

Account Owner(s) Name & Address
 LAKE LAND COLLEGE
 PAYROLL CASH
 PAYROLL ACCOUNT D
 C/O JEAN HIGHLAND
 5001 LAKE LAND BLVD
 MATTOON IL 61938-9366

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

Reason for amendment: Changing account signers.

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

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

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

(1): [JONATHAN B BULLOCK]

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

(2): [JEAN ANNE HIGHLAND]

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

(3): []

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

(4): []

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

Authorized Signer (Individual Accounts Only)

[]

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

ACCOUNT AGREEMENT

FIRST MID BANK & TRUST
 PO BOX 499
 MATTOON, IL 61938

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

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

 C/O JEAN HIGHLAND
 5001 LAKE LAND BLVD
 MATTOON IL 61938-9366

Agreement Date: 08/02/2023 By: Lukas Hastings
 EXISTING Account - This agreement replaces previous agreement(s).
 Account Description: (52) Now Public Fund

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

Ownership of Account - CONSUMER Purpose

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

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

Additional Information: Amendment to 168601 opened on 06/26/1991.

Reason for amendment: Changing account signers.

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

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

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

Ownership of Account - BUSINESS Purpose

Sole Proprietorship Single-Member LLC Partnership
 LLC (LLC tax classification: C Corp S Corp Partnership)
 C Corporation S Corporation Non-Profit
 Public Funds
 Business: _____

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

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

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

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

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

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

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

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

(2): [JEAN ANNE HIGHLAND]
 I.D. # [REDACTED] D.O.B. [REDACTED]

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

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

Authorized Signer (Individual Accounts Only)

[]
 I.D. # _____ D.O.B. _____

Corporate Authorization Resolution

FIRST MID BANK & TRUST

By: LAKE LAND COLLEGE

PO BOX 499
MATTOON, IL 61938

5001 LAKE LAND BLVD
MATTOON IL 61938-9366

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

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

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

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

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

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

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

Resolutions

The Corporation named on this resolution resolves that,

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

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

Effect on Previous Resolutions. This resolution supersedes resolution dated N/A . If not completed, all resolutions remain in effect.

Certification of Authority

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

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

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

Secretary

Attest by One Other Officer

For Financial Institution Use Only

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

This resolution is superseded by resolution dated N/A .

Comments: UB: Lukas Hastings Branch: MATTOON [3]

Corporate Authorization Resolution

FIRST MID BANK & TRUST

By: LAKE LAND COLLEGE
 FLEX SPENDING
 C/O JEAN HIGHLAND
 5001 LAKE LAND BLVD
 MATTOON IL 61938-9366

PO BOX 499
 MATTOON, IL 61938

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

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

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

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

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

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

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

Resolutions

The Corporation named on this resolution resolves that,

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

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

Effect on Previous Resolutions. This resolution supersedes resolution dated N/A . If not completed, all resolutions remain in effect.

Certification of Authority

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

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

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

Secretary

Attest by One Other Officer

For Financial Institution Use Only

Acknowledged and received on

(date) by _____ (initials)

This resolution is superseded by resolution dated

N/A

Comments: UB: Lukas Hastings Branch: MATTOON [3]

Corporate Authorization Resolution

FIRST MID BANK & TRUST

By: LAKE LAND COLLEGE
 NDSL FED FUNDS 1349
 C/O JEAN HIGHLAND
 5001 LAKE LAND BLVD
 MATTOON IL 61938-9366

PO BOX 499
 MATTOON, IL 61938

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

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

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

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

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

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

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

Resolutions

The Corporation named on this resolution resolves that,

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

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

Effect on Previous Resolutions. This resolution supersedes resolution dated N/A . If not completed, all resolutions remain in effect.

Certification of Authority

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

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

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

Secretary

Attest by One Other Officer

For Financial Institution Use Only

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

This resolution is superseded by resolution dated

N/A

Comments: UB: Lukas Hastings Branch: MATTOON [3]

Corporate Authorization Resolution

FIRST MID BANK & TRUST

By: LAKE LAND COLLEGE
 WORKING CASH FUND
 C/O JEAN HIGHLAND
 5001 LAKE LAND BLVD
 MATTOON IL 61938-9366

PO BOX 499
 MATTOON, IL 61938

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

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

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

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

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

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

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

Resolutions

The Corporation named on this resolution resolves that,

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

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

Effect on Previous Resolutions. This resolution supersedes resolution dated N/A . If not completed, all resolutions remain in effect.

Certification of Authority

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

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

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

Secretary

Attest by One Other Officer

For Financial Institution Use Only
 Acknowledged and received on _____ *(date)* by _____ *(initials)*
 This resolution is superseded by resolution dated _____ *(date)* by _____ *(initials)*
Comments: UB: Lukas Hastings Branch: MATTOON [3]

Corporate Authorization Resolution

FIRST MID BANK & TRUST

PO BOX 499
MATTOON, IL 61938By: LAKE LAND COLLEGE
PAYROLL CASH
PAYROLL ACCOUNT D
5001 LAKE LAND BLVD
MATTOON IL 61938-9366*Referred to in this document as "Financial Institution"**Referred to in this document as "Corporation"*

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

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

Name and Title or Position	Signature	Facsimile Signature (if used)
JONATHAN B BULLOCK		
A. _____	X _____	X _____
JEAN ANNE HIGHLAND		
B. _____	X _____	X _____
C. _____	X _____	X _____
D. _____	X _____	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____

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

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

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

Resolutions

The Corporation named on this resolution resolves that,

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

- (5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Corporation acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
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Effect on Previous Resolutions. This resolution supersedes resolution dated N/A . If not completed, all resolutions remain in effect.

Certification of Authority

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

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

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

Secretary

Attest by One Other Officer

For Financial Institution Use Only

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

This resolution is superseded by resolution dated

 N/A .

Comments: UB: Lukas Hastings Branch: MATTOON [3]

Corporate Authorization Resolution

FIRST MID BANK & TRUST

By: LAKE LAND COLLEGE
CREDIT CARD ACCOUNT
C/O JEAN HIGHLAND
5001 LAKE LAND BLVD
MATTOON IL 61938-9366

PO BOX 499
MATTOON, IL 61938

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

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

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

Name and Title or Position	Signature	Facsimile Signature (if used)
JONATHAN B BULLOCK		
A. _____	X _____	X _____
JEAN ANNE HIGHLAND		
B. _____	X _____	X _____
C. _____	X _____	X _____
D. _____	X _____	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____

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

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

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

Resolutions

The Corporation named on this resolution resolves that,

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

- (5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Corporation acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
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Effect on Previous Resolutions. This resolution supersedes resolution dated N/A . If not completed, all resolutions remain in effect.

Certification of Authority

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

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

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

Secretary

Attest by One Other Officer

For Financial Institution Use Only

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

This resolution is superseded by resolution dated _____ N/A .

Comments: UB: Lukas Hastings Branch: MATTOON [3]

LAKE LAND COLLEGE

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 8, 2023

RE: Revisions to Board Policies 6.38, 10.29, 10.35 and 11.13

On June 9, 2023, Governor Pritzker signed into law Public Act 103-0054 which amended the Student Debt Assistance Act and placed further restrictions on when institutions of higher education may withhold a student's transcript, even if the student owes debt to the College. In addition, the law also requires us to have certain policy language in place by the 2023-2024 academic year and have in place notification processes to students for how they may obtain their transcripts despite a debt owed to the College. Please also note this new law adds reporting requirements by the College to ICCB for registration holds, in addition to transcript withholding. Thus, on behalf of the President's Cabinet, I am recommending proposed revisions to the following four Board Policies relevant to transcript withholding and/or registration holds to reference the College's adherence to Illinois law and Public Act 103-0054.

- 06.38 – *Course Materials Rental*
- 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 four 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.

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. 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, with approval from the Division Chairs, and sent to the manager of the bookstore 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.
5. Consumable course materials will be purchased by the student.
6. Students will be charged a service fee per credit hour, a part of which will 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.

Board Policy No. 06.38

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. Beginning on the following business 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. Students will be charged new retail price for any book not returned by the Bookstore's posted deadline or for any book returned defaced or damaged.~~
9. Students late in returning textbooks may be restricted from receiving a transcript in accordance with Illinois law, including Public Act 102-0998 and Public Act 103-0054 (refer to Board Policy 10.29), and will be restricted from picking up textbooks and any further registration activity until textbook fees are paid or terms of an approved petition are met.
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.

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 August 8, 2022
Revised

10.29

**Collection of Tuition and Fees on Delinquent Accounts,
Registration Holds and Withholding of Transcripts**

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 of \$35 or more. 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 may be withheld in accordance with Illinois law, including Public Act 102-0998 and Public Act 103-0054. The College will provide an official transcript to a current or former student, even if the current or former student owes a debt, if the student requests the official transcript to:

- A. complete a job application;
- B. transfer from one institution of higher education to another;
- C. apply for State, federal or institutional financial aid;
- D. join the United States Armed Forces or Illinois National Guard; or
- E. pursue other postsecondary opportunities.

Additionally, the College will not condition the provision of an official transcript to a current or potential employer of a student or former student on the payment of a debt.

If a current or former student believes they qualify for the transcript withholding exceptions, they should submit a request via the College's online transcript request form and indicate which exception(s) apply.

If a current or former student believes their transcript has been withhold inappropriately they may follow the process outlined in Board Policy 07.29 – Student Complaints. They may also file a complaint with the Attorney General's student loan ombudsperson.

Adopted November 9, 1998

Revised June 14, 2004

Revised May 12, 2014

Revised August 8, 2022

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 and Public Act 103-0054 (refer to Board Policy 10.29), they will not be allowed to register 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.

Adopted November 9, 1998
Revised August 8, 2022
Revised

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.¹ 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 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 and Public Act 103-0054 (refer to Board Policy 10.29). 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.

¹ 103-42.2 ILCS

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President and Dr. Valerie Lynch, Vice President for Student Services

FROM: Kelly Allee and Tony Sharp

CC: David Stewart

DATE: August 1, 2023

RE: Consulting Services for Website Redesign

In mid-July, Marketing & Public Relations and Information Systems and Services Web Team issued an RFP for Website Design and Development Consulting Services. The bid was emailed to five companies and published on the college's bid website.

Five companies responded. The team evaluated proposals based on the company's experience in higher education, expertise in services, approach to the project and cost. In addition, the team considered the company's commitment to forming a long-term partnership with the college beyond the website redesign project.

Following this evaluation, Surface 51, located in Champaign, Illinois emerged as the company that was most aligned with the RFP's objectives. Surface 51's hourly rate at \$125 per hour is also the lowest among the proposals.

This project is funded through the Strategic Planning process and is not to exceed \$50,000.

After reviewing Surface 51's work, meeting with them and checking references, the team feels they are the company that is most suited to partner with college staff to accomplish the redesign as well as sustain and grow in the future.

On behalf of our team, we respectfully request the Board of Trustees to approve a contract with Surface 51 for the website redesign project at an hourly rate of \$125, not to exceed \$50,000.

<u>Criteria</u>	<u>Surface 51</u>	<u>Juicebox</u>	<u>Stamats</u>	<u>Kwall</u>	<u>TanDev</u>
Portfolio/ Previous Work	Higher Ed, Several Colleges we know, Parkland	Higher Ed, diverse projects showcasing creativity and functionality. Everything is custom to fit client.	High-quality, Nationally known, works with Higher Ed	Digital Presence, UserExperience	Did not align with RFP requirements
Experience	Founded in 2005	Founded in 2013 300+ Clients in 31 states	Founded in 1923 20+ years in Higher Ed Web Sites	Founded in 2007 A little work in Higher Education	Did not align with RFP requirements
Expertise	Brand identity, Web/Digital Design, Relationship-focused firm with long standing partnerships.	Design & Presentation, Web Presence, Mobile, Metrics & Analysis, Communications	Marketing, communication and recruitment	Primarily Information Architecture with UX	Did not align with RFP requirements
Project Management / Approach	LLC + S51, Efficient communication, Key Groups & Stakeholders, <ul style="list-style-type: none"> Project Discovery Meetings Information Architecture / Sitemap Website Discovery & Recommendations Guidelines Top-Level Copywriting, Grammar & Overall tone Website Wireframe Ongoing Support Services & Meetings Meeting & Account Management 	<ul style="list-style-type: none"> Project Manager Discovery meetings Wireframe presentation Design presentation Design revisions presentation Content planning (may be multiple sessions) Training <p>(This is them providing us with a website - we are left out of development)</p>	<ul style="list-style-type: none"> Timeline guidance Discuss roles and responsibilities Sitemap work/discovery Accessibility testing Build requirements meeting Stamats lead program workshops Content template provided URL naming conventions Go Live Prep Worksheet Go Live Meeting <p>(Them doing the developing of website)</p>	<ul style="list-style-type: none"> Architecture Visual Web Design Consulting Service Strategy 	Did not align with RFP requirements
Cost	\$125hr	\$135hr	\$195hr - \$48,900	\$165hr	\$170
Additional Services	Ongoing support and collaboration a Plus	Ongoing support would be challenging	Ongoing support would be challenging	Ongoing support would be challenging	Ongoing support would be challenging
Compatibility	Cultural fit and understanding of our industry, right down the road, They are used to long term partnerships	Understands our industry, but communication would be a challenge with virtual only.	Understands our industry, but communication would be a challenge with virtual only.	Not the approach we are looking for to grow our knowledge and skillset.	Not the approach we are looking for to grow our knowledge and skillset.

LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President

From: Jeremy Moore, Facilities Planning Manager

Date: August 3, 2023

Re: Approval of Bid for Softball Press Box

The College recently solicited bids for a new softball press box. The current softball press box has become unsafe and the roof has leaked, causing rotting of the framing.

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

<u>Name</u>	<u>Total Bid</u>
Schomburg & Schomburg Construction, Inc. Danville, Illinois	\$179,984.00
Grunloh Construction Inc. Effingham, Illinois	\$192,000.00
A&R Mechanical Services, Inc. Urbana, Illinois	\$225,000.00

Based on the bids received, it is my recommendation that we award this bid to Schomburg & Schomburg Construction, Inc. of Danville, Illinois, for the softball press box.

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

LAKE LAND COLLEGE BID TABULATION

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College Softball Press Box Bid Tab
Project No. 2023-007
BID DATE: July 26, 2023 - 1:00 PM

CONTRACTOR	Total Bid					
Schomburg & Schomburg Construction, Inc. Danville, Illinois	\$ 179,984.00					
Grunloh Construction Inc. Effingham, Illinois	\$ 192,000.00					
A&R Mechanical Services, Inc. Urbana, Illinois	\$ 225,000.00					

MEMO

TO: Lake Land College Board of Trustees

FROM: Christi Donsbach, Executive Director for College Advancement

CC: Dr. Josh Bullock, President

DATE: July 25, 2023

RE: Updates to Named Spaces Planner

Due to the addition of new buildings and in reviewing previous spaces, updates to the current Named Spaces Planner is being requested. Below are the updates being requested to the current document. Thank you for the consideration and review of this request.

Location	Donation	Status
Effingham Technology Center	\$5,000,000	new
Tutoring Center	\$150,000	new
Fitness Center	\$250,000	update
Student Success Area (Testing/Tutoring)	\$250,000	new
Center & Business Industry Lab	\$250,000	new
Ponds	\$200,000	new

NAMED SPACES PLANNER



Lake Land College Naming Opportunities - Main Campus

Location	Donation	Available	Remaining	Investment	Type / Notes
Effingham Technology Center	\$5,000,000	1	1	\$1,500.00	Large Plaque w/ Portrait
Field House	\$2,500,000	1	1	\$1,500.00	Large Plaque w/ Portrait
West Building	\$2,500,000	1	1	\$1,500.00	Large Plaque w/ Portrait
Northwest Building	\$2,000,000	1	1	\$1,500.00	Large Plaque w/ Portrait
Northeast Building	\$2,000,000	1	1	\$1,500.00	Large Plaque w/ Portrait
Workforce Development Center	\$1,500,000	1	1	\$1,500.00	Large Plaque w/ Portrait
Vo-Tech	\$1,500,000	1	1	\$1,500.00	Large Plaque w/ Portrait
Ag Tech (John Deere)	\$1,500,000	1	1	\$1,500.00	Large Plaque w/ Portrait
Foundation and Alumni Center	\$1,000,000	1	1	\$1,500.00	Large Plaque w/ Portrait
Board and Administration Center	\$1,000,000	1	1	\$1,500.00	Large Plaque w/ Portrait
Baseball Field	\$500,000	1	1	\$750.00	Large Plaque
Softball Field	\$500,000	1	1	\$750.00	Large Plaque
Theatre	\$500,000	1	1	\$750.00	Large Plaque
Basketball Court	\$500,000	1	1	\$750.00	Large Plaque
Board Room	\$350,000	1	1	\$550.00	Large Plaque
Foundation Event Room	\$350,000	1	1	\$550.00	Large Plaque
Dental Hygiene Lab	\$250,000	1	1	\$750.00	Large Plaque
Nursing Lab	\$250,000	2	2	\$750.00	Large Plaque
Fitness Center	\$250,000	1	1	\$750.00	Large Plaque
Cosmotology	\$250,000	1	1	\$750.00	Large Plaque
Center for Business & Industry Lab	\$250,000	1	1	\$750.00	Large Plaque
Innovation Lab	\$200,000	2	1	\$400.00	Medium Plaque
Civil Engineering Lab	\$200,000	1	1	\$400.00	Medium Plaque
CAD/CAM Lab	\$200,000	1	1	\$400.00	Medium Plaque
CIM/Robotics Lab	\$200,000	1	1	\$400.00	Medium Plaque
Electronics Lab	\$200,000	1	1	\$400.00	Medium Plaque
Ag Pro Tech Lab	\$200,000	1	1	\$400.00	Medium Plaque
Radio/TV Lab/WLKL/Studio	\$200,000	1	1	\$400.00	Medium Plaque
Automotive Lab	\$200,000	1	1	\$400.00	Medium Plaque
Welding Lab	\$200,000	1	1	\$400.00	Medium Plaque
Science Lab	\$200,000	5	1	\$400.00	Medium Plaque
Massage Therapy Lab	\$200,000	1	1	\$400.00	Medium Plaque
Campus Pond(s)	\$200,000	2	2	\$400.00	Medium Plaque
Student Success (Testing & Tutoring) Center	\$250,000	1	1	\$400.00	Medium Plaque
Tutoring Center	\$150,000	1	1	\$400.00	Medium Plaque
President's Office Suite	\$100,000	1	1	\$350.00	Medium Plaque
Art Studio	\$50,000	2	2	\$350.00	Small Plaque
PLC Lab	\$50,000	1	1	\$350.00	Small Plaque
Greenhouse	\$50,000	2	2	\$350.00	Small Plaque
Locker Rooms/Training Rooms	\$50,000	2	2	\$300.00	Small Plaque
Classrooms	\$50,000	2	2	\$300.00	Small Plaque
Faculty Offices	\$25,000	2	2	\$300.00	Small Plaque

\$1,000,000 and above
\$500,000 to \$999,999
\$250,000 to \$499,999
\$100,000 to \$249,999
\$99,999 and under

New Buildings:	Donation Value
50,000+ sq. ft.	\$ 2,500,000
25,000 to 49,999 sq. ft.	\$ 2,000,000
10,000 to 24,999 sq. ft.	\$ 1,500,000
2,500 to 9,999 sq. ft.	\$ 1,000,000



MEMO

TO: Dr. Jonathan Bullock, President
FROM: Madge Shoot, Comptroller
DATE: August 7, 2023
RE: Approval of FY 2025 RAMP Document

Included in the Board's packet is a copy of the FY 2025 Resource Allocation Management Program (RAMP) document which we wish to submit to the Illinois Community College Board. Funding is being requested for the following project:

Renovation of Existing Campus Buildings—this includes the rehabilitation of the Northwest Classroom Building, Northeast Class Room Building, West Classroom Building and the Lake Land College Library.

The Programmatic Justification sections of the document describe the benefits of the requested projects. These projects are vital to our continued ability to fulfill the mission of meeting the higher education needs of our students.



Lazaro Lopez, Ed.D.
Chairman

Brian Durham, Ed.D.
Executive Director

Illinois Community College Board

Capital Project Application

Complete one application for each project.

District/College: Lake Land College

District #: 517-01

5 Digit Code (e.g., 50101)

ICCB Project # Identifier: 517-01R2023-1

District #, type (NC, R, SP, U, SI or DF), Fiscal Year – District Ranking # (e.g., 500-01NC2021-1)

Project Type: Remodel

(New Construction, Remodel, Site Purchase, Utilities, Site Improvement and Deferred Maintenance)

Project Title: Remodel of Northeast Classroom Building

District Project Rank # (1 of 3): 2 of 4

(Top 3 receive full prioritization points, 4 and beyond are reduced progressively)

Estimated Local Funds: \$3,750,000
(25% minimum)

Estimated State Funds: \$11,250,000

Estimated Total Funds: \$15,000,000

Budget Detail

BLDGS, ADDITIONS, AND/OR STRUCTURES:

LAND:

EQUIPMENT:

\$150,000

UTILITIES:

REMODELING & REHABILITATION:

SITE IMPROVEMENTS:

\$14,850,000

PLANNING:

Other:

TOTAL Funds Requested:

\$15,000,000

Project Scope:**Scope of work in building:**

This major remodeling project will include a comprehensive renovation of the Northeast Classroom Building. In addition, the project will remodel numerous spaces throughout the building including the ceilings, floors, doors and restrooms. The mechanical and electrical systems will also be improved to assure a comfortable learning environment, increase the efficiency of the lighting and to ensure a viable source of power for each room.

Scope of Work-On-Site**Plumbing**

Remodel toilets in restrooms.

Provide tempered water to faucets in restrooms.

Heating, Ventilating, and Air Conditioning (HVAC)

Extensive renovation of heating and air conditioning systems in the Northeast Classroom building.

Electrical

Upgrade duct bank and electrical service from existing power house.

Project Justification:

If project includes **Missing Core Campus Components** 1501.603 h)2); **Program Considerations** 1501.603 h)1); **Prior ICCB or State obligations** 1501.603 h)6) or **Structural Considerations** 1501.603 h)7), then please use this space for justification as this will greatly affect priority status.

Programs involved:

Math and Science
 Social Science
 Humanities
 Student Common Areas
 Student Study Areas
 Instructional Design

The original buildings on the Lake Land College campus were completed in the early 1970s. The college has made numerous, renovations and improvements in order to accommodate the growth in the number of students it serves, repair/replace inefficient or worn-out equipment, comply with federal and state laws relevant to disabled students, or update classroom space to facilitate a new instructional program. The college has attempted to address the maintenance and improvement projects in our existing buildings through the use of Protection, Health, and Safety funds, ADA funds, Capital Renewal Grants, as well as various college based budgetary funds. These projects have helped to address individual problems, but will not be sufficient to deal with many of the more serious structural, design, and mechanical issues the college faces as the buildings continue to age.

What will the project accomplish?

A comprehensive renovation project would allow the college the opportunity to better configure the designs of our classrooms to accommodate the changes in the learning process that have occurred from the early 1970s to today. Better lighting, acoustics, energy efficiency, and other enhancements would not only improve the quality of education to Lake Land College's students, but also greatly improve the appearance of these buildings.

How will the project meet the College's instructional objectives?

Lake Land College strives to provide its students with the highest quality education, in a modern and innovative learning environment. Having facilities that accommodate the growth of technology in the classroom is an integral part of today's demanding educational standards. Lake Land College's student growth has necessitated the addition of new buildings on our campus. New buildings, however, are only part of the equation. Lake Land College must maintain, and update its original buildings to ensure that all of its students have access to suitable facilities throughout the campus. Updated classroom space will ensure that a student taking a class in one of Lake Land College's original buildings has access to the same type of learning opportunities as the student taking a class in a newer structure.

How will the new or remodeled space better serve instructional/ programmatic areas as compared to existing facilities?

Renovated space will allow Lake Land College to offer the needed technology support to properly educate tomorrow's students. Many of the educational tools available today did not exist when the original campus buildings were constructed and wired in the early 1970s.

What facilities are already available?

The existing Luther Student Center, Northwest Classroom Building and Field House Buildings were completed in the early 1970s as part of the original campus. The Kluthe Center for Higher Education in

Additional Documentation Required Prior to Funding (this will be required before funding is released):

- For New Construction please see requirements referenced in Administrative Rules section 1501.603 b).
- For Remodel and Rehab please see requirements referenced in Administrative Rules section 1501.603 c).
- For Secondary Site Purchase please see requirements referenced in Administrative Rules section 1501.603 d).

Do project criteria meet Section 1501.603 a) of ICCB Administrative Rules?

Yes No

Does this project have the approval of your local governing board?

Yes No **Date of Board Meeting** August 14, 2023

District Contact Name: Madge Shoot

District Contact Email Address: mbailey1292@lakelandcollege.edu

District Contact Phone Number: 217-234-5375

Signature _____ *Date* _____



Lazaro Lopez, Ed.D.
Chairman

Brian Durham, Ed.D.
Executive Director

Illinois Community College Board

Capital Project Application

Complete one application for each project.

District/College: Lake Land College

District #: 517-01

5 Digit Code (e.g., 50101)

ICCB Project # Identifier: 517-01R2023-1

District #, type (NC, R, SP, U, SI or DF), Fiscal Year – District Ranking # (e.g., 500-01NC2021-1)

Project Type: Remodel

(New Construction, Remodel, Site Purchase, Utilities, Site Improvement and Deferred Maintenance)

Project Title: Remodel of Northwest Classroom Building

District Project Rank # (1 of 3): 1 of 4

(Top 3 receive full prioritization points, 4 and beyond are reduced progressively)

Estimated Local Funds: \$3,670,000
(25% minimum)

Estimated State Funds: \$11,010,000

Estimated Total Funds: \$14,680,000

Budget Detail

BLDGS, ADDITIONS, AND/OR STRUCTURES:

LAND:

EQUIPMENT:

\$146,800

UTILITIES:

REMODELING & REHABILITATION:

SITE IMPROVEMENTS:

\$14,533,200

PLANNING:

Other:

TOTAL Funds Requested:

\$14,680,000

Project Scope:**Scope of work in building:**

This major remodeling project will include a comprehensive renovation of the Northwest Classroom Building. In addition, the project will remodel numerous spaces throughout the building including the ceilings, floors, doors and restrooms. The mechanical and electrical systems will also be improved to assure a comfortable learning environment, increase the efficiency of the lighting and to ensure a viable source of power for each room.

Scope of Work-On-Site**Plumbing**

Remodel toilets in restrooms.

Provide tempered water to faucets in restrooms.

Heating, Ventilating, and Air Conditioning (HVAC)

Extensive renovation of heating and air conditioning systems in the Northeast Classroom building.

Electrical

Upgrade duct bank and electrical service from existing power house.

Project Justification:

If project includes **Missing Core Campus Components** 1501.603 h)2); **Program Considerations** 1501.603 h)1); **Prior ICCB or State obligations** 1501.603 h)6) or **Structural Considerations** 1501.603 h)7), then please use this space for justification as this will greatly affect priority status.

Programs involved:

Math and Science
 Social Science
 Humanities
 Student Common Areas
 Student Study Areas
 Instructional Design

The original buildings on the Lake Land College campus were completed in the early 1970s. The college has made numerous, renovations and improvements in order to accommodate the growth in the number of students it serves, repair/replace inefficient or worn-out equipment, comply with federal and state laws relevant to disabled students, or update classroom space to facilitate a new instructional program. The college has attempted to address the maintenance and improvement projects in our existing buildings through the use of Protection, Health, and Safety funds, ADA funds, Capital Renewal Grants, as well as various college based budgetary funds. These projects have helped to address individual problems, but will not be sufficient to deal with many of the more serious structural, design, and mechanical issues the college faces as the buildings continue to age.

What will the project accomplish?

A comprehensive renovation project would allow the college the opportunity to better configure the designs of our classrooms to accommodate the changes in the learning process that have occurred from the early 1970s to today. Better lighting, acoustics, energy efficiency, and other enhancements would not only improve the quality of education to Lake Land College's students, but also greatly improve the appearance of these buildings.

How will the project meet the College's instructional objectives?

Lake Land College strives to provide its students with the highest quality education, in a modern and innovative learning environment. Having facilities that accommodate the growth of technology in the classroom is an integral part of today's demanding educational standards. Lake Land College's student growth has necessitated the addition of new buildings on our campus. New buildings, however, are only part of the equation. Lake Land College must maintain, and update its original buildings to ensure that all of its students have access to suitable facilities throughout the campus. Updated classroom space will ensure that a student taking a class in one of Lake Land College's original buildings has access to the same type of learning opportunities as the student taking a class in a newer structure.

How will the new or remodeled space better serve instructional/ programmatic areas as compared to existing facilities?

Renovated space will allow Lake Land College to offer the needed technology support to properly educate tomorrow's students. Many of the educational tools available today did not exist when the original campus buildings were constructed and wired in the early 1970s.

What facilities are already available?

The existing Luther Student Center, Northwest Classroom Building and Field House Buildings were completed in the early 1970s as part of the original campus. The Kluthe Center for Higher Education in

Additional Documentation Required Prior to Funding (this will be required before funding is released):

- For New Construction please see requirements referenced in Administrative Rules section 1501.603 b).
- For Remodel and Rehab please see requirements referenced in Administrative Rules section 1501.603 c).
- For Secondary Site Purchase please see requirements referenced in Administrative Rules section 1501.603 d).

Do project criteria meet Section 1501.603 a) of ICCB Administrative Rules?

Yes No

Does this project have the approval of your local governing board?

Yes No **Date of Board Meeting** August 14, 2023

District Contact Name: Madge Shoot

District Contact Email Address: mbailey1292@lakelandcollege.edu

District Contact Phone Number: 217-234-5375

Signature _____ *Date* _____



Lazaro Lopez, Ed.D.
Chairman

Brian Durham, Ed.D.
Executive Director

Illinois Community College Board

Capital Project Application

Complete one application for each project.

District/College: Lake Land College

District #: 517-01

5 Digit Code (e.g., 50101)

ICCB Project # Identifier: 517-01R2022-4

District #, type (NC, R, SP, U, SI or DF), Fiscal Year – District Ranking # (e.g., 500-01NC2021-1)

Project Type: Remodel

(New Construction, Remodel, Site Purchase, Utilities, Site Improvement and Deferred Maintenance)

Project Title: West Building Remodel

District Project Rank # (1 of 3): 3 of 4

(Top 3 receive full prioritization points, 4 and beyond are reduced progressively)

Estimated Local Funds: \$5,000,000
(25% minimum)

Estimated State Funds: \$15,000,000

Estimated Total Funds: \$20,000,000

Budget Detail

BLDGS, ADDITIONS, AND/OR STRUCTURES:	<u>\$17,600,000</u>
LAND:	<u>\$0</u>
EQUIPMENT:	<u>\$800,000</u>
UTILITIES:	<u></u>
REMODELING & REHABILITATION:	<u>\$0</u>
SITE IMPROVEMENTS:	<u>\$0</u>
PLANNING:	<u></u>
Other:	<u>\$1,600,000</u>
TOTAL Funds Requested:	<u>\$20,000,000</u>

Project Scope:**Scope of work in building:**

This major remodeling project will include a comprehensive renovation of the West Building. In addition, the project will remodel numerous spaces throughout the building including the ceilings, floors, doors and restrooms. The mechanical and electrical systems will also be improved to assure a comfortable learning environment, increase the efficiency of the lighting and to ensure a viable source of power for each room.

Scope of Work-On-Site***General***

Site renovation includes minimal landscaping and sidewalks.

Plumbing

Remodel toilets in restrooms.

Provide tempered water to faucets in restrooms.

Heating, Ventilating, and Air Conditioning (HVAC)

Extensive renovation of heating and air conditioning systems in the West Building.

Electrical

Upgrade duct bank and electrical service from existing power house.

Upgrade building lighting to more efficient fixtures.

Project Justification:

If project includes **Missing Core Campus Components** 1501.603 h)2); **Program Considerations** 1501.603 h)1); **Prior ICCB or State obligations** 1501.603 h)6) or **Structural Considerations** 1501.603 h)7), then please use this space for justification as this will greatly affect priority status.

Programs involved:

Cosmetology
Agriculture
Technology

The West Building was completed in the early 2000s. The college has made numerous, renovations and improvements in order to accommodate the growth in the number of students it serves, repair/replace inefficient or worn-out equipment, comply with federal and state laws relevant to disabled students, or update classroom space to facilitate a new instructional program. The college has attempted to address the maintenance and improvement projects in our existing buildings through the use of Protection, Health, and Safety funds, ADA funds, Capital Renewal Grants, as well as various college based budgetary funds. These projects have helped to address individual problems, but will not be sufficient to deal with many of the more serious structural, design, and mechanical issues the college faces as the buildings continue to age.

What will the project accomplish?

A comprehensive renovation project would allow the college the opportunity to better configure the designs of our classrooms to accommodate the changes in the learning process that have occurred from the early 1970s to today. Better lighting, acoustics, energy efficiency, and other enhancements would not only improve the quality of education to Lake Land College's students, but also greatly improve the appearance of these buildings.

How will the project meet the College's instructional objectives?

Lake Land College strives to provide its students with the highest quality education, in a modern and innovative learning environment. Having facilities that accommodate the growth of technology in the classroom is an integral part of today's demanding educational standards. Lake Land College's student growth has necessitated the addition of new buildings on our campus. New buildings, however, are only part of the equation. Lake Land College must maintain, and update its original buildings to ensure that all of its students have access to suitable facilities throughout the campus. Updated classroom space will ensure that a student taking a class in one of Lake Land College's original buildings has access to the same type of learning opportunities as the student taking a class in a newer structure.

How will the new or remodeled space better serve instructional/ programmatic areas as compared to existing facilities?

Renovated space will allow Lake Land College to offer the needed technology support to properly educate tomorrow's students. Many of the educational tools available today did not exist when the original campus buildings were constructed and wired in the early 1970s. Also, allow for the introduction of a new program to train Barbers along with our Cosmetology students.

Additional Documentation Required Prior to Funding (this will be required before funding is released):

- For New Construction please see requirements referenced in Administrative Rules section 1501.603 b).
- For Remodel and Rehab please see requirements referenced in Administrative Rules section 1501.603 c).
- For Secondary Site Purchase please see requirements referenced in Administrative Rules section 1501.603 d).

Do project criteria meet Section 1501.603 a) of ICCB Administrative Rules?

Yes No

Does this project have the approval of your local governing board?

Yes No **Date of Board Meeting** August 14, 2023

District Contact Name: Madge Shoot

District Contact Email Address: mbailey1292@lakelandcollege.edu

District Contact Phone Number: 217-234-5375

Signature _____ *Date* _____



Lazaro Lopez, Ed.D.
Chairman

Brian Durham, Ed.D.
Executive Director

Illinois Community College Board

Capital Project Application

Complete one application for each project.

District/College: Lake Land College

District #: 517-01

5 Digit Code (e.g., 50101)

ICCB Project # Identifier: 517-01R2022-4

District #, type (NC, R, SP, U, SI or DF), Fiscal Year – District Ranking # (e.g., 500-01NC2021-1)

Project Type: Remodel

(New Construction, Remodel, Site Purchase, Utilities, Site Improvement and Deferred Maintenance)

Project Title: Library

District Project Rank # (1 of 3): 4 of 4

(Top 3 receive full prioritization points, 4 and beyond are reduced progressively)

Estimated Local Funds: \$4,000,000
(25% minimum)

Estimated State Funds: \$12,000,000

Estimated Total Funds: \$16,000,000

Budget Detail

BLDGS, ADDITIONS, AND/OR STRUCTURES:	<u>\$14,080,000</u>
LAND:	<u>\$0</u>
EQUIPMENT:	<u>\$640,000</u>
UTILITIES:	<u></u>
REMODELING & REHABILITATION:	<u>\$0</u>
SITE IMPROVEMENTS:	<u>\$0</u>
PLANNING:	<u></u>
Other:	<u>\$1,280,000</u>
TOTAL Funds Requested:	<u>\$16,000,000</u>

Project Scope:**Scope of work in building:**

This major remodeling project will include a comprehensive renovation of the Library. In addition, the project will remodel numerous spaces throughout the building including the ceilings, floors, doors and restrooms. The mechanical and electrical systems will also be improved to assure a comfortable learning environment, increase the efficiency of the lighting and to ensure a viable source of power for each room.

Scope of Work-On-Site***General***

Site renovation includes minimal landscaping and sidewalks.

Plumbing

Remodel toilets in restrooms.

Provide tempered water to faucets in restrooms.

Heating, Ventilating, and Air Conditioning (HVAC)

Extensive renovation of heating and air conditioning systems in the Library.

Electrical

Upgrade duct bank and electrical service from existing power house.

Upgrade building lighting to more efficient fixtures.

Project Justification:

If project includes **Missing Core Campus Components** 1501.603 h)2); **Program Considerations** 1501.603 h)1); **Prior ICCB or State obligations** 1501.603 h)6) or **Structural Considerations** 1501.603 h)7), then please use this space for justification as this will greatly affect priority status.

Programs involved:

All Educational Programs

The Library was remodeled in the early 2000s. The college has made numerous, renovations and improvements in order to accommodate the growth in the number of students it serves, repair/replace inefficient or worn-out equipment, comply with federal and state laws relevant to disabled students, or update classroom space to facilitate a new instructional program. The college has attempted to address the maintenance and improvement projects in our existing buildings through the use of Protection, Health, and Safety funds, ADA funds, Capital Renewal Grants, as well as various college based budgetary funds. These projects have helped to address individual problems, but will not be sufficient to deal with many of the more serious structural, design, and mechanical issues the college faces as the buildings continue to age.

What will the project accomplish?

A comprehensive renovation project would allow the college the opportunity to better configure the designs of our classrooms and meeting rooms to accommodate the changes in the learning process that have occurred from the early 1970s to today. Better lighting, acoustics, energy efficiency, and other enhancements would not only improve the quality of education to Lake Land College's students, but also greatly improve the appearance of these buildings.

How will the project meet the College's instructional objectives?

Lake Land College strives to provide its students with the highest quality education, in a modern and innovative learning environment. Having facilities that accommodate the growth of technology in the classroom is an integral part of today's demanding educational standards. Lake Land College's student growth has necessitated the addition of new buildings on our campus. New buildings, however, are only part of the equation. Lake Land College must maintain, and update its original buildings to ensure that all of its students have access to suitable facilities throughout the campus. Updated classroom space will ensure that a student taking a class in one of Lake Land College's original buildings has access to the same type of learning opportunities as the student taking a class in a newer structure.

How will the new or remodeled space better serve instructional/ programmatic areas as compared to existing facilities?

Renovated space will allow Lake Land College to offer the needed technology support to properly educate tomorrow's students. Many of the educational tools available today did not exist when the original campus buildings were constructed and wired in the early 1970s.

Additional Documentation Required Prior to Funding (this will be required before funding is released):

- For New Construction please see requirements referenced in Administrative Rules section 1501.603 b).
- For Remodel and Rehab please see requirements referenced in Administrative Rules section 1501.603 c).
- For Secondary Site Purchase please see requirements referenced in Administrative Rules section 1501.603 d).

Do project criteria meet Section 1501.603 a) of ICCB Administrative Rules?

Yes No

Does this project have the approval of your local governing board?

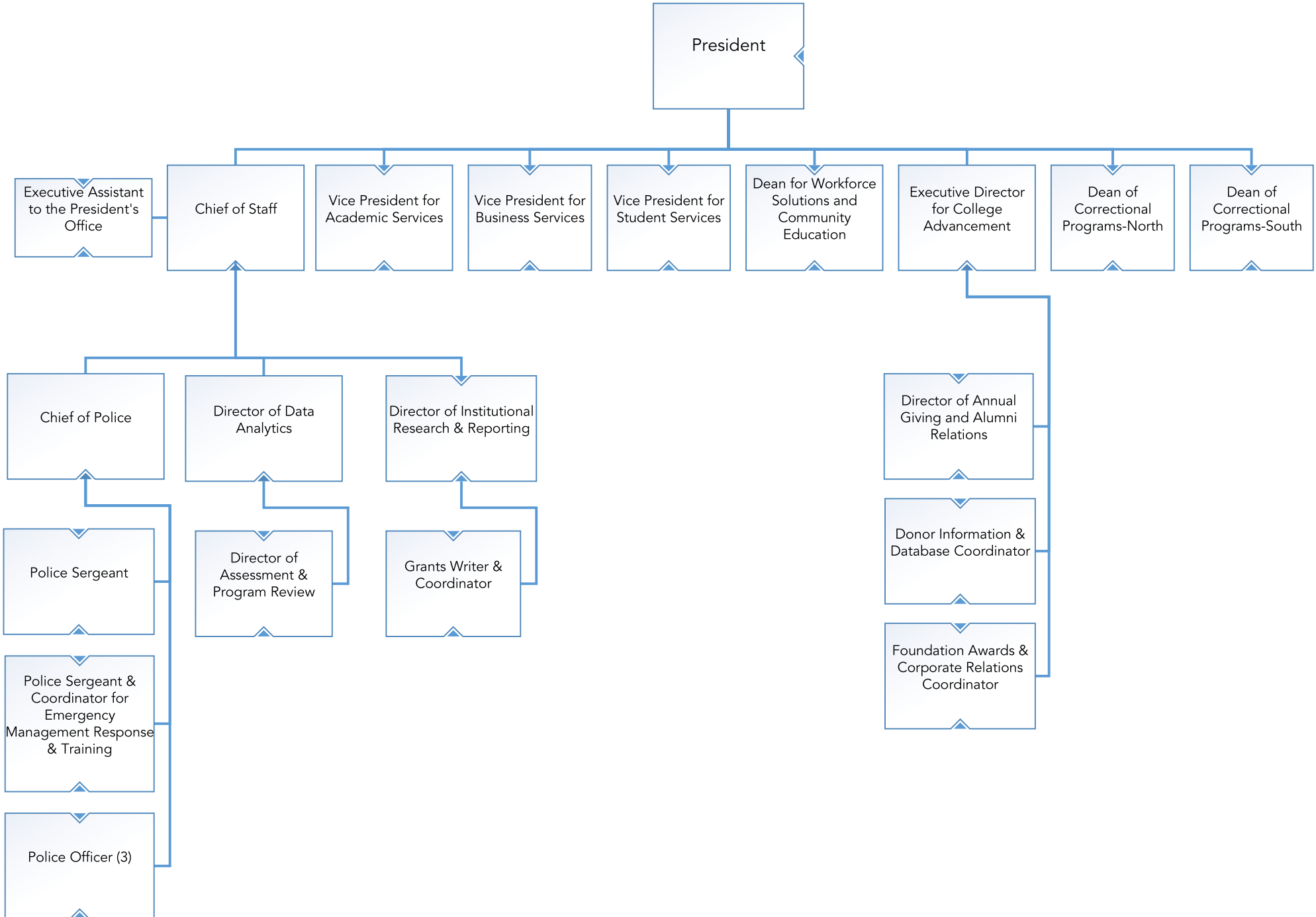
Yes No **Date of Board Meeting** August 14, 2023

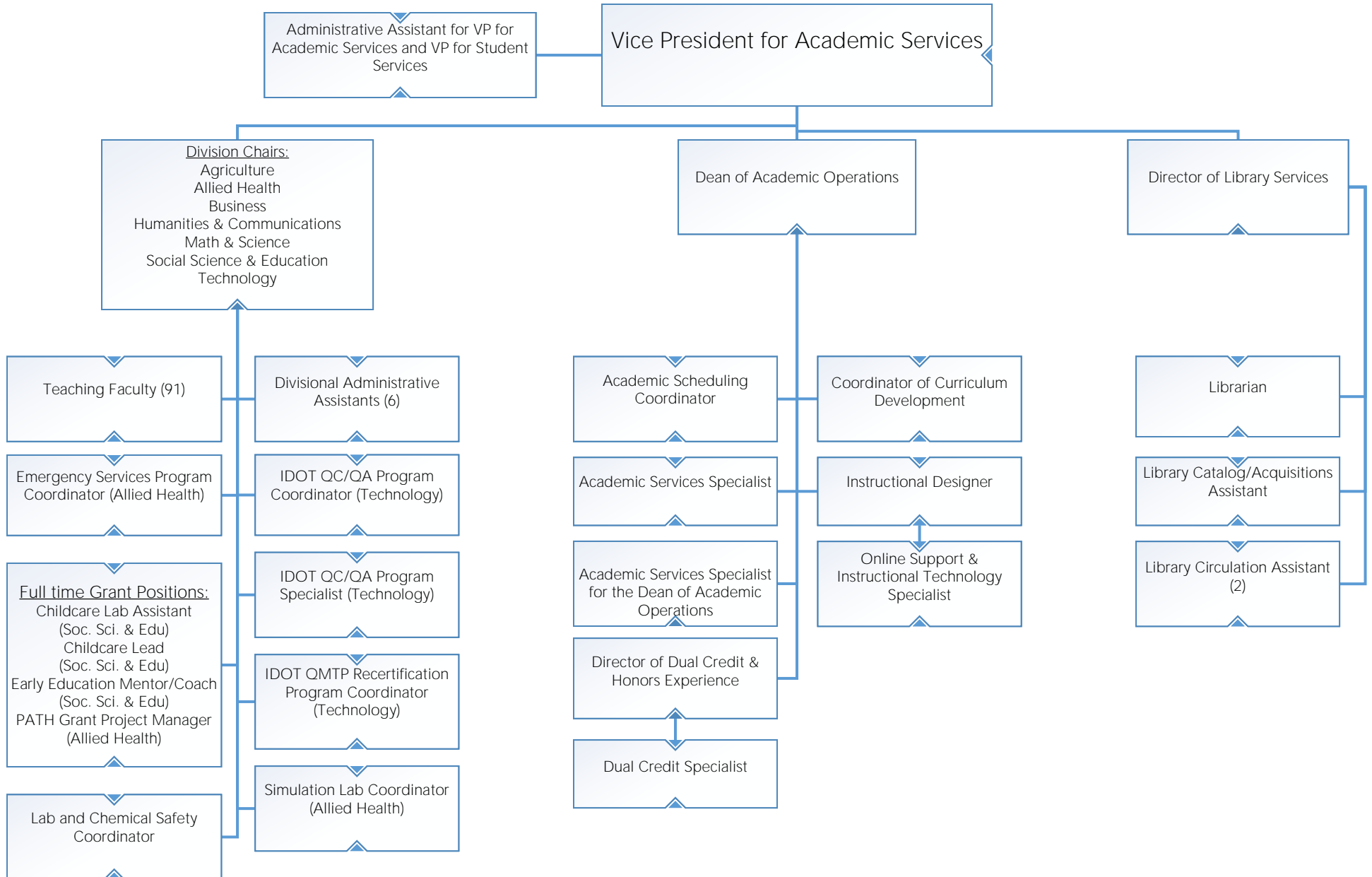
District Contact Name: Madge Shoot

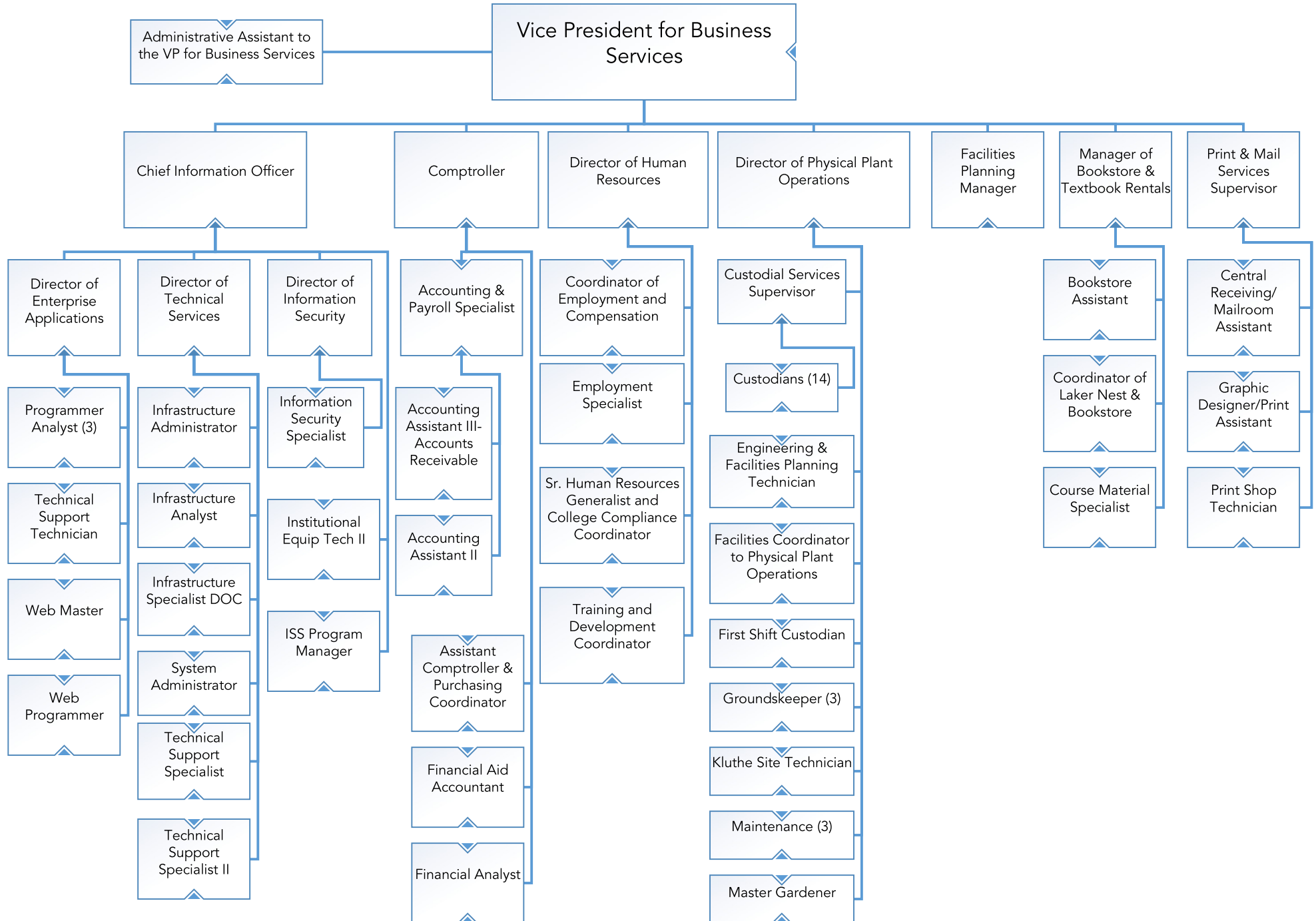
District Contact Email Address: mbailey1292@lakelandcollege.edu

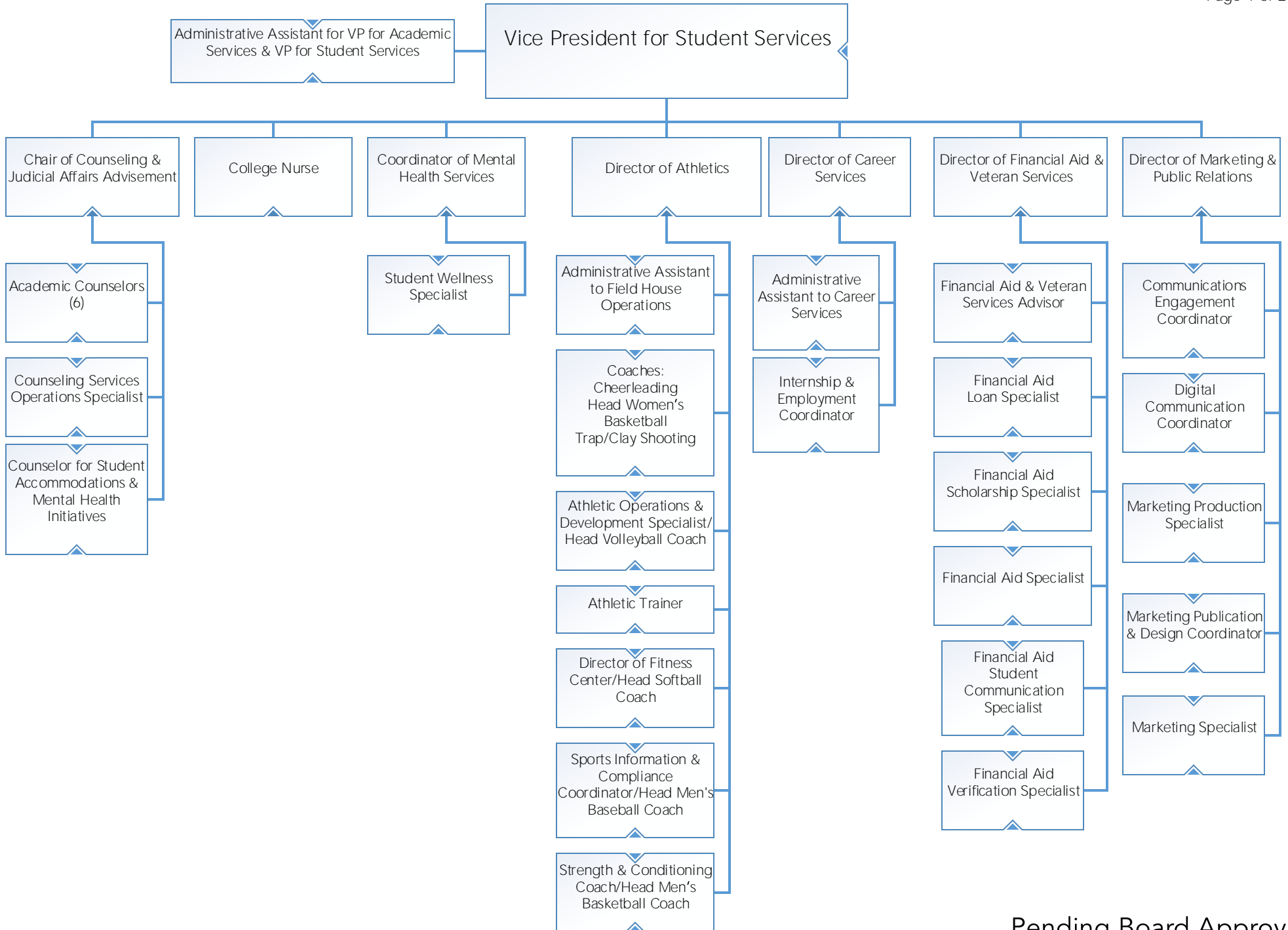
District Contact Phone Number: 217-234-5375

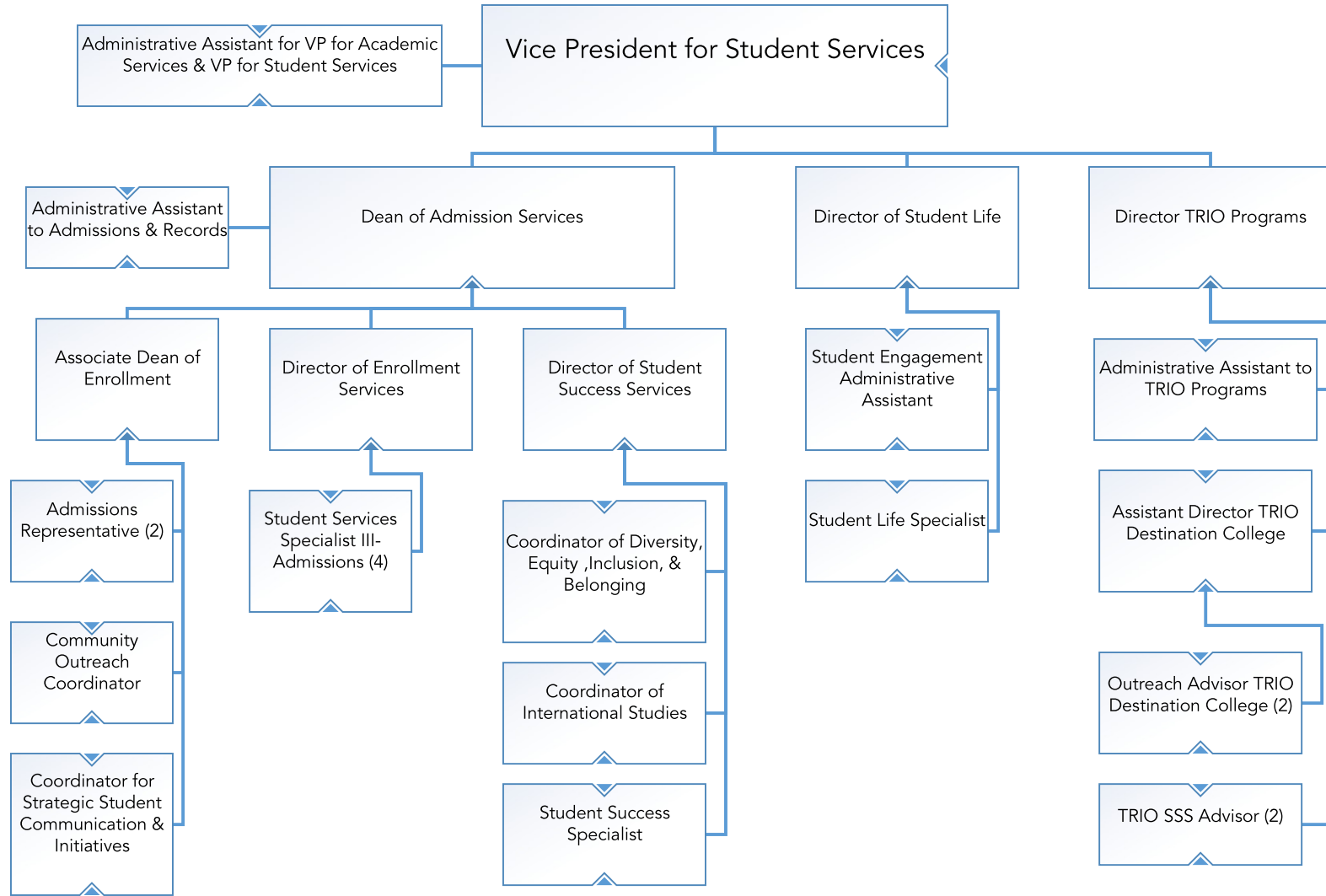
Signature _____ *Date* _____

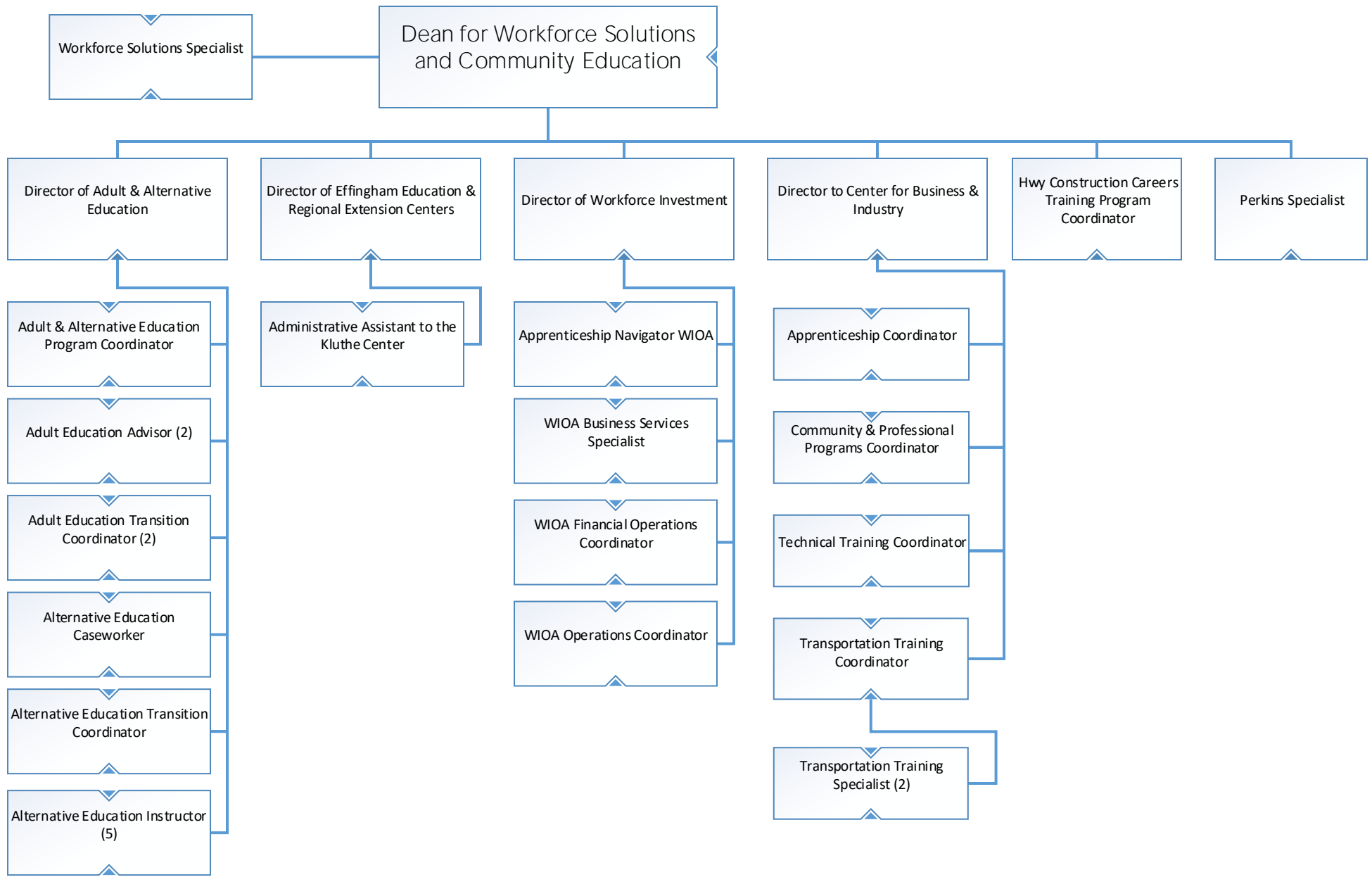


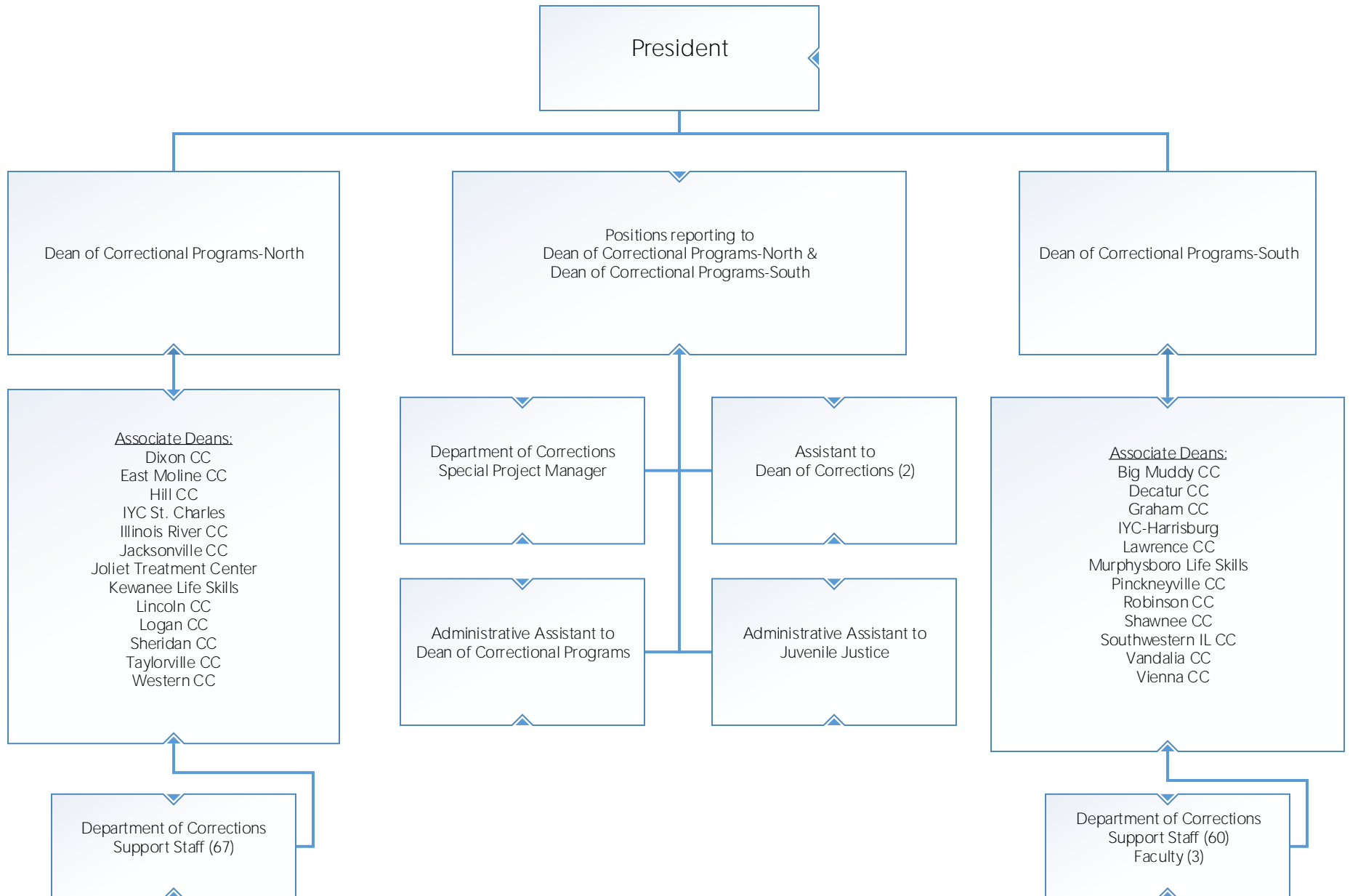














MEMO

TO: Dr. Jonathan Bullock, President

FROM: David Stewart, Chief Information Officer

CC:

DATE: July 19, 2023

RE: Approval of Internet Provider for Effingham Technology Center

On April 27, 2023, the College took ownership of the Patterson Building in Effingham, IL now referred to as the Lake Land College Effingham Technology Center (LLC-ETC).

The College has started transition meetings with the former owner and now current tenant, Patterson Dental, on how the College can transition to take over various building systems. The College needs to establish building automation system, security cameras access and electronic door systems access to allow us to monitor the building status either from the LLC-ETC building or from the main campus in Mattoon.

The establishment of an internet connection is the first step in allowing the transition so the main campus can communicate with the LLC-ETC building and its systems.

Consolidated Communications already has an established presence in the LLC-ETC building; thus, the College feels it is most efficient to use Consolidated Communications to secure the internet connection as quickly as possible.

The College is seeking approval on a 36-month contract with Consolidated Communications of Mattoon, IL for internet provider services at the LLC-ETC building along with services at the main campus in Mattoon, IL. The monthly charge would be \$950 per site with LLC-ETC counting as one site and the main campus as an additional site bringing the monthly fee to \$1,900 per month. Over the course of the contract, the total fee would be \$34,200 per site and \$68,400 in total.

By signing a 36-month agreement rather than a 12-month agreement, the College saves approximately \$835 per site per month or \$1,670 per month.

Please note that a bid is not needed per the exception in Board Policy 10.22 (4.F.).

The College budgeted for additional funds for equipment and utilities for the LLC-ETC building so we will be using general funds to fund the internet provider fees.

I am seeking approval to enter into a contract for internet provider service with Consolidated Communications of Mattoon, IL for a 36-month agreement for 2 sites with an agreement fee over the 3 years of \$68,400.



BUSINESS SERVICES AGREEMENT

BSA ID	TERM LENGTH
00075263	36 Months

This Business Services Agreement is entered into by Lake Land College (“you” or “Customer”) and the Consolidated Communications, Inc. affiliate located in the state in which the Service(s) are being provided (“we” or “CCI”) and along with the General Terms and Conditions attached hereto and incorporated herein constitute the agreement (the “Agreement”) for the provision of the “Services” requested below. Additionally, one or more addendum(s) with service-specific terms and conditions may be attached to

this Agreement (each, an “Addendum”). Each such Addendum will be governed by and incorporated into this Agreement. This Agreement is binding on you and CCI when signed by both parties (the later dated signature being the “Effective Date”). By signing below, each party represents that their signatory is duly authorized to execute and deliver this Agreement. This Agreement will continue in force for so long as any Service is provided hereunder.

SERVICES REQUESTED. The Service(s) requested by you and to be provided by us under the Agreement are as follows:

Location Name:	Lakeland Main Campus	Site MRC:	\$	950.00
Address:	5001 Lake Land Blvd Mattoon, IL 61938-9366	Site NRC:	\$	0.00

(a) Quantity	(b) Service	(c) Features	(d) Total of Non-Recurring Charges	(e) Per-Unit Monthly Recurring Charge	(f) Total of Monthly Recurring Charges
1	Dedicated Internet	2GB;Standard	0.00	950.00	950.00
1	Dedicated Internet	2GB;Standard	(500.00)	0.00	0.00
1	Dedicated Internet	2GB;Standard	500.00	0.00	0.00
1	Standard Static IP		0.00	0.00	0.00

SERVICES REQUESTED. The Service(s) requested by you and to be provided by us under the Agreement are as follows:

Location Name:	Lakeland College – Patterson Building	Site MRC:	\$	950.00
Address:	1201 Altoff Drive Effingham IL 62401	Site NRC:	\$	0.00

(a) Quantity	(b) Service	(c) Features	(d) Total of Non-Recurring Charges	(e) Per-Unit Monthly Recurring Charge	(f) Total of Monthly Recurring Charges
1	Dedicated Internet	2GB;Standard	0.00	950.00	950.00
1	Dedicated Internet	2GB;Standard	(500.00)	0.00	0.00
1	Dedicated Internet	2GB;Standard	500.00	0.00	0.00
1	Standard Static IP		0.00	0.00	0.00

Site Name	Site Notes
Lakeland Main Campus	
Lakeland College Patterson Building	


CHARGES AND FEES. The following reflect the charges and fees applicable to the Services ordered:

(a) Total of Monthly Recurring Charges (“MRC”):	\$ 1,900.00
(b) Total of Non-Recurring Charges (“NRC”):	\$ 0.00

Any and all taxes, fees, universal service and similar public policy assessments, are in addition to the amounts set out above, and are also payable by you. If a tariff governs a Service, the terms of the tariff will take precedence over this Agreement. All pricing is exclusive of any non-recurring charges incurred that are not reflected above, including charges related to any needed extension of facilities or additional work necessary to provide the Services. These charges may include after-hours installation charges for requested installations between 5:00 p.m. and 6:59 a.m. Monday through Thursday or weekend installation charges for requested installations between 5:01 p.m. Friday and 6:59 a.m. Monday. All extension or installation work will only be performed upon your agreement to pay the associated charges, and if you do not agree to pay such charges, this Agreement (or any applicable Service) will be subject to cancellation by us. Pricing is also exclusive of: (i) any usage or variable charges, (ii) all taxes and fees, and (iii) all charges incurred in connection with governmental or quasi-governmental assessments, all of which are payable by you. We reserve the right to adjust monthly service rates due to increases in other tariffed services that are outside of our control, or where third-party vendors increase rates for third-party services, and you will not be entitled to terminate this Agreement as a result of any such increase. Notwithstanding any other terms in this Agreement, this pricing is good only in areas where the Service is commercially available. You understand that the Service selected may not be commercially available at the rates, speeds or bandwidth set forth herein in your area, and that this Service Order is subject to our final acceptance. All Services are provided subject to verification of good credit before installation, your timely payment and your continued good credit.

TERM OF SERVICES. This Service Order is binding on you when you sign it. The initial term for each Service is 36 Months. The billing for each Service will commence on that date upon which the Service is made available by CCI for use by you, unless, prior to commencement, you notify us in writing that the Service provided does not meet an applicable Service performance specification. The Contract Term will not be less than a term of 12 months from the Service availability date except where “month-to-month” is the contracted term or where applicable law provides otherwise. During the initial term, we may make changes to the Services, including by adding to or modifying the features associated with the Services, but we will not materially reduce your Service functionality during the initial term. In some cases, new or modified Service features may require your payment of additional charges. If a new or modified Service feature requires your payment of an additional charge, we will notify you and will provide an opt-out period during which you will be able to opt-out of the applicable feature and the corresponding charge. If you do not opt-out during the opt-out period, your continued use of the Service following the opt-out period signifies your acceptance of the new or modified Service feature and your agreement to pay the corresponding charge. After the initial term, this Agreement and the term for each Service will automatically be extended on a month-to-month basis, unless either party provides at least 30 days’ written notice of termination to the other. Upon the

commencement of any such month-to-month renewal term, any discounted or promotional pricing will expire, and pricing will automatically be adjusted to reflect our then-current rates for the Services. During the renewal term, we may discontinue or modify the Service or increase Service charges at any time with thirty (30) days’ prior notice to you.

CANCELLATION CHARGE; EARLY TERMINATION CHARGE. This contract shall be contingent upon and deemed valid and enforceable only upon receiving approval from Lake Land College Board of Trustees. If you cancel this Agreement or any Service after the Effective Date but before the date that the Service is first made available to you, or if installation fails because of your action or inaction, and is not later completed, you agree to pay to us a cancellation charge equal to four (4) months of MRCs, plus all costs incurred by us in connection with the extension of facilities to your location, including both our costs and third-party costs. The cancellation charge will be paid to us not later than the later of any due date identified on the invoice or thirty (30) days after the date Service is terminated. If we have provided any equipment to you, the equipment must be returned to us in good condition or you will be responsible for its cost. Notice of any Service termination must be submitted to us in writing. If you terminate any Service after the Service is first made available to you and before the end of the applicable term for any reason not permitted by this Agreement, or if we terminate any Service or this Agreement for your breach, you are responsible for an early termination charge equal to 100% of the MRCs for each affected Service for each of the remaining months in the term. Notwithstanding the foregoing, in markets where the following products are sold, the Essentials Voice, EPAKII Voice Packages, BizConnect and FiberConnect products will be subject to a flat early termination charge of \$129.00 per circuit or per line as applicable with no proration for the length of time left in the term for these products. In addition to the applicable early termination charge, you will also be responsible for the following ancillary costs related to your Service: (i) any recurring Service charges that are due or that become due and that are unpaid as of termination; (ii) any non-recurring charges (including any non-recurring charges that were waived by us at the time the Services were ordered) that are due or that become due and that are unpaid as of termination; (iii) any unrecovered costs of installation including, without limitation, fiber build and similar costs; (iv) all costs incurred by us, including costs with a third party, for any service, equipment or access rights procured in order to install a Service and/or to serve you; and (v) all taxes, fees and assessments. You agree that the early termination charge and the ancillary costs described above are a fair estimate of the damages to us in connection with your early termination and is not a penalty. Early termination charges may be waived if you upgrade a service for a term at least as long as the remaining term on this Agreement.

911 SERVICES. If you are obtaining any Service that is not powered from within the CCI network, you acknowledge receipt of disclosure that there are possible limits on access to 911 Service, that you, and not CCI, must provide



electrical power for any customer-premise equipment and for connections to the underlying CCI network, and that outages may affect 911 access, 711 access and access to other services for users. You also acknowledge that you may be required to affix stickers or labels related to 911 limits or to otherwise provide notice of such limitations to users. You also acknowledge that location-based 911 Service is available, if at all, only at the location where we physically install the related Service. You may be provided with additional disclosures. It is your sole responsibility to determine if a Service is compatible with any security, alarm or monitoring service and/or system you

use. To the extent that you operate or use a private network or multiline telephone system, you are, to the fullest extent permitted by applicable law, solely responsible to maintain timely and correct specific location information in the 911 or other relevant emergency database of all your telephone units and associated numbers, so that the appropriate emergency agency will be contacted, and the responder will be able to determine the actual location from which an emergency call is made. You agree to notify all users and potential users of the limitations applicable to 911 calls made through the Service as described in this provision.

MARKETING

Unless you opt-out by marking the box below, the following provision will apply to you: You agree that we may include your name and logo on our public customer list. You also agree to reasonably cooperate with us on co-marketing and public relations activities to demonstrate the launch and success of your program (e.g., press release, case study, testimonial,

video). You grant us a limited, non-exclusive, worldwide license to use your name and logo for these purposes.

I am opting out of this provision

CCI REPRESENTATIVE		Lake Land College	
By:		By:	
Name: Brett Kingery		Name: Greg Nuxoll	
Title: Manager		Title: Vice President for Business Services	
Signature Date: 7/19/2023		Signature Date: 7/19/2023	
00075263		CUSTOMER CONTACT INFORMATION:	
		Name: Greg Nuxoll	
		Address: 5001 Lake Land Blvd Mattoon, Illinois 61938	
		Business Phone: 217-234-5224	
		Email Address: gnuxoll1@lakelandcollege.edu	



GENERAL TERMS AND CONDITIONS

1. SERVICES. These General Terms and Conditions along with the Business Services Agreement and any Addenda attached hereto constitute the Agreement between the parties for the provision of Services requested by you hereunder. You may not vary this Agreement with use of a Customer-issued purchase order, it being understood that the terms of any such purchase order will be void and/or superseded by the terms of this Agreement in the event of any conflict. You acknowledge that we may elect to perform under this Agreement through one or more CCI affiliates or other entities and that the applicable CCI affiliate to this Agreement is located in the state in which the Service(s) are being provided as referenced at <https://www.consolidated.com/affiliates>.

2. ACCESS. You agree to provide or obtain for us reasonable access to the location(s) where Service will be installed and/or provided, and to cooperate with us during installation and other work related to the provision of Service. We will deliver Service to a demarcation point established in accordance with applicable law and/or regulation, or in lieu thereof, established by us at or near the Service location.

3. PAYMENT. You agree to pay for all Services on time and at the applicable rates and charges, plus all applicable taxes, fees and assessments, without any deduction or setoff. You agree to pay all amounts stated on the invoice by the due date, or if there is no date stated, within thirty (30) days of the date of our invoice to you (the "Due Date"). If you do not timely pay your bill, you will be responsible to pay late charges applied to the amount unpaid of one and one-half percent (1.5%) of such amounts from the Due Date until paid in full (or the greatest amount allowed by applicable laws, if less). If your check is returned unpaid, or your payment does not clear, you will be billed our then-applicable fee for such occurrence. If you do not pay all undisputed amounts by the Due Date, we may elect to suspend or to disconnect any Service(s) until your account is brought current, including interest and late charges. A reactivation fee will apply.

4. BILL DISPUTES. If you dispute any charges stated on an invoice, you are required to notify us in writing within thirty (30) days of the date of the disputed invoice. Regardless of the basis of the dispute and unless prohibited by applicable law, if you fail to provide to us a written dispute notice as set forth above within thirty (30) days after the date of the affected invoice in which the disputed charge initially appears, you waive the right to dispute the charge and the invoice will become final and not subject to dispute for any purpose. Your dispute notice must identify the specific charge(s) that you dispute and provide a reasonable explanation of the basis for the dispute. Notification of disputed charges will not excuse payment of the remainder of the invoice, and you agree to pay all other invoiced charges not disputed in accordance with this section by the Due Date. Upon our resolution of a dispute you will either be credited for disputed amounts resolved in your favor or must pay the disputed amounts found to be due.

5. USE OF SERVICES. You are responsible to pay for all use of Service, including others' use of your Service and/or use of your equipment. We encourage you to investigate and implement available security options such as call blocking to protect yourself from fraud. Services are provided to you for your own use and cannot be resold by you unless specifically agreed to in writing by us. Each party agrees to comply with all Federal, state and local laws, rules, regulations and ordinances applicable to the Services or their use. We reserve the right to suspend a Service if we determine that the use being made of that Service is or is likely to be in violation of applicable law or regulation. Our current Acceptable Use Policy (AUP) is available at <https://www.consolidated.com/Support/Terms-Policies/Internet-Terms-Policies/Internet-Terms-Conditions-and-Acceptable-Use-Policy> and is expressly incorporated into this Agreement. We may update our AUP or other online terms and conditions of use applicable to the Service at any time. A violation of any applicable law or our AUP by you or any users of your Service may result in an immediate suspension or termination of Service.

6. EQUIPMENT, WIRING AND SOFTWARE. We may provide you with equipment and/or inside wiring. Unless otherwise expressly provided in this Agreement, you obtain no property right or interest in any equipment or facilities provided by us, and all right, title and interest to such items will remain solely with us or our underlying provider, as appropriate. We may at any time substitute the equipment and facilities used to provide the Services. As to all CCI-provided equipment, unless purchased by you and paid in full, you will: (i) keep all the equipment free and clear of any liens, claims and security interests and will provide prompt notice of any attachment or other judicial process affecting any item of the equipment; (ii) safeguard the equipment from loss and damage; and (iii) maintain full responsibility for the equipment if any damage or injury occurs and pay for all repairs, or for the replacement of the equipment if it is irreparable, lost or stolen. You are responsible for all wiring maintenance on your side of the demarcation point. Additional charges based on time and materials may apply if an optical handoff is required for Ethernet delivery. You may not move any CCI equipment without our written consent and, unless purchased by you and

paid in full, you must return all CCI-provided equipment to us when the associated Service is terminated, in the same condition as when installed, reasonable wear and tear excepted, and consistent with any requirement of law. If we provide you with any software, you are only permitted to use the software in object code form on the hardware on which it is installed for the sole purpose of enabling use of the Services, and you agree not to: (i) disclose or make available to third parties any portion of the software without our advance written permission; (ii) further copy or duplicate the software; (iii) reverse engineer, decompile or disassemble such software; (iv) make derivative works from such software; (v) modify such software; or (vi) use the software in a credit bureau capacity. Additionally, to the extent any such software is third-party software, the third-party software may be governed by separate license provisions found or identified in documentation or on other media delivered with the third-party software or otherwise provided to you, all of which are incorporated herein by reference.

7. NETWORK ADDRESSES. Any and all network addresses provided to you will at all times remain our property and are non-transferable. We grant you a license to use such network addresses during the term but only for the purposes and as contemplated by this Agreement. You will have no right to such network addresses upon expiration or termination of the applicable Services. You also agree that your license to use such network addresses during the term is revocable and is for non-portable network address space. Network addresses may be re-numbered as and when we deem necessary. All customers applying for IP address space from CCI must complete an IP address form provided by us, the terms of which will be deemed incorporated herein. Unless otherwise expressly provided in this Agreement, all fees associated with domain name registration and periodic maintenance of domain names are your responsibility. The registrar (or CCI on registrar's behalf) will bill such fees directly to you.

8. CUSTOMER-PROVIDED EQUIPMENT. You will provide, at your sole cost and expense, any and all additional electronic equipment and other facilities necessary for your use of the Services other than those provided by us. Unless otherwise agreed in writing, we will have no obligations with respect to the provision, installation or maintenance of any customer-provided equipment. You will pay the cost of interfacing to our demarcation point. You are fully responsible for ensuring that all customer-provided equipment is properly interfaced with the Services and emits signals that: (i) are of the proper mode, bandwidth, power, data speed and signal level for your intended use; (ii) are fully compliant with the generally accepted minimum protective standards of the telecommunications industry as endorsed by the Federal Communications Commission (FCC); and (iii) do not damage, harm, degrade or interfere with proper operation of the Services or our equipment and facilities. We assume no responsibility for the quality of the signal generated by any customer-provided equipment and will only be required to use commercially reasonable efforts to deliver the signal to the receiving location in the same format and condition as generated by such equipment. If you fail to maintain and operate your equipment properly, with resulting or imminent interference, degradation or harm to or with the proper operation of our services, equipment or facilities, or with injury or imminent injury to our personnel, we may immediately suspend the Services without liability or require the use of protective interface equipment at your expense.

9. MAINTENANCE AND SERVICE ISSUES. The information located at <https://www.consolidated.com/Trouble-Reporting> is made available to you for reporting service problems, making requests for repair status, escalating individual circuit problems and scheduling maintenance. We also reserve the right to perform network upgrades, maintenance, updates and modifications at such times as are determined by us as required to maintain the Service performance, and any maintenance notices to you will be provided in accordance with the applicable Addendum and prevailing CCI state practices. We will use commercially reasonable efforts to perform all scheduled maintenance in a manner that minimizes any system interruption and will typically endeavor to perform scheduled maintenance between 12:00 a.m. and 6:00 a.m. local time. Each party will maintain communication with the other party throughout the status of any customer-specific trouble resolution. Your sole remedy for failure of the Services to meet any applicable performance specifications and for any Service interruptions as described in any Addendum will be for us to grant you the credits described in the applicable Addendum, if any. To be eligible for a credit, you must be under term as to the affected Service (must not be month-to-month), must be in good financial standing with CCI and must open a trouble ticket with us for the Service issue. To receive a credit, you must request the credit in writing within thirty (30) days after the end of the month in which the credit-generating event occurred or you will waive your right to any credit or other remedy for such event. Credit requests must include your name, contact information, billing account number, circuit ID (if applicable), the date of the outage, trouble ticket number(s) and any other information requested by us. All credit requests are subject to our review and approval, and credits will only be applied in the billing cycle following our approval. Credits are not cumulative (only the highest applicable credit will apply to any one credit-generating event)



and will not exceed 50% of the MRC for the affected Service(s) in the aggregate unless otherwise provided in an applicable Addendum. If there are no Addenda or the applicable Addendum does not specifically provide for credits, credits will only apply in our sole discretion. Services provided pursuant to filed state or federal tariff are subject to terms and conditions contained in such tariff and not any Addendum. In no event will you be entitled to credits or other remedies for Service issues caused by you or resulting from Force Majeure Events (described below) or our planned maintenance.

10. LIMITATION OF WARRANTIES. We will perform all installation and other work at the location where Services are provided in a competent manner, and any damage to such location will be promptly repaired or corrected. Additionally, in the event you are permitted to purchase any equipment or third-party software licenses as set forth in this Agreement, we will use commercially reasonable efforts to pass through (or to cause its applicable vendor to pass through) the manufacturer's end-user warranty for the purchased equipment or software licenses. OTHERWISE, ALL SERVICES, EQUIPMENT, FACILITIES AND SOFTWARE ARE PROVIDED ON AN "AS-IS" AND "AS AVAILABLE" BASIS, AND WE SPECIFICALLY DISCLAIM ANY AND ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY AND OF FITNESS FOR A PARTICULAR PURPOSE. WE DO NOT WARRANT UNINTERRUPTED AND/OR ERROR-FREE OPERATION OF ANY FACILITY, EQUIPMENT OR SERVICE UNLESS THAT IS UNAMBIGUOUSLY DESCRIBED AS SUCH IN THIS AGREEMENT. WE DO NOT WARRANT OR GUARANTEE SPECIFIC INTERNET UPLOAD OR DOWNLOAD SPEEDS OR DATA QUALITY. WE COMPLY WITH APPLICABLE RELATED RULES, BUT SPEEDS ARE SUBJECT TO FACTORS OUTSIDE OF OUR CONTROL. ADVICE OR INFORMATION GIVEN BY CCI OR ITS CUSTOMER SUPPORT OR OTHER REPRESENTATIVES WILL NOT CREATE A WARRANTY OF ANY NATURE OR TYPE WHATSOEVER.

11. REMEDIES; LIMITS ON LIABILITY.

11.1 Your remedies for any failure, interruption, degradation, outage, non-delivery or non-performance of any Services, including related equipment and facilities, and any loss of data, or for any breach by us of this Agreement, are limited to (i) the applicable service credits or other remedies provided for under an applicable Addendum or (ii) if no Addendum is applicable, one or more of the following as elected by us: (a) repair of the Service, facilities, equipment or wiring; (b) re-performance of work, where that can be done; (c) cancellation or termination of any Service not remedied by repair or re-performance, with no cancellation or early termination charge; and/or (d) an adjustment or credit to your bill.

11.2 TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE COMBINED LIABILITY OF CCI AND ANY CCI AFFILIATE TO YOU WILL BE LIMITED TO THE APPLICABLE REMEDY IDENTIFIED ABOVE AND WILL IN NO EVENT EXCEED PROVEN DIRECT DAMAGES, NOT TO EXCEED THE TOTAL YOU HAVE PAID FOR ALL SERVICES FOR THE 12-MONTH PERIOD PRIOR TO THE TRIGGERING EVENT. HOWEVER, THIS LIMITATION WILL NOT APPLY TO BODILY INJURY, DEATH OR DAMAGE TO REAL PROPERTY DIRECTLY CAUSED BY OUR GROSS NEGLIGENCE OR INTENTIONAL MISCONDUCT. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, NEITHER YOU NOR CCI OR ANY CCI AFFILIATE WILL BE RESPONSIBLE FOR ANY PUNITIVE, ENHANCED COMPENSATORY, INDIRECT, SPECIAL, CONSEQUENTIAL OR INCIDENTAL DAMAGES, INCLUDING ANY LOSS OF BUSINESS, REVENUE OR PROFITS, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH LOSS, AND WITHOUT REGARD TO THE THEORY OF RECOVERY. To the maximum extent permitted by applicable law and except as otherwise expressly provided in this Agreement, neither CCI, any CCI affiliates nor any person or entity utilized by us to provide the Services, will be liable for any of the following: (i) any information or content that CCI or an affiliate transports or provides, and any and all claims related to such information or content; (ii) any unauthorized access to or use of your Services or equipment, or of any equipment or facilities related to such Services; (iii) any access, alteration, theft, damage, destruction or loss of any of your records, data or other information; (iv) any claims for damage for which you are responsible, whether in whole or in part, whether through action or inaction, and regardless of degree; and (v) claims against you by any person or entity not a party to this Agreement. Some jurisdictions may not permit the exclusion of certain warranties and/or damages as set forth above. In these jurisdictions, the foregoing will serve to limit CCI's liability to the maximum extent permitted by applicable laws.

11.3 No cause of action, regardless of form, arising out of this Agreement, may be brought by either party more than one (1) year after the cause of action has arisen or, in the case of non-payment, more than one (1) year from the date the last payment was due.

12. BREACH AND TERMINATION. You will be in breach of this Agreement: (i) if you fail to timely pay any undisputed amount due to us under this Agreement within ten (10) days of the date that it is due; (ii) immediately if you fail to comply with section 5 of these General Terms and Conditions; (iii) if you fail to perform any other obligation under this Agreement, and such failure continues for more than 10 days after written notice from us; (iv) if you cancel or repudiate this Agreement or any Service commitment; or (v) if you are subject to voluntary or involuntary bankruptcy proceedings, make an assignment for the benefit of creditors, cease to operate as a going business, or become insolvent or seek protection from creditors. Upon the occurrence of a breach not cured within CCI's 30-day written notice, we may elect to suspend or terminate any Services and/or this Agreement on written notice to you. If we take action to collect amounts due, or to address any other breach, we will be entitled to reasonable attorneys' fees and costs. You can terminate this Agreement and/or a Service at any time on written notice to us, subject to payment of all applicable cancellation or early termination charges set forth in the Service Order. We will only be in breach of this Agreement if we fail to perform an obligation under this Agreement and such failure continues for more than 30 days after written notice from you. Upon the occurrence of our breach, you may elect to terminate any Services and/or this Agreement on written notice to us.

13. FORCE MAJEURE. We are not responsible for performance if we are delayed or hindered by any action, inaction or event that is outside of our reasonable control (a Force Majeure Event). This includes but is not limited to fire, flood, severe weather, any other Acts of God, acts of government, civil unrest, terrorist or similar acts, any strike or labor stoppage, embargo, war, cable cuts, power outages or failures, action or inaction by any third party, or any unavailability of necessary facilities, software, hardware or equipment. Notwithstanding anything herein to the contrary, if the Force Majeure delay continues for 30 days or more, either party may terminate the affected Services upon written notice to the other party, without penalty or liability for early termination.

14. INDEMNIFICATION. You hereby agree to indemnify, defend and hold CCI and any CCI affiliate harmless from and against any damages, costs, liabilities and attorneys' fees (and costs) we may incur from any claim arising from: (i) your use of the Service, or the use of your Service by others, including without limitation, violation of the copyrights, trademarks or other intellectual property rights of others, your combination of any Service with other products or services not provided by us, or any modification of the Service; (ii) your breach of the terms and conditions contained herein or any other terms and conditions of use applicable to the Service; or (iii) your negligence or willful misconduct. In such event, you agree to defend and control any such litigation, including the payment of any settlement thereof. You agree not to acquiesce to any judgment or enter into any settlement that adversely affects our rights or interests without our prior written consent, such consent to be exercised in our sole discretion. We hereby agree to give you prompt notice of all claims and to cooperate in defending against the claim. You may not settle any claim under this section which includes an admission of criminal liability or the payment of a settlement amount without our prior written consent, such consent to be exercised in our sole discretion.

15. ASSIGNMENT AND TRANSFER. You may not assign or transfer this Agreement, any Service or any of your rights or obligations under this Agreement without our prior written consent. Notwithstanding this provision, you may assign or transfer this Agreement and all Services to an entity that is successor to all or substantially all of your assets or capital stock on written notice to us if the successor entity agrees in writing to perform all terms and conditions applicable to the Services and is reasonably capable of doing so. We may assign this Agreement in whole or in part at any time subject to the requirements of applicable law. New customers are subject to credit review. An assignment or transfer in violation of this section will be void. This Agreement is binding upon execution, and will inure to the benefit of each of the parties and their respective successors and permitted assigns.

16. NOTICES. CCI may provide notice of change of address via email or regular mail to the contact person set forth on the signature page of this agreement, or to any subsequent contact person identified by you. All other legal notices to you will be sent to the contact person and address set forth on the first page of this Agreement. All other legal notices must be in writing and will be mailed by certified or registered mail, postage prepaid, return receipt requested and will be deemed given on the third (3rd) business day after the date of posting in a United States Post Office or one day after delivery to a nationally recognized overnight courier. All legal notices to us must be sent to: Consolidated Communications, Attn: Legal Department, 350 South Loop 336 West, Conroe, Texas 77304. Except as otherwise agreed upon by you and CCI, you can change your notice address on written notice to CCI in accordance with this section.

17. GOVERNING LAW; VENUE; WAIVER OF JURY TRIAL AND CERTAIN CLAIMS. This Agreement, its formation, construction and interpretation will be governed by and construed in



accordance with the laws of the State of New York, without regard to its conflict of law provisions. The United Nations Convention on Contracts for the International Sale of Goods will not apply to this Agreement. For the purpose of resolving any dispute regarding this Agreement, its formation, construction and interpretation, to the fullest extent allowed by law, the parties agree to submit to jurisdiction and to bring such action in a U.S. District Court, or absent federal court jurisdiction, in a state court of competent jurisdiction, where the original party defendant is domiciled. THE PARTIES KNOWINGLY, VOLUNTARILY AND INTENTIONALLY WAIVE THEIR RIGHT TO A JURY TRIAL AND ANY RIGHT TO PURSUE ANY CLAIM RELATED TO THIS AGREEMENT ON A CLASS OR CONSOLIDATED BASIS OR IN A REPRESENTATIVE CAPACITY, TO THE EXTENT PERMITTED BY LAW.

18. MISCELLANEOUS. The person signing this Agreement for you represents and warrants that he/she is authorized to execute this Agreement. For certain Service changes, a person authorized on your account may request the change via an email to your account representative or a CCI customer service representative. Otherwise the terms and conditions of this Agreement can only be amended by a writing signed by both parties. The failure of either party to insist on

strict performance of any provision of this Agreement is not a general waiver of that provision or of any future performance. If any part of this Agreement is found to be invalid or unenforceable, the rest of the Agreement remains enforceable. This Agreement constitutes the entire agreement of the parties. Each party hereto is an independent contractor under this Agreement, and no license, joint venture or partnership, express or implied, is granted, created or intended. Neither party has the authority to bind the other party, or act for the other party, in any manner or capacity. In the event of any inconsistency between these General Terms and Conditions and the terms or conditions contained in the Business Services Agreement or any Addendum, the terms of the Business Services Agreement or applicable Addendum will govern and control with respect to the applicable Service.

19. CONSENT TO SHARE INFORMATION. You give us your consent to: (i) share information with our affiliates and others where sharing can assist in initiating, providing, billing and collecting for Services, establishing and managing billing records, responding to Service issues and resolving payment questions; and (ii) provide information on other CCI services.

ATTACHMENT 1

Insert any applicable Service Addenda
(there may be none)

DEDICATED INTERNET SERVICES ADDENDUM

1. INTERCONNECTION SPECIFICATIONS. Dedicated Internet service will be delivered using American National Standards Institute (“ANSI”) specifications. The signal characteristics and supported MAC Layers at the Network Interface (“NI”) will be as specified in the ANSI standards. The physical NI will be dependent on the physical data rate contracted.

2. PERFORMANCE STANDARDS. Dedicated Internet service standards apply on a one-way basis between the Dedicated Internet Service edge router at the point of demarcation (“DEMARC”) and CCI’s ingress/egress Internet uplinks. When a third-party provider is used to extend the CCI network, standards apply only to the CCI network handoff (Network to NI) to the third party. Dedicated Internet service standards exclude nonperformance due to force majeure or planned interruptions for necessary maintenance purposes. The actual end-to-end availability and performance of Dedicated Internet service may be affected by the customer-provided equipment, dependent upon the type and quality of customer-provided equipment used.

3. AVAILABILITY OBJECTIVE. Availability is a percentage of total time that service is operative when measured over a 30-consecutive-day (720-hour) period. The end-to-end availability standards for Dedicated Internet service are:

CCI MARKET	SPECIFICATION	AVAILABILITY
CCI Legacy Markets	Access – With Redundant CPE*	99.995%
CCI Legacy Markets	Access – With Non Redundant CPE	99.95%
CCI NNE Markets**	Access – With Redundant CPE	99.995%
CCI NNE Markets	Access – With Non Redundant CPE	99.95%

*Redundant CPE consists of two (2) NIs on two (2) different CPE devices and two (2) different uplink fiber pairs at each of your sites terminating in two (2) core nodes in two (2) different CCI offices (dual homed).

**CCI NNE Markets include Maine, New Hampshire and Vermont

4. INOPERABILITY. Dedicated Internet service is considered inoperative when there has been a loss of signal.

5. REPAIR AND SCHEDULED MAINTENANCE. Repair efforts will be undertaken upon notification of trouble by internal network surveillance and performance systems or by notification of trouble and release of Dedicated Internet service by you for testing. You will be notified a minimum of five (5) business days in advance of any scheduled maintenance. Scheduled maintenance will be performed in a manner that minimizes any system interruption. Performance and availability standards will not apply during scheduled maintenance periods.

6. SLA SERVICE CREDIT PROCESS. SLA credits will be granted for Dedicated Internet service if CCI fails to meet service parameters as previously defined under Availability, subject to the following terms and conditions. CCI reserves the right to change, amend or revise this policy at any time. For the SLA credit process, please refer to the terms and conditions on your contract.

ACTUAL SERVICE AVAILABILITY	CONFIGURATION			EXAMPLE FOR 30-DAY MONTH
	Redundant	Non-Redundant	Type 2	
100%-99.999%	0%	0%	0%	Less than 40 sec
99.999%-99.95%	5%	0%	0%	40 sec up to 24min
99.95%-99.5%	10%	10%	0%	24 min up to 4 hrs
99.5%-98.9%	25%	25%	0%	4 hrs up to 8 hrs
98.9%-98.2%	40%	40%	0%	8 hrs up to 12 hrs
<98.2%	50%	50%	0%	Greater than 12 hrs

Dedicated Internet Services Addendum, v20211123

DDoS MITIGATION SERVICES ADDENDUM

1. DESCRIPTION OF DDoS MITIGATION SERVICES. CCI will provide Distributed Denial-of-Service ("DDoS") mitigation services ("**DDoS Mitigation Services**") to you as set forth on your order for DDoS Mitigation Services under the Agreement or a separate service order for DDoS Mitigation Services (a "**Service Order**"). Each Service Order will identify the scope of the DDoS Mitigation Services and/or equipment that is the subject of such Service Order. The DDoS Mitigation Services provide attack detection, mitigation and management to help you to identify and mitigate DDoS attacks on your network, and aids you in receiving legitimate electronic traffic. During a DDoS attack, the DDoS Mitigation Services work by, among other things, diverting Internet traffic for attacked networks to a mitigating service.

2. PERFORMANCE STANDARDS OF DDoS MITIGATION SERVICES.

2.1. General. CCI will activate the DDoS Mitigation Services as soon as a DDoS attack as been identified by CCI. You will be notified when CCI has begun to mitigate a DDoS attack. You may experience data loss, latency and other delays during the attack, and during the time that DDoS Mitigation Services are being deployed. CCI does not guarantee complete mitigation of a DDoS attack.

2.2. Time-to-Mitigation Objective. Mitigation resolution times may vary. CCI will notify you upon completion of mitigation scrubbing. Certain cases may require CCI to enact a Remotely Triggered Black Hole ("**RTBH**") to aid in clearing the DDoS attack, which would result in a total loss of your data service as the RTBH is enacted. CCI will inform you prior to enacting this RTBH methodology.

2.3. Repair and Scheduled Maintenance. Repair efforts will be undertaken upon notification of trouble by internal network surveillance and performance systems or by notification of trouble and release of DDoS mitigation service by you for testing. You will be notified a minimum of five (5) business days in advance of any scheduled maintenance. Scheduled maintenance will be performed in a manner that minimizes any system interruption. Performance and availability standards will not apply during scheduled maintenance periods.

3. LIMITATIONS. CCI's performance of the DDoS Mitigation Services is dependent on you: (i) undertaking all customer responsibilities contained in the Agreement and (ii) timely cooperating with CCI with respect to any other customer requirements specified by CCI for operation of DDoS Mitigation Services. DDoS Mitigation Services are intended to improve your ability to mitigate a DDoS attack, but your use of DDoS Mitigation Services does not guarantee: (i) the security of your data, information or network; or (ii) that any DDoS attack will be completely mitigated. CCI DISCLAIMS ANY AND ALL REPRESENTATIONS OF WARRANTIES, EXPRESS OR IMPLIED, IN FACT OR BY LAW, STATUTORY OR OTHERWISE, INCLUDING WITHOUT LIMITATION WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR USE, AND THAT DDoS MITIGATION SERVICES WILL BE UNINTERRUPTED OR ERROR FREE, OR THAT YOUR NETWORK SERVICES WILL BE UNINTERRUPTED OR ERROR FREE WITH USE OF DDoS MITIGATION SERVICES. CCI will provision DDoS Mitigation Services according to the standards set forth in the applicable Agreement. In the event of any breach of your data or information, due to any cause, CCI's liability (and limitations thereof) for such breach, and any failure of DDoS Mitigation Services, is as forth in the applicable Agreement.

DDoS Mitigation Services Addendum, v20211123



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LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President; LLC Board of Trustees

FROM: Dr. Valerie Lynch, Vice President for Student Services

CC: Josh Fulk, Bill Jackson

DATE: August 7, 2023

RE: Lake Land College Skeet and Trap Shooting Team

Funding for a new Lake Land College Skeet and Trap Shooting Team is included in the FY24 budget. The Athletics Department is requesting the Board of Trustees' approval for the team to begin competition during the 2023-2024 academic year. Mr. Josh Fulk, Civil Engineering Technology Faculty/Coordinator, has been appointed the Coach. He will be compensated according to the Part Time Rates and Stipends for coaches.

The Lake Land College Skeet and Trap Shooting Team will be open to students of all majors as well as students of all genders. Some ammunition may be stored under the supervision of the Campus Police Department in their secure storage area. No weapons will be stored or operated on campus for the purposes of the team. Competition will occur off campus. The team will consist of ten participating members and Coach Fulk will have the option to offer up to 6 (six) tuition and fee scholarships per academic year.

I respectfully request the Board of Trustees approve the establishment of a new Lake Land College Skeet and Trap Shooting Athletics Team, approve 6 (six) tuition and fee scholarships for the team per academic year, and approve the appointment of Mr. Josh Fulk, Civil Engineering Technology Instructor/Coordinator, as the Coach.

Thank you!

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
August 14, 2023**

The following employees are recommended for FMLA leave. Board policy 05.04.12.

Dragovan, Nate	6/26/23-9/15/23
Harris, Mark	4/13/23-8/16/23 intermittent
Mummel, Scott	7/3/23-9/22/23

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

Assistant Comptroller and Purchasing Coordinator	Level 14
Chemical Hygiene Officer/Laboratory Supervisor	Level 13
Child Care Lab Assistant	Level 10
Child Care Lab Lead	Level 11
Coordinator of Curriculum Development	Level 14
Counseling Services Coordinator	Level 12
Dual Credit Specialist	Level 12
ISS Program Manager	Level 15

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Ohnesorge, Lori	Adj Reading Instructor	8/21/23
	Primary Position Director of TRIO Programs	
Rosario, Moises	Bookstore Rush Worker	8/7/23
	Primary Position International Studies Prg Asst	
Stewart, David	Adjunct Faculty Business Division	8/21/23
	Primary Position Chief Information Office	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Kingery, Rachael	Adult Education Instructor	7/19/23
	Primary Position Alternative Education Instr	
Lynch, Annette	Tutor - Bachelor's Disability	6/21/23
	Primary Position Perkins Student Worker	
Metzger, Teresa	BNA Clinical Instructor Adult Education	7/19/23
	Primary Position Adult Education Instr	

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

	Position	Effective Date
Full-time		
Bigard, Ashley	Assistant Director of TRIO Destination College	8/28/23
Bird, Jean	Associate Dean of Correctional Programs	7/10/23
Boomhower, Erik	Transportation Training Specialist	8/21/23
Bowen, Mercury	Coordinator of Diversity, Equity, Inclusion, & Belonging	8/15/23
Legus, Aryon	Correctional Auto Body Instructor	7/17/23

Full-time Tenure Track

Hoene, Kurt	Bldg Construction Technology Instructor/ Coordinator	8/18/23
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Part-time

Bickford, John	Adult Education Instructor	8/15/23
Bruns, Kata	Administrative Assistant Pana Ext Center	8/2/23
Clark, Deanna	Newspaper Editor - Student Newspaper	8/7/23
Cook, Kieran	Bookstore Rush Worker	8/7/23
Freeman, Gabriel	Print Shop Technician Assistant	7/31/23
Godden, Holly	Adult Education Instructor	8/15/23
Honselman, Haley	Dual Credit Coordinator	2/24/23
Kaurin, Emily	Newspaper Editor - Student Newspaper	8/7/23
Marx, Marco	International Studies Program Assistant	7/20/23
Miller, Chris	Financial Aid Representative	7/26/23
Mitchell, Mabry	Newspaper Editor - Student Newspaper	8/7/23
Potter, Jay	Volleyball Assistant Coach	7/24/23

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

	Position	Effective Date
Full-time		
Beam, Cheryl	Nursing Instructor (Retirement)	8/3/23
Brouard, Steve	Correctional Career Technology Instructor	6/30/23
Carlson, Nathaniel	Apprenticeship Navigator-WIOA	8/10/23
Foreman, Kay	Physical Therapist Assistant Instructor (Retirement)	8/3/23
Haarman, Neal	Bldg Construction Technology Instructor/Coord (Retirement)	8/3/23
Huesing, Michael	Correctional Construction Occupations Instr	7/14/23
Hurt, Betheny	Associate Dean of Correctional Programs	7/7/23
Kleinschmidt, Elizabeth	Correctional Commercial Cooking Instructor	7/7/23
Maxey, Bailey	Correctional Career Technology Instructor	6/2/23
Patterson, Susannah	Correctional Office Assistant	7/14/23
Strohl, Randall	Technical Training Specialist CBI (Retirement)	8/10/23
Taylor, Debra	Correctional Ofc Assistant	2/13/23
Tillman, Joseph	Renewable Energy Instructor/Program Coord	8/3/23
Warner, Matthew	Associate Dean of Correctional Programs	7/14/23

Part-time

Achenbach, Chais	Student Path Recipient	6/2/23
Babb, Austin	Student Path Recipient	6/2/23
Beech, Makayla	Student Path Recipient	6/2/23
Blazich, Landon	Bookstore Rush Worker	5/11/23
Boggs, Sherrill	Student Path Recipient	6/2/23
Bowman, Christie	Student Path Recipient	6/2/23
Calvert, Abigail	Student Path Recipient	6/2/23
Clarke-Miller, Rushida	Student Path Recipient	6/2/23
Duduit, Amanda	Student Path Recipient	6/2/23
Duduit, Zoe	Student Path Recipient	6/2/23
Evrley, Christen	Student Path Recipient	6/2/23
Gregory, Danielle	Student Path Recipient	6/2/23
Hammer, Donovan	Student Path Recipient	6/2/23
Jackson, Kaitlin	Adult Education Instructor	5/23/23
Jeffers, Zachary	Student Path Recipient	6/2/23
Kircher, Michael	Allied Health Ems Unpaid Adjunct	7/19/23
Lazenby, Debra	Allied Health BNA Adjunct Faculty	12/9/22
Lewis, Curtis	Student Path Recipient	6/2/23
Mambo, Esther	Bookstore Rush Worker	5/12/23
Mambo, Ruth	Bookstore Rush Worker	5/12/23
Manisa, Benjamin	Bookstore Rush Worker	1/13/23
Mathis, Luran	Student Path Recipient	6/2/23
Miller, Chris	Financial Aid Representative	6/30/23
Mullenix, Caleb	Student Path Recipient	6/2/23
Nichols, Ivy	Student Path Recipient	6/2/23
Niemerg, Mark	Retiree Incentive Program	7/18/23
Parkerson, Noelle	Student Path Recipient	6/2/23
Peer, Kyler	Newspaper Editor - Student Newspaper	4/5/23
Plummer, Jane	Retiree Incentive Program	6/29/23
Rauschek, Kelly	Technical Support Assistant	7/31/23
Robertson, Shannon	Student Path Recipient	6/2/23
Rose, Haley	Student Path Recipient	6/2/23
Shinholster, Joyce	Student Path Recipient	6/2/23
Sims, Tiffany	Administrative Assistant Pana Ext Center	8/3/23
Smith, Wyatt	Part-Time Groundskeeper	7/27/23
Starwalt, Breanne	Student Path Recipient	6/2/23
Stock, Sarah	Student Path Recipient	6/2/23
Stoldt, Madison	Student Path Recipient	6/2/23
Swingler, Lucas	Student Path Recipient	6/2/23
Thomas, Joseph	Admissions and Records Commencement Asst	5/15/23
Thomas, Nicole	Student Path Recipient	6/2/23
Wallace, Hallie	Student Path Recipient	6/2/23
Watkins, Heather	Student Path Recipient	6/2/23

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Besch, Sierra	Child Care Lab Lead Transferring from Early Childhood Lab Teacher	8/15/23
Garrett, Torie	Child Care Lab Assistant FT Transferring from Childcare Lab Assistant PT	8/15/23
Bretscher, Emily	Associate Dean of Correctional Programs Transferring from Corr Career Tech Instructor	8/7/23
Cruit, Laney	Alternative Education/Pathways Transferring from Alternative Education Transition Coordinator	8/1/23
Ohnesorge, Lori	Director of TRIO Programs Transferring from Dir TRIO Student Supt Services	8/15/23
Part-time		
Breer, Morgan	Adjunct Faculty Allied Health Division Transferring from Simulation Lab Coordinator	7/27/23
Iheasi, Elfrieda	Newspaper Editor - Student Newspaper Transferring from Bookstore Rush Worker	7/19/23