

Lake Land College

District No. 517

Board of Trustees
Agenda and Board Book
August 12, 2024
Regular Meeting No. 692



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. 692
Monday, August 12, 2024, 6:00 p.m.
Effingham Technology Center, Room 146, Effingham
*Agenda***

Routine.

Call to Order.

Roll Call.

Consent Item.

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

1. Approval of Minutes of July 11, 2024, Regular Meeting.
2. Approval of Minutes of July 11, 2024, Closed Session.
3. Approval of Agenda of August 12, 2024, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.

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

5. Destruction of Tape Recording of the February 13, 2023, Closed Session.

Public Hearing on Fiscal Year 2024 Operating Budget.

Refer to: <https://www.lakelandcollege.edu/wp-content/laker-documents/laker/bot/2025%20Budget.pdf>

Hearing of Citizens, Faculty and Staff.

Committee Reports.

A. ICCTA/Legislative	Ms. Denise Walk
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. Abbie Kelly
G. President's Report	Dr. Josh Bullock

Business Items.

Non-Action Items.

Topic	Board Book Page Number(s)
1. Effingham Education and Regional Extension Center Updates.	
2. Center to Business and Industry Updates.	
3. Monthly Data Point Discussion – Annual Enrollment Report and Equity Data.	25-30
4. Proposed Revisions to Board Policy 05.10 – <i>Hiring for Full-Time Employees.</i>	31-34
5. Calendar of Events.	35-36

Action Items.

Topic	Board Book Page Number(s)
1. 2025 Trustee Election Information and Acceptance of Letters of Designation.	37-45
2. Acceptance of June 2024 Financial Statements.	46-56
3. Declaration of Surplus Equipment or Item(s).	57-59
4. Approval of Organizational Charts.	60-66
5. Approval of Resolution No. 0824-005 to Adopt Fiscal Year 2025 Operating Budget. Refer to: https://www.lakelandcollege.edu/wp-content/laker-documents/laker/bot/2025%20Budget.pdf	67-99
6. Approval of Resolution No. 0824-006 Supporting the Extension of the Village of Bethany TIF District.	100-102
7. Acceptance of FY 2025 ICCB PATH Grant Funds.	103-105
8. Approval of Tort Plan.	106-115
9. Approval of Agreement with the Lake Land College Custodial Association.	
10. Approval of Revised Proposal by Bailey Edward for Architectural Design Work at the Effingham Technology Center.	116-120
11. Approval of Bid for Effingham Technology Center Level One Redesign.	121
12. Approval of Quote from Accelerate Built Environments of Chicago for DIRT Walls/Doors Construction Systems for the Phase 1 Project at the Effingham Technology Center.	122-127

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| 13. Approval of Proposal by Bailey Edward for Architectural Design Work for an Athletic Facility. | 128-131 |
| 14. Approval of Proposal by Bailey Edward for Architectural Design Work for the Northwest Lab Upgrades. | 132-136 |
| 15. Approval of Annual Renewal of the College's Microsoft A5 License. | |
| 16. Approval of Safe Deposit Box Signature Resolution with First Mid Bank and Trust. | 137-159 |
| 17. Approval of Proposed Revisions to Board Policy 05.05 – <i>Qualifications, Expectations, Duties, Requirements, Compensation, and Incentives for Adjunct Faculty.</i> | 160-164 |
| 18. Waive First Reading and Approve Proposed Revisions to the Following Board Policies: | 165-172 |
| • 06.38 – <i>Course Materials Rental.</i> | |
| • 10.29 – <i>Collection of Tuition and Fees on Delinquent Accounts, Registration Holds and Withholding of Transcripts.</i> | |
| • 10.35 - <i>Collection of Non-sufficient Funds (NSF) Checks.</i> | |
| • 11.13 – <i>Traffic Regulations and Parking.</i> | |
| 19. Waive First Reading and Approve Proposed Revisions to Board Policy 11.04 – <i>Discrimination and Harassment</i> and Delete Board Policy 11.02 – <i>Grievance Procedures for Equal Employment.</i> | 173-178 |
| 20. 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] | |
| 21. Approval of Request by a Faculty Member to Withdraw from the Planned Retirement Program as Discussed in Closed Session. | |
| 22. Approval of Human Resources Report as Discussed in Closed Session. | 179-180 |

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

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



Regular Board Meeting No. 691
Board and Administration Center, Room 011
Mattoon, IL
July 11, 2024

Minutes

Call to Order.

Chair Cadwell called the July 11, 2024, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board and Administration Center, Mattoon, IL.

Roll Call.

Trustees Physically Present:

Trustees Physically Present: Mr. Gary Cadwell, Chair; Mr. Kevin Curtis; Mr. Larry D. Lilly, Mr. Dave Storm, Secretary and Mr. Thomas Wright, Vice-Chair.

Trustees Absent: Trustee Doris Reynolds, Trustee Denise Walk and Student Trustee Abbie Kelly.

Others Participating via Telephonic or Electronic Means: None.

Others Present:

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

Approval of Consent Items.

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

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1. Approval of Minutes of June 10, 2024, Regular Meeting.
2. Approval of Minutes of June 10 2024, Closed Session.
3. Approval of Agenda of July 11, 2024, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	931,443.25
Building Fund	\$	89,438.09
Site & Construction Fund	\$	54,984.00
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	22,833.74
Restricted Purposes Fund	\$	497,275.79
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	1,781.91
Student Accts Receivables	\$	301,330.07
Total	\$	1,899,086.85

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

5. Destruction of Tape Recording of the January 9, 2023, Closed Session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk was not present and thus no report was given.

Resource & Development.

Trustee Reynolds, Committee Chair, was not present and thus no report was given.

Finance.

Trustee Storm, Committee Chair, said the Committee met on July 9, 2024, regarding items which will be discussed later in the agenda.

Buildings & Site.

Trustee Curtis, Committee Chair, 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 3rd annual Foundation & Alumni Awards celebration on Thursday, October 24. We will be recognizing our 2024 Foundation & Alumni award recipients at this event.
- The 2024-2025 Foundation scholarship application will reopen the month of August for any students who didn't apply for the first round.

Student Report

Ms. Abbie Kelly, Student Trustee, was not present and thus no report was given.

President's Report.

Dr. Bullock gave the following updates:

- The College did not receive a payment from the Illinois Department of Juvenile Justice (IDJJ) in June toward the FY 2024 outstanding balance. A total of \$249,987 remains outstanding for IDJJ.
- The College received a payment of \$362,585 from the Illinois Department of Corrections (IDOC) in June toward the FY 2024 outstanding balance. A total of \$845,782 remains outstanding for IDOC.
- In June, the College received payments from the State of Illinois for FY 2024 credit hour reimbursement of \$361,260 and equalization of \$587,861. The State is paid in full for FY 2024.
- The College received no property tax payments in June.

Business - Non-action Items.

Presentation of FY 2025 Budget.

Trustees reviewed the proposed FY 2025 Budget Book and heard a presentation from Dr. Bullock regarding the FY 2025 Budget. Trustees learned that the overall proposed FY 2025 budget for all funds is \$126,120,058 and that the proposed FY 2025 operating budget is balanced, with operating revenues of \$61,049,472 and corresponding operating expenditures. Dr. Bullock, Mr. Woodruff, Vice President for Business Services, and Ms. Madge Shoot, Comptroller, answered various questions by Trustees. Dr. Bullock said approval of the FY 2025 Budget will be requested during the August 12, 2024, regular Board meeting, and that the proposed FY 2025 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 2025 Budget as presented.

Athletic Department Honors.

Dr. Valerie Lynch, Vice President for Student Services, provided an overview of the 2023-2024 accomplishments of our student athletes in the past year. Members of the Lady Lakers Softball Team attended and presented their district and regional plaques.

Monthly Data Point Discussion - Impact of Grants and the Grants Annual Report.

Dr. Beth Craig, Grants Writer and Coordinator, provided highlights from an Annual Report of grant activities this past year.

Strategic Plan Bi-Annual Report.

Ms. Jean Anne Highland, Chief of Staff, highlighted progress for various strategic initiatives featured in the report.

Proposed Revisions to Board Policy 05.05 – Qualifications, Expectations, Duties, Requirements, Compensation, and Incentives for Adjunct Faculty.

Trustees heard a recommendation from Ms. Jean Anne Highland for the Board to consider proposed revisions to the above-referenced Policy. Trustees received details of the proposed revisions which incorporate a new section to add the relevant components of the Paid Leave for All Workers Act (PLAWA) as it relates to adjunct employees. Trustees were reminded that this past January we implemented these provisions as a pilot program through Summer 2024,

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but the administration agrees we now need to codify this benefit for adjunct employees by adding the PLAWA language to Policy 05.05.

Proposed revisions were submitted as first reading, and the administration will plan to bring this recommendation back to the Board of Trustees for approval during the August 2024 regular meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Additionally, Dr. Bullock reminded the Board about the August 12, 2024, regular meeting that is to be held at the Effingham Technology Center.

Action Items.

Acceptance of May 2024 Financial Statements.

Trustees reviewed the May 2024 Financial Statements and heard from Mr. John Woodruff, Vice President for Business Services, who highlighted the Financial Statements and significant variances.

Trustee Storm said the Finance Committee met recently for an in-depth review of the May 2024 Financial Statements and he said the Committee's consensus was to recommend to the Board of Trustees approval of the statements as presented.

Trustee Curtis moved and Trustee Lilly seconded to approve as presented the May 2024 Financial Statements.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Declaration of Surplus Item(s) or Equipment.

Mr. Woodruff requested the Board declare as surplus the following items including:

- 2005 Club Cart (Serial Number NQO399-213328) – Used by the Technology department and was recently replaced due to maintenance and aging related concerns.
- Student Fitness Center Equipment – Two (2) treadmills, One (1) dumbbell rack, Two (2) weight racks, Two (2) exercise bikes, and Two (2) ellipticals. This is the result of

replacing old (20+yrs) equipment with new and/or safer, technologically advanced equipment.

- Effingham Technology Center Cubicle Walls/Desks – In order to remove and prepare for the construction phase of the building, we're requesting surplus designation for the equivalent of 100 administrative cubicle walls/desks and 4 manager cubicle walls/desks that will not be repurposed by the College within ETC or other College facilities.
- Grasshopper Mower (**725D**) – This unit had exceeded its useful life and the College began seeing increased maintenance costs associated with keeping this mower operational. It had no trade-in value against the new mower.

Trustee Lilly moved and Trustee Curtis seconded to declare as surplus the following four categories of items or equipment so that these items may be disposed of in a manner most beneficial to the College:

- 2005 Club Cart.
- Various equipment items from the Student Fitness Center.
- 100 administrative cubicle walls/desks and 4 manager cubicle walls/desks at the Effingham Technology Center (ETC) that will not be repurposed within ETC or other College facilities.
- Grasshopper Mower (725D).

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Approval of RAMP Document.

Trustees heard a recommendation from Mr. Woodruff that the Board approve the FY 2026 Resource Allocation Management Plan (RAMP) application for submission to ICCB. He said funding is being requested within one project title - Renovation of Existing Campus Buildings. He also said this includes the rehabilitation of the Northeast Classroom Building, the Northwest Classroom Building, the West Building, and the Lake Land College Library (Judge Learning Resource Center). Trustees learned that if the Renovation of Existing Buildings Project would be approved and appropriated, the total local match would be \$3,670,000 for the Northwest Classroom Building remodel, \$3,750,000 for the Northeast Classroom Building remodel, \$5,000,000 for the West Building remodel and \$4,000,000 for the Library remodel.

Trustee Curtis moved and Trustee Wright seconded to approve as presented the College's FY 2026 RAMP application packet as presented for submission to the Illinois Community College Board.

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There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Approval of Resolution No. 0724-001 - Appointment of College Treasurer and Approval of Surety Bonds.

Dr. Bullock said that Resolution No. 0724-001 is needed to appoint Mr. John Woodruff, Vice President for Business Services, as the College's Treasurer and approve the Treasurer's Surety Bonds. He said each Trustee received a copy of a Surety Bond that is also part of the Resolution. The Surety Bond will be posted on the Board of Trustees web page.

Trustee Wright moved and Trustee Curtis seconded to approve as presented Resolution No. 0724-001 to appoint Mr. John Woodruff, Vice President for Business Services, as College Treasurer and approve the Treasurer's Surety Bonds. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Approval of Resolution No. 0724-002 - Authorizing College Treasurer to Act as Fiscal Agent.

Dr. Bullock said that the reasons for this recommended motion are the same as detailed in the preceding action item above.

Trustee Lilly moved and Trustee Curtis seconded to approve as presented Resolution No. 0724-002 to authorize Mr. John Woodruff, Vice President for Business Services and appointed Treasurer, to act as the College's Fiscal Agent for a period not to extend beyond the next organizational meeting of the Board of Trustees. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm and Wright.

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No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Approval of Resolution No. 0724-003 - Non-Corporate Agreement and Associated Person Information Forms for Delivery to Depository Wells Fargo Advisors, LLC.

Dr. Bullock presented Resolution No. 0724-003 which is necessitated by the change in College Treasurer as described in the action item above, adding Mr. Woodruff to the non-corporate agreement with Wells Fargo for the College's investments.

Trustee Curtis moved and Trustee Wright seconded to approve as presented Resolution No. 0724-003 to update the non-corporate agreement and associated person information forms with depository Wells Fargo Advisors, LLC, due to the change in the College Treasurer. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Approval of Resolution No. 0724-004 - Signatory Card and "Corporate Authorization Resolutions" for Delivery to Depository First Mid Bank and Trust.

Dr. Bullock said the above-referenced Resolution became necessary by the change in College Treasurer as described in the action item above, adding Mr. Woodruff to the signatory cards for the College's financial accounts with First Mid Bank and Trust of Mattoon.

Trustee Curtis moved and Trustee Lilly seconded to approve as presented Resolution No. 0724-004 to approve the signatory card and "Corporate Authorization Resolutions" for delivery to depository First Mid Bank and Trust of Mattoon due to the change in the College Treasurer. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm and Wright.

No: None.

Advisory Vote: None.

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Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Acceptance of FY 2024 ICCB Noncredit Workforce Training Initiative Amendment Grant Funds.

Ms. Highland presented to the Board a recommendation from Dr. Beth Craig, Grants Writer and Coordinator, for the Board to accept additional funding in the amount of \$20,000 from the Illinois Community College Board (ICCB) Noncredit Workforce Training Initiative Grant. Trustees received the amended ICCB approved grant budget. Ms. Highland reminded Trustees that in April 2024 the Board initially accepted a one-year grant for \$100,000 from ICCB for the Noncredit Workforce Training Initiative. Ms. Highland said that with the initial grant funds the College purchased a new powered industrial truck (forklift) and hired a part-time employee to help coordinate and teach the program. She reported that with the additional grant funds the College plans to purchase upgraded software support and modules for the College's noncredit program registration software.

Trustee Wright moved and Trustee Curtis seconded to approve as presented additional funding in the amount of \$20,000 from the Illinois Community College Board (ICCB) Noncredit Workforce Training Initiative Grant.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Acceptance of Bid for Welding Equipment.

Trustees heard a recommendation from Mr. Woodruff for the Board to approve the bid from Depke Welding Supplies of Urbana, in the amount of \$42,967.12 for the purchase of additional welding equipment to upgrade our welding lab. Trustee received a copy of the bid sheet detailing Depke Welding Supplies as submitting the lowest of two bids received.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the bid from Depke Welding Supplies of Urbana, in the amount of \$42,967.12 for the purchase of additional welding equipment to upgrade our welding lab.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm and Wright.

No: None.

Advisory Vote: None.

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Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Approval of Bid for Automotive Lifts.

Mr. Woodruff presented a request for the Board to approve the bid from Indiana Automotive Equipment of Maxwell, Indiana, in the amount of \$25,320 for the purchase of two new automotive lifts which are needed to replace outdated equipment for the automotive program. Trustees received a copy of the bid sheet detailing this vendor as submitting the lowest of two bids received. Mr. Woodruff noted their bid includes a \$2,400 trade-in credit for our current automotive lifts which the Board declared as surplus during the June 2024 regular meeting.

Trustee Lilly moved and Trustee Curtis seconded to approve as presented the bid from Indiana Automotive Equipment of Maxwell, Indiana, in the amount of \$25,320 for the purchase of two new automotive lifts which are needed to replace outdated equipment for the automotive program.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Acceptance of Bid for Printing and Mail Preparation of the Fall Magazine and Alumni Magazine.

Dr. Valerie Lynch, Vice President for Student Services, presented a request to the Board from Ms. Kelly Allee, Director of Marketing and Public Relations, for the Board to approve the bid from RR Donnelley of Streamwood, IL, in the total amount of \$40,324 for the printing, mail preparation and shipping for the Fall 2024 Lake Land College Magazine and Alumni Magazine. Dr. Lynch said the total bid is based upon \$20,558 for the printing and mail preparation of the 2024 Alumni Magazine and \$19,766 for the printing and mail preparation of the Fall 2024 College Magazine. Trustees received a copy of the related bid tabulation sheet that details bids received from nine companies.

Dr. Lynch said per Board Policy 10.22, the low bid need not be the sole criterion and the Board may take into consideration the reliability of the supplier and quality and availability of service.

Trustee Wright moved and Trustee Curtis seconded to approve the bid from RR Donnelley of Streamwood, IL, in the total amount of \$40,324 for the printing, mail preparation and shipping for the Fall 2024 Lake Land College Magazine and Alumni Magazine.

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There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Approval of Named Spaces Planner and Use of Funds.

Dr. Bullock presented to the Board a request from Ms. Christi Donsbach, Executive Director for College Advancement, for the Board to approve updates to the current Named Spaces Planner maintained by the Lake Land College Foundation and under the provisions of Board Policy 11.10 – *Naming of Buildings, Grounds or Academic Programs*. He said Ms. Donsbach's memo detailed updates to the planner, including proposed donation amounts associated with eight rooms at the Effingham Technology Center.

Dr. Bullock said additionally, we are requesting the Board allow donations made in accordance with Board Policy 11.10 - *Naming of Buildings, Grounds or Academic Programs* for the eight rooms at the Effingham Technology Center as detailed in Ms. Donsbach's memo to be directed to support the Effingham Regional Career Foundation endowment to support the operation of the Effingham Regional Career Academy.

Dr. Bullock said we respectfully request the Board approve two separate recommended motions as noted below for this one agenda item.

Trustee Storm moved and Trustee Curtis seconded to approve as presented updates to the current Named Spaces Planner which is maintained by the Lake Land College Foundation in consideration of naming rights related to specific donation amounts and under the provisions of Board Policy 11.10 – *Naming of Buildings, Grounds or Academic Programs*.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Trustee Curtis moved and Trustee Wright seconded to allow as presented donations made in accordance with Board Policy 11.10 - *Naming of Buildings, Grounds or Academic Programs* for eight rooms at the Effingham Technology Center to be directed to support the Effingham Regional Career Foundation endowment to support the operation of the Effingham Regional Career Academy.

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There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Approval of Termination of Local Workforce Innovation Area (LWIA) 23 Chief Elected Official and Grant Recipient/Fiscal Agent Agreement.

Dr. Bullock presented to the Board a recommendation from Ms. Chris Strohl, Dean of Workforce Solutions and Community Education, requesting the Board approve termination of the Local Workforce Innovation (LWIA) 23 Chief Elected Official and Grant Recipient/Fiscal Agent Agreement, with the College stepping down as the fiscal agent effective September 30, 2024.

Dr. Bullock said as the fiscal agent since July 1, 2014, Lake Land College contracts with CEFS Economic Opportunity Corporation for adult, dislocated worker and youth services in Local Workforce Innovation Area 23 (LWIA 23). He said by stepping down as the fiscal agent for WIOA, Lake Land College will not be renewing its contract with CEFS when it ends on September 30, 2024. Dr. Bullock said CEFS will remain the Title 1 provider through LWIA 23. He said this decision should not impact training and employment services for our students, employers and community members. This will impact three grant-funded, full-time Lake Land College colleagues. Trustees learned the College notified the impacted employees this past Monday and will assist them as they transition to their future plans, and these employees will be employed in their current positions until September 30, 2024.

Trustee Lilly moved and Trustee Curtis seconded to approve the administration's recommendation to terminate the Local Workforce Innovation Area 23 Chief Elected Official and Grant Recipient/Fiscal Agent Agreement between Lake Land College and the Chief Elected Officials of Local Workforce Innovation Area 23, effective September 30, 2024.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Approval of Mutual Aid Agreement for Extreme Emergency Response with the City of Effingham and Effingham County.

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Ms. Highland presented a recommendation for the Board to approve a Mutual Aid Agreement with the Effingham County Sheriff's Department and the City of Effingham Police Department. Trustees reviewed the proposed Mutual Aid Agreement. She said the College currently has existing mutual aid agreements with the Coles County Sheriff's Department, City of Mattoon Police Department and the City of Charleston Police Department in case of the need for an extreme emergency response. Ms. Highland said given the expanded operations planned at the newly acquired Effingham Technology Center and with the launch of Effingham Regional Career Academy courses in Effingham, it is Chief Branson's recommendation that the Board of Trustees approve the proposed mutual aid agreement with the Effingham County Sheriff's Department and the City of Effingham Police Department.

Ms. Highland noted that with the start of the Fall 2024 semester, the College Police Department will routinely have at the College's Effingham locations a dedicated Police Officer on-site during peak day-time class hours.

Trustee Wright moved and Trustee Curtis seconded to approve as presented the Mutual Aid Agreement with the Effingham County Sheriff's Department and the City of Effingham Police Department.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Approval of Proposed Revisions to Board Policy 05.37 – *Employee Compliance Training*.

Dr. Bullock presented a recommendation from Ms. Dustha Wahls, Director of Human Resources, for the Board to consider proposed revisions to the above-referenced Policy. Trustees received the details of the proposed revisions which will add diversity, equity, inclusion and belonging to the list of annual employee compliance training. He said this training will also be required for new employees upon hire. Dr. Bullock said the revisions also correct the title to match Board Policy 11.04.01 – *Prohibition of Sexual-Based Misconduct*.

Dr. Bullock said the administration submitted this recommendation as first reading during the June 10, 2024 regular meeting and that since that time, we have received no additional questions or requested changes.

Trustee Curtis moved and Trustee Storm seconded to approve as presented proposed revisions to Board Policy 05.37 – *Employee Compliance Training*.

There was no further discussion.

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Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

**Waive First Reading and Approve Proposed Revisions to Board Policies
 11.01 – *Affirmative Action/Equal Opportunity* and 11.04.01 – *Prohibiting
 Sex-Based Misconduct*. (Roll Call Vote Required).**

Trustees heard a recommendation from Dr. Lynch for the Board to approve proposed revisions to the above-referenced Policies. Trustees received a copy of the proposed Policy revisions. Dr. Lynch reported that on April 19, 2024, the U.S. Department of Education released the final 2024 amendments to regulations implementing Title IX of the Education Amendments of 1972, requiring application of the amended requirements to complaints of sex discrimination regarding alleged conduct that occurs on or after August 1, 2024. She said the proposed Policy revisions address some of the necessitated changes for addressing sex-based misconduct, including claims of sex discrimination and sex-based harassment. Dr. Lynch said the amendments also include new provisions specific to pregnancy and related conditions.

Dr. Lynch noted this recommendation follows consultation with our legal counsel at Robbins Schwartz. She said that additionally, upon final guidance documents from Robbins Schwartz the administration will work diligently to update all procedures and published documentation as required by the Title IX updates by the August 1, 2024 deadline.

Dr. Lynch requested the Board to waive first reading and approve proposed revisions during the July 2024 regular Board meeting so that we may meet the requirements established by the Department of Education by the August 1 effective date.

Trustee Storm moved and Trustee Curtis seconded to waive first reading and approve proposed revisions as presented to Board Policies 11.01 – *Affirmative Action/Equal Opportunity* and 11.04.01 – *Prohibiting Sex-Based Misconduct*.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Closed Session

Lake Land College Board of Trustees
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7:01 p.m. – Trustee Lilly moved and Trustee Curtis seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Return to Open Session - Roll Call

7:07 p.m.

Trustees Physically Present: Mr. Gary Cadwell, Chair; Mr. Kevin Curtis, Mr. Larry D. Lilly, Mr. Dave Storm, Secretary and Mr. Thomas Wright, Vice-Chair.

Trustees Absent: Trustee Doris Reynolds, Trustee Denise Walk and Student Trustee Abbie Kelly.

Others Participating via Telephonic or Electronic Means: None.

Approval of the Human Resources Report as Discussed in Closed Session.

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

Trustee Curtis motioned and Trustee Lilly seconded to approve as presented the following standard Human Resources Report. This followed discussion on the topic held in closed session related only to the request of a general leave of absence.

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

Bloemer, Katelyn	8/28/24-11/21/24
Coonce, Amy	4/24/24-Intermittent
Workman, Bethany	9/30/24-12/20/24

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

Shoot, James	8/10/24-10/11/24
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End Additional Appointments

Lake Land College Board of Trustees

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The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Allen, Charles	Adult Education Welding Instructor	12/9/21
	Primary position Dual Credit Instructor	
Bunch-Epperson, Genine	Traffic Safety Instructor - DUI	6/11/24
	Primary position Com Learning Instructor	
Bushur, Maria	Alternative Education Instructor	5/23/24
	Primary position Adult Education Instructor	
Carter, Natashaia	Lab Student Assistant	6/6/24
	Primary position Trio Ofc Coordinator	
Catt, Dannielle	Community Learning Instructor	5/10/24
	Primary position Summer College for Youth	
Horton, Jesse	IEL Instructor	6/11/24
	Primary position Adj Faculty Social Science	
Musselwhite, Justin	Adult Education Welding Instructor	6/11/24
	Primary position Adult Ed Adjunct Faculty	
Myers, Kendra	Pathways Substitute Instructor	5/31/24
	Primary position Adult Education Instructor	
Plummer, Teresa	Pathways Substitute Instructor	5/23/24
	Primary position Adult Education Instructor	
Rubin, Talianna	International Student Ambassador	6/11/24
	Primary position Tutor - Student Lrng Asst	
Storm, Janalee	Print Shop Technician Assistant	6/12/24
	Primary position Cosmetology Receptionist	
Strode, Celestia	International Student Ambassador	6/11/24
	Primary position Tutor - Student Lrng Asst	
Therault, Emma	Perkins Student Worker	6/11/24
	Primary position Marketing & PR Intern	
Wiles, Tessa	IEL Instructor	6/11/24
	Primary position Director of Dual Credit	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Oakley, Benjamin	Dual Credit Instructor	6/12/24
Full-time		
Julius, Codi	TRIO Destination college Outreach Advisor	8/5/24
Part-time		
Bergstrom, Cooper	Print Shop Technician Assistant	6/24/24
Conlin, Courtney	Dual Credit Coordinator	7/1/24
French, Mikahya	Part-Time Groundskeeper	6/13/24

Lake Land College Board of Trustees

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Phillips, Sharon	IDOT Quality Management Training Prg Spec	6/26/24
Richards, Sydney	Fitness Center Specialist	6/12/24
Roderick, Jared	Digital Media Specialist	6/17/24
Salami, Aisha	Newspaper Editor - Student Newspaper	7/1/24
Spencer, Audri	Part-Time Groundskeeper	6/12/24

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Gunn, Robert	Correctional Automotive Technology Instructor	6/11/24
Nolen, William	Correctional Horticulture Instructor	7/2/24
Rhine, Scott	It Instructor/Prog Coordinator It-Network Adm	5/13/24
Steaman, William	Correctional Occupations Instructor	6/28/24
Part-time		
Baumann, Greyson	College Work Study Radio TV	12/4/23
Bluhm, Lisa	Adjunct Faculty Business Division	5/6/24
Bok, Grace	Perkins Student Worker	4/26/23
Brummer, Madilyn	Newspaper Editor - Student Newspaper	4/10/24
Bryson, Beverly	Bookstore Rush Worker	5/16/24
Carlen, Kyle	Physical Plant Assistant	6/3/24
Compton, Debra	Pathways Classroom Assistant	5/16/24
Davis II, Aaron	College Work-Study	4/25/24
Dennis, Danielle	Perkins Student Worker	3/15/24
Evans, Sandra	Community Learning Instructor	10/25/23
Gentry, Wyatt	College Work-Study	5/10/24
Grant, Olivia	College Work-Study	4/29/24
Hacker, Chelsie	Community Learning Instructor	11/29/23
Hoene, Gage	College Work-Study	4/29/24
Hunter, Madison	College Work-Study	4/26/24
Iheasi, Elfrieda	Newspaper Editor - Student Newspaper	5/29/24
Johns, Alexis	Newspaper Editor - Student Newspaper	2/15/24
Kaurin, Emily	Newspaper Editor - Student Newspaper	5/2/24
Klingler, Steven	Adjunct Faculty Technology Division	5/4/23
Little, Diamond	College Work-Study	5/9/24
McEuen, Kristine	Community Learning Instructor	12/4/23
Omari, Marjolaine	Bookstore Rush Worker	12/21/23
Otis, Rebekah	College Work-Study	5/10/24
Parrott, Janet	Library Assistant - Technical Services	6/27/24
Phinney-Schultz, Alyssa	Clinical Dentist	4/17/23
Reardon, Robin	Special Needs Note Taker	12/4/23
Rhine, Lydia	Print Shop Technician Assistant	8/10/23
Rosario, Moises	Bookstore Rush Worker	1/11/24
Rosil, Enock	Bookstore Rush Worker	5/29/24

Lake Land College Board of Trustees

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Russell, Megan	Newspaper Editor - Student Newspaper	5/6/24
Samuelson, Lauryn	Perkins Student Worker	3/16/24
Shanyurai, Terrence	Pathways Classroom Assistant	5/16/24
Skolte, Gerald	College Work-Study	4/9/24
Smock, Delissalynn	College Work-Study	5/10/24
Sullivan, Laura	Dual Credit Coordinator	4/18/24
Swinkunas, Christopher	Perkins Student Worker	6/6/24
White, Mary	Allied Health Den Clinical Instructor (hourly)	12/7/23

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Crone, William	Associate Dean of Correctional Programs	6/24/24
	Transferring from Corr Hort Inst-Jacksonville	
Cruit, Laney	Associate Dean of Correctional Programs	6/27/24
	Transferring from Alt Educ Transition Coor	
Horsch, Scott	Associate Dean of Correctional Programs	7/1/24
	Transferring from Associate Dean St. Charles	
Part-time		
Dickens-Montgomery, Amanda	Path Grant Support Service Provider	7/1/24
	Transferring from Path Grant Project Manager	

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Storm and Wright.

No: None.

Advisory Vote: None.

Absent: Trustee Reynolds, Trustee Walk and Student Trustee Kelly.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Curtis moved and Trustee Wright seconded to adjourn the meeting at 7:10 p.m.

There was no further discussion.

Motion carried by unanimous voice vote.

Lake Land College Board of Trustees

Minutes – July 11, 2024

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Approved by:

Board Chair

Board Secretary

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

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

Annual Enrollment FY24

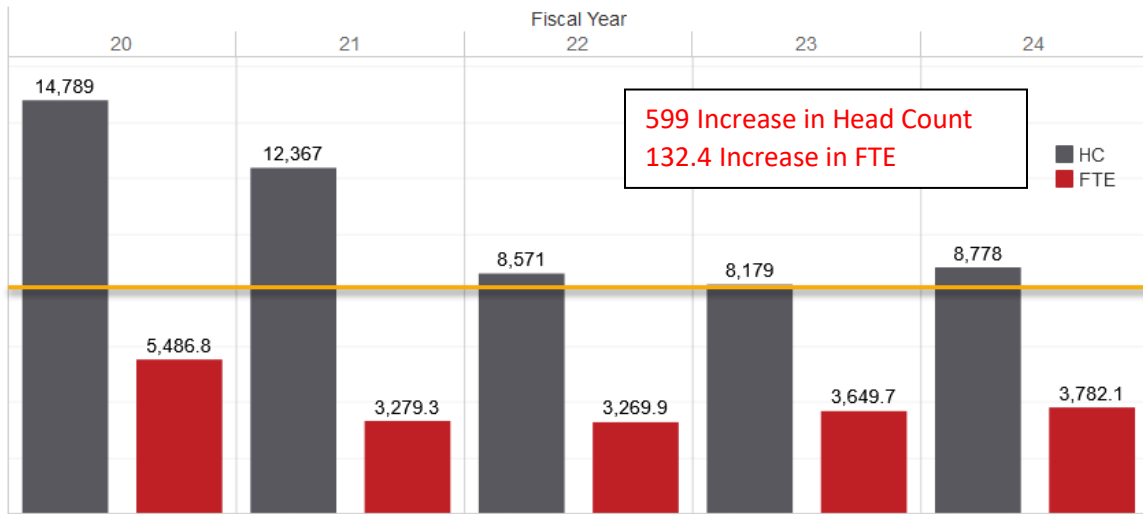
Annual Enrollment Data

Fiscal Year: 24

Total Annual Enrollment
8,778
Click to View More Details

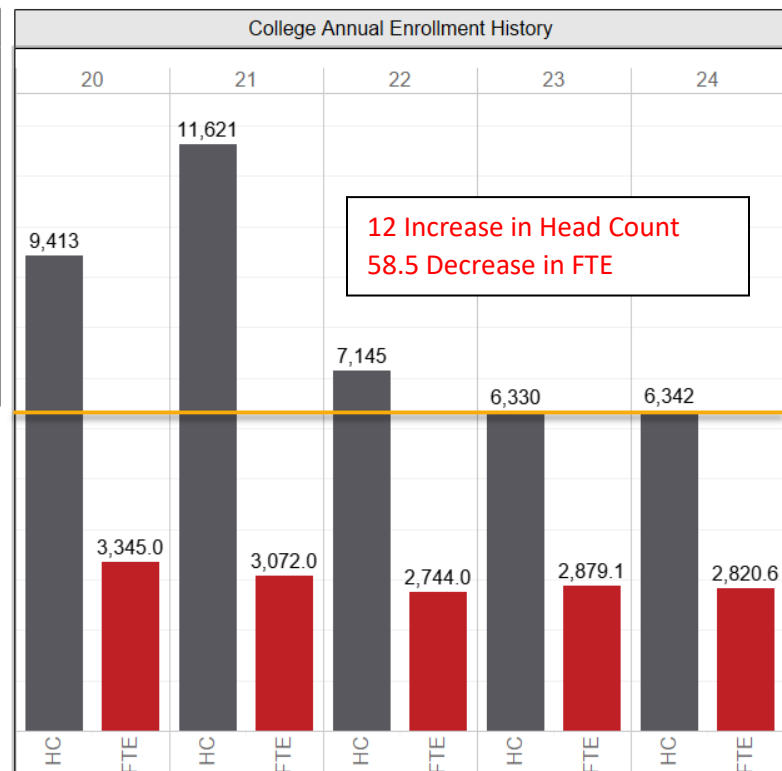
Total Annual Enrollment (College Only)
6,342
Click to View More Details

Total Annual Enrollment (Department of Corrections Only)
2,436
Click to View More Details



Annual College Enrollment Historical Data

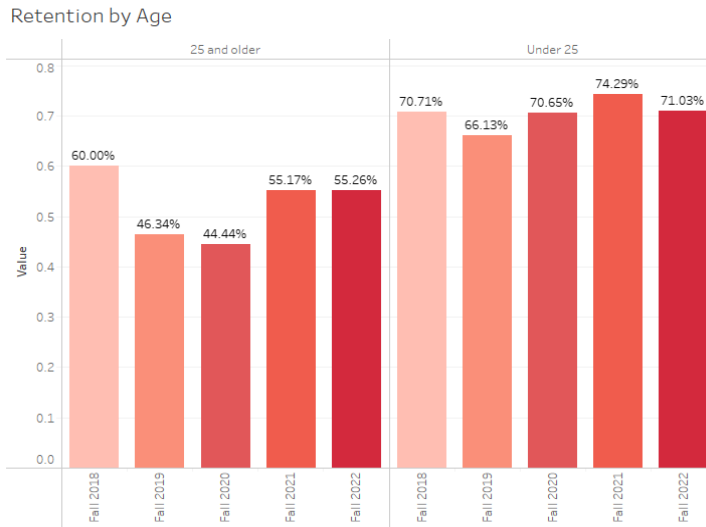
College Annual Enrollment History		
Fiscal Year	FTE	HC
20	3,345.00	9,413
21	3,072.05	11,621
22	2,744.02	7,145
23	2,879.07	6,330
24	2,820.58	6,342



Identifying the Gaps

RETENTION

Fall to Fall Retention – Student who enroll in the Fall Semester and are also enrolled in the subsequent Fall.



Analysis of the age group data indicates that older non-traditional students at Lake Land College have lower retention rates compared to students under 25. Despite this, our overall retention rates for students under 25 surpass statewide averages, and retention rates for those 25 and older remain consistent with state figures. Given the statewide decline in the population of older non-traditional students, it is plausible that these students are more inclined towards short-term training rather than degree programs. Furthermore, the current low unemployment rates may exacerbate this trend across the state, contributing to lower retention rates among older non-traditional students. This hypothesis warrants consideration in understanding their retention patterns.

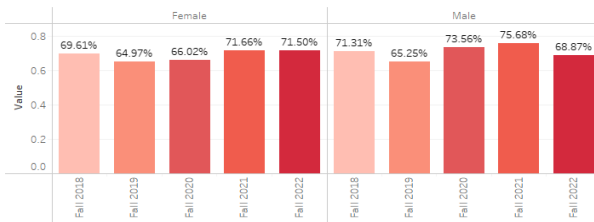
Statewide Data

	Fall 2018 Retention Rate	Fall 2019 Retention Rate	Fall 2020 Retention Rate	Fall 2021 Retention Rate	Fall 2022 Retention Rate
25 and older	51.38%	54.39%	53.94%	52.05%	55.12%
Under 25	67.22%	64.85%	66.44%	67.12%	68.82%
Unknown	50.00%	0.00%	0.00%	25.00%	69.23%

Retention by Gender

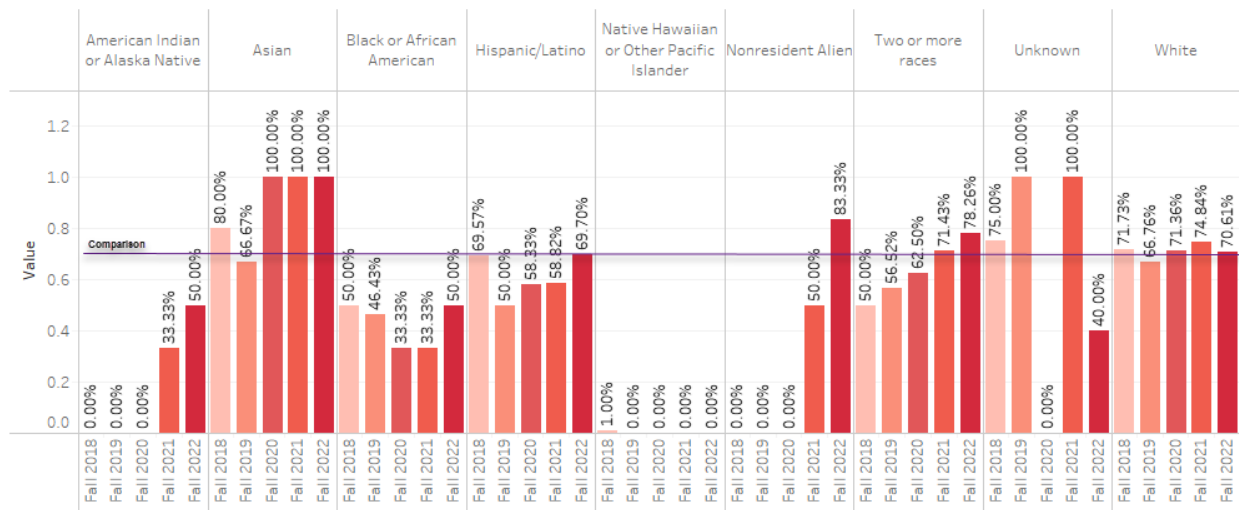
When viewing the data based on gender Lake Land has not identified any gaps although we did see a slight decrease in the Male retention rate which can be attributed to the increase in DOC enrollment that had declined during COVID. Lake Land is still better than the statewide retention rate that average 67.9% over the 5-year period for females and 64.68% for males.

Retention by Gender



Retention by Ethnicity

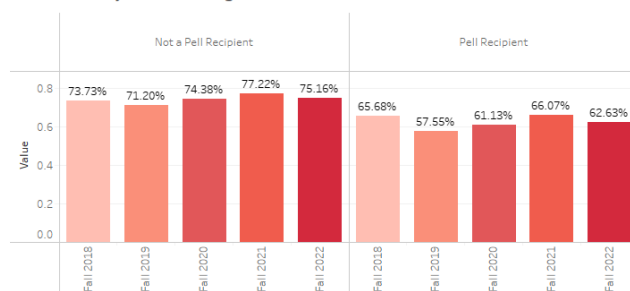
Retention by Ethnic



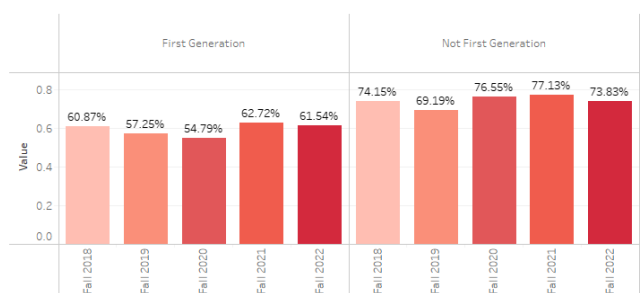
The comparison line shown above is placed at the average retention rate of our white population.

Analyzing the retention data by ethnicity using the comparison line on the chart highlights significant gaps. The Black and African American student population has notably lower retention rates compared to the White student population. Although the Hispanic/Latino population's retention rate increased to 69.70%, it still represents a gap that requires future attention. Overall, students from all ethnic groups other than White, except for Asian students, are at a higher risk of not being retained. It is important to note that many of these ethnic groups have small sample sizes, as detailed in the demographics section which reflects the location of Lake Land College. Other Population

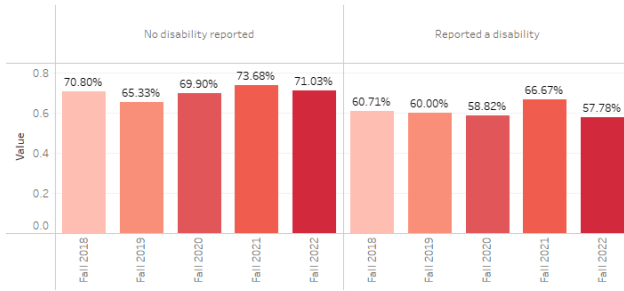
Economically Disadvantaged



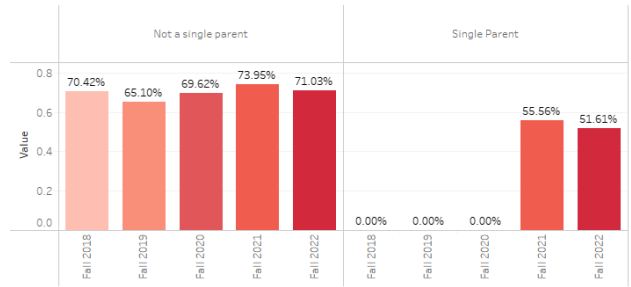
First Generation



Disability



Single Parent



All "other" populations showed a slight decrease in retention between FY21 and FY22, potentially attributable to pandemic-related disruptions. Additionally, students who reported as first-generation, Pell recipients, or having a disability collectively exhibited lower retention rates compared to their peers without these characteristics. This underscores the critical importance of recognizing these factors are indicators of potentially higher risk of non-retention. As far as single parents the last two year show a much lower retention rate. This is a data element that we have just been able to identify but this area should be closely watched. When comparing these data elements to the statewide data we are very consistent with the state data in these areas.

ADVANCEMENT RATES

Advancement rates are calculated based on the student either completing their degree or certificate with the College or transferring to a 4-year University within 150% of the time it relates to IPEDS.

Lake Land Advancement Rates (5-year Median = 68.38%, 5-Year Average 70.04%)

	Fall 2016 Advancement Rate	Fall 2017 Advancement Rate	Fall 2018 Advancement Rate	Fall 2019 Advancement Rate	Fall 2020 Advancement Rate
Total	73.60%	67.98%	68.78%	66.29%	73.57%

Statewide Advancement Rates (5-year Median = 62.06%, 5-Year Average 63.28%)

Subgroup	Fall 2016 Advancement Rate	Fall 2017 Advancement Rate	Fall 2018 Advancement Rate	Fall 2019 Advancement Rate	Fall 2020 Advancement Rate
Total	63.22%	62.18%	61.94%	61.60%	67.46%

When comparing Lake Land's advancement rate to the statewide advancement rate in the last five years Lake Land has exceeded the statewide rate by at least 6.76% average.

In the data charts below any advancement rate below 63% was identified in red which indicates the rates are below the average advancement rate for the Statewide advancement rates. These are areas that need to be addressed.

Age

Students 25 and older may be coming back to learn skills and not necessarily plan to complete a degree or transfer. Procedures should be put in place to ensure we know what the intent of the student is and make sure they are enrolled in the correct programs. Additionally, it is important to note that colleges should be able to categorize these students based upon their educational goals when short-term training is their intent.

Lake Land Advancement Rates

	Fall 2016 Advancement Rate	Fall 2017 Advancement Rate	Fall 2018 Advancement Rate	Fall 2019 Advancement Rate	Fall 2020 Advancement Rate
25 and older	56.10%	47.17%	68.00%	50.00%	53.33%
Under 25	74.50%	69.30%	68.81%	67.24%	74.46%

Gender

Doesn't appear to have any significant gaps with the exception of Fall 2019 when the male populations rate was 61.54%.

Lake Land Advancement Rates

	Fall 2016 Advancement Rate	Fall 2017 Advancement Rate	Fall 2018 Advancement Rate	Fall 2019 Advancement Rate	Fall 2020 Advancement Rate
Female	78.60%	70.35%	71.54%	70.25%	74.66%
Male	68.37%	65.41%	65.74%	61.54%	72.41%

Ethnicity

Overall, the data indicates that the White student population consistently outperforms other racial groups in this category. Over the past five years, the Black or African American population has remained below the 63% threshold each year. The Multi-racial population fell below this threshold in four out of the five years, while the remaining non-White ethnic categories were below the threshold in three out of the five years..

Lake Land Advancement Rates

	Fall 2016 Advancement Rate	Fall 2017 Advancement Rate	Fall 2018 Advancement Rate	Fall 2019 Advancement Rate	Fall 2020 Advancement Rate
American Indian or Alaska Native	100.00%			0.00%	
Asian	83.33%	0.00%	50.00%	100.00%	50.00%
Black or African American	60.87%	57.14%	53.33%	36.67%	50.00%
Hispanic/Latino	72.22%	66.67%	69.57%	58.06%	64.00%
Native Hawaiian or Other Pacific Islander			0.00%		
Two or more races	62.50%	58.33%	47.06%	62.50%	70.59%
Unknown	81.25%	66.67%	50.00%	50.00%	50.00%
White	73.86%	68.77%	70.37%	68.13%	74.96%

**This includes the DOC population*

PELL recipients

Student who did not receive PELL performed well above the student who received PELL. In three or the five years the advancement rate for Non-PELL students were below the 63%

Lake Land Advancement Rates

	Fall 2016 Advancement Rate	Fall 2017 Advancement Rate	Fall 2018 Advancement Rate	Fall 2019 Advancement Rate	Fall 2020 Advancement Rate
Not a Pell Recipient	77.00%	73.69%	73.33%	73.77%	76.94%
Pell Recipient	68.29%	60.00%	62.09%	56.90%	67.45%

First Generation

In the last five years of cohort groups the advancement rate was below the 63% threshold it has increased back up to 62.56% with the 2020 cohort but this population should still be considered at a higher risk of not completing.

Lake Land Advancement Rates

	Fall 2016 Advancement Rate	Fall 2017 Advancement Rate	Fall 2018 Advancement Rate	Fall 2019 Advancement Rate	Fall 2020 Advancement Rate
First Generation	64.16%	61.45%	59.52%	54.98%	62.56%
Not First Generation	77.07%	70.92%	72.34%	72.08%	78.66%

Disability

We started seeing a decrease in completion with the 2018 cohort and 2019 decreased even more. This trend may require further investigation to determine the underlying factors. Watching this for the next couple years to ensure it increases back up to 2016-2017 level should be in the plan.

Lake Land Advancement Rates

	Fall 2016 Advancement Rate	Fall 2017 Advancement Rate	Fall 2018 Advancement Rate	Fall 2019 Advancement Rate	Fall 2020 Advancement Rate
No disability reported	73.42%	67.87%	69.09%	67.10%	73.89%
Reported a disability	78.13%	70.97%	60.71%	50.00%	61.11%

Overall Lake Land College does a very good job in terms of retention rates compared to the statewide data there is still areas of concern where we could address and improve.

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: John Woodruff, Vice-President for Business Services

DATE: July 10, 2024

RE: Update to Board Policy 05.10

In reviewing the College's current board policy, *05.10 Hiring for Full-Time Employees*, we are seeking to make two minor changes. Both of these changes reflect current college employment practices. The first proposed revision is to clarify that the College may check any and all of the background items listed (i.e., credit check, education checks etc.). Not all positions require the same verification and there are specific laws with requirements on credit checks. The second proposed change is to strike the word "CMS" related to the College's system. We currently do not use that system any longer and would prefer to have it removed.

We submit this as first reading for your initial consideration. Please let me know if there are any questions.

05.10**Hiring for Full-Time Employees**

1. Human Resources will be notified of all vacant positions by the President, administrator or appropriate supervisor.
2. Human Resources will arrange job opening notifications to be posted, when requested by the Supervisor or required by the bargaining unit, internally and/or with the appropriate outside media.
3. All application materials will be submitted to the Human Resources Department. Application materials received from qualified applicants will be available to the search team, provided they have had the required training.
4. The hiring Supervisor must form a search team to conduct the confidential review of qualified applicants, candidate interviews and recommendations. The team should be limited in size, represent the hiring department and include at least one member from outside the department. Additionally, a representative from Human Resources will be included on each team. All search team members must have appropriate training prior to participation. If a search team member is closely related to the applicant, they must excuse themselves from the committee.
5. The hiring supervisor will formulate a timeline, prior to posting the vacancy, outlining the process and have it approved by the Director of Human Resources. Interview questions must be approved prior to the interviews by the Director of Human Resources.
6. Candidates selected for interview will be scheduled through the Human Resources office. When search team members agree to serve, they are making a commitment to make every effort to attend all interviews and meetings.
7. Human Resources will conduct and ensure that reference checks and background screenings will be conducted on the recommended candidate prior to hiring approval by the Board of Trustees.

Board Policy 05.10

Background checks ~~will~~may include, but may not be limited to, criminal checks, credit checks, driver's license, education and employment verification. If any information is developed and verified through reference checks or background screenings that is contrary to the conditions and/or personal qualifications represented by the applicant, an offer for hire, if already made, may be immediately revoked.

8. The position supervisor will complete a request to hire through the ~~CMS~~ system and appropriate approvals are required.
9. Recommendations must be reviewed by the President. The President will recommend the candidate to the Board of Trustees at the next regular Board meeting. All offers of employment will be made by the Director of Human Resources and are not considered final until obtaining Board of Trustees approval.
10. Human Resources will conduct a new employee orientation regarding policies, procedures and benefits of the College. The appropriate administrator or supervisor will acclimate all new employees in their respective areas.
11. All application materials will be kept on file in the Human Resources office as indicated in Policy No. 11.08.04. The hiring supervisor must collect from the search team all interview notes and materials and return to Human Resources.
12. New employees may be required to have a physical examination and/or drug test before beginning work. The form is supplied by the College and must be completed by a physician or practitioner. The College may request a physical examination and/or drug test at any time during employment at the College's expense.
13. Lake Land College personnel at Department of Corrections and Department of Juvenile Justice facilities will be required to submit to a background investigation and a drug test.

Board Policy 05.10

14. Steps in the process listed above may be altered by approval of the President due to extenuating circumstances, such as a restructuring.

Adopted November 9, 1998
Revised April 9, 2001
Revised September 15, 2003
Revised September 8, 2008
Revised December 11, 2017
Revised December 10, 2018
Revised August 10, 2020

Calendar of Events

Monday, August 12, 2024	5 p.m. – Board Dinner – Effingham Technology Center 6 p.m. – Board Meeting – Effingham Technology Center
Friday, August 16, 2024	7:30 a.m. Opening Day – Field House
Thursday, September 5, 2024	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 9, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 10, 2024	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 14, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 24, 2024	3 rd Annual Foundation & Alumni Awards Celebration
Thursday, November 7, 2024	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 11, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 5, 2024	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 9, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, January 9, 2025	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, January 13, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, February 6, 2025	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, February 10, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, March 6, 2025	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, March 10, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, April 10, 2025	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, April 14, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, May 8, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, May 12, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011



MEMO

TO: Election Candidates, Lake Land College Board of Trustees

FROM: Jean Anne Highland, Chief of Staff
Ph. 217-234-5329, Email: jhighland@lakelandcollege.edu

DATE: July 16, 2024

RE: Nomination Filing – Consolidated Election

The Trustee Election will be held April 1, 2025, as part of the 2025 consolidated election. Two six-year terms and one four-year vacancy will appear on the Lake Land College ballot. The two six-year terms are held by Mr. Kevin Curtis and Mr. Dave Storm. Mr. Larry Lilly was appointed in March 2024 to fill the vacancy created by Mr. Mike Sullivan's resignation. His appointment to the vacancy was to serve on the Board until the next regular election (April 2025) when a successor will be elected to serve the remainder of the unexpired term that goes through 2029.

Candidates may begin circulating petitions on Tuesday, August 20, 2024. Election packets may be requested from the President's Office by calling 217-234-5329 or submitting an email to jhighland@lakelandcollege.edu.

The candidate's election packet includes:

- ICCTA Candidate Brochure - informational
- Statement of Candidacy
- Petition for Nomination – requirement of not less than 50 signatures of voters registered within the Community College District No. 517. Forms may be photocopied, but signatures must be original on petitions submitted.
- Statement of Economic Interest – filed with the Coles County Clerk's office. File receipt with the Lake Land College President's Office.
- Loyalty Oath – optional.

A *Candidate's Guide* is available from the State Board of Elections, 2329 S. MacArthur Boulevard, Springfield, IL 62704, (217) 782-4141 or may be downloaded from their website at: <https://www.elections.il.gov/>

The filing period will be November 12-18, 2024. Candidates may submit petitions and all required forms in person or by a representative to the Office of the President, Lake Land College,

Board and Administration Center, 5001 Lake Land Blvd., Mattoon, IL 61938 during normal business hours (Monday through Friday, 8:00 am to 5:00 p.m. each day). Candidates may also submit petitions and all required forms via mail to this same address. However, all materials must be received during the prescribed filing period.

The period for filing objections to nomination papers will be 8:00 a.m. to 5:00 p.m. on the following five dates: Tuesday, November 19, 2024; Wednesday, November 20, 2024; Thursday, November 21, 2024; Friday, November 22, 2024; and Monday, November 25, 2024.

This information is provided as a public service. It is the requirement of each candidate to comply with all applicable laws and requirements.



August 12, 2024

Ms. Jean Anne Highland
Chief of Staff
Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

Dear Ms. Highland:

I hereby designate you as my representative to conduct the Lake Land College Board of Trustees elections as directed by law, practice and my direction. The election will be held on April 1, 2025 and all of the preceding notices and preparations for receiving petitions, and all other aspects of the elections shall be conducted by said designee.

Mr. Dave Storm, Secretary
Board of Trustees
Community College District No. 517

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

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

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

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

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



August 12, 2024

Ms. Becky Earp
Admin. Assistant to the Vice President
Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

Dear Ms. Earp:

I hereby designate you as my representative to receive petitions and objections filed with the Secretary of the Board of Trustees at Lake Land College, Office of the President, 5001 Lake Land Boulevard, Mattoon, Illinois, which for purposes of an election to be held on April 1, 2025, is designated the Community College District Office, between the hours of 8:00 a.m. and 5:00 p.m. on weekdays Monday through Friday inclusive.

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August 12, 2024

Ms. Connie Compton
Admin. Assistant to the Vice President
Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

Dear Ms. Compton:

I hereby designate you as my representative to receive petitions and objections filed with the Secretary of the Board of Trustees at Lake Land College, Office of the President, 5001 Lake Land Boulevard, Mattoon, Illinois, which for purposes of an election to be held on April 1, 2025, is designated the Community College District Office, between the hours of 8:00 a.m. and 5:00 p.m. on weekdays Monday through Friday inclusive.

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August 12, 2024

Mr. Jeff Branson
Campus Police Chief
Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

Dear Mr. Branson:

I hereby designate you as my representative to receive petitions and objections filed with the Secretary of the Board of Trustees at Lake Land College, Office of the President, 5001 Lake Land Boulevard, Mattoon, Illinois, which for purposes of an election to be held on April 1, 2025, is designated the Community College District Office, between the hours of 8:00 a.m. and 5:00 p.m. on weekdays Monday through Friday inclusive.

Mr. Dave Storm, Secretary
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August 10, 2024

Dr. Josh Bullock
President
Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

Dear Dr. Bullock:

I hereby designate you as my representative to receive petitions and objections filed with the Secretary of the Board of Trustees at Lake Land College, Office of the President, 5001 Lake Land Boulevard, Mattoon, Illinois, which for purposes of an election to be held on April 1, 2025, is designated the Community College District Office, between the hours of 8:00 a.m. and 5:00 p.m. on weekdays Monday through Friday inclusive.

Mr. Dave Storm, Secretary
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August 12, 2024

Mr. Todd Short
Campus Police Sergeant
Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

Dear Mr. Short:

I hereby designate you as my representative to receive petitions and objections filed with the Secretary of the Board of Trustees at Lake Land College, Office of the President, 5001 Lake Land Boulevard, Mattoon, Illinois, which for purposes of an election to be held on April 1, 2025, is designated the Community College District Office, between the hours of 8:00 a.m. and 5:00 p.m. on weekdays Monday through Friday inclusive.

Mr. Dave Storm, Secretary
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August 12, 2024

Ms. Seirra Laughhunn
Executive Assistant to the President's Office
Lake Land College
5001 Lake Land Boulevard
Mattoon, IL 61938

Dear Ms. Laughhunn:

I hereby designate you as my representative to receive petitions and objections filed with the Secretary of the Board of Trustees at Lake Land College, Office of the President, 5001 Lake Land Boulevard, Mattoon, Illinois, which for purposes of an election to be held on April 1, 2025, is designated the Community College District Office, between the hours of 8:00 a.m. and 5:00 p.m. on weekdays Monday through Friday inclusive.

Mr. Dave Storm, Secretary
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MEMO

TO: Dr. Josh Bullock, President

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

DATE: August 1, 2024

RE: June 2024 Financial Statement Summary

Please find below a summary of June actual results to the approved budget. We have now completed 12 months of the 2024 fiscal year. These are unaudited results. At this time there are no results/budgetary areas of concern and no indication, that I'm aware of, that would create cause for concern in the near future as we as we conclude FY24 and begin FY25.

June - Noteworthy Events Impacting Results

- Revenue – Revenue for June was unfavorable by \$224.8K and we finished FY24 unfavorable by \$203K. Local sources and tuition combined for an unfavorable YTD variance of \$1.54 million which was offset with favorable variances in ICCB grants and other revenue services to produce the net unfavorable variance of \$224K.
- Expenditures – Expenditures for June finished unfavorable by \$443K and a favorable YTD favorable variance of \$1.69 million. June expenditures included year-end accrual of ~\$800K associated with year-end vacation and salary accruals. We also recognized an uptick in expenditures related to prudent year-end purchases, many of which had been approved by the board. The expenditures included opportunities to improve the student experience and student safety (automotive lifts) available for Fall Semester.

Fund – Noteworthy Events from the Quarter

- Fund 3 – Favorable results measured against budget. ETC delays accounted for large variance in expenditures below budget.

Recommended motion: Approve as presented the June 2024 Financial Statements.

	June		YTD	
	<u>Actual V. Budget</u>		<u>Actual V. Budget</u>	
Total Revenue	(\$224,775)	●	(\$203,010)	●
Local Services	\$51,273	●	(\$774,237)	●
ICCB Credit Hour Grant	(\$244,614)	●	\$867,718	●
ICCB Equalization Grant	\$14,809	●	\$177,710	●
Other State Sources	\$6,313	●	(\$32,994)	●
Tuition & Fees	(\$73,046)	●	(\$1,188,237)	●
Other Revenue	(\$24,296)	●	\$519,407	●
Total Expenditures	(\$443,292)	●	\$1,698,913	●
Salaries & Wages	(\$690,603)	●	\$732,233	●
Employee Benefits (overall)	\$410,149	●	\$521,408	●
Instructional	(\$92,779)	●	\$860,342	●
Academic Support	(\$22,551)	●	(\$454,035)	●
Student Services	(\$101,989)	●	\$175,328	●
Public Service/Continuing Education	(\$4,858)	●	\$406,967	●
Operations & Maintenance	(\$17,605)	●	\$144,820	●
Institutional Support	(\$1,266,333)	●	(\$105,477)	●

● Favorable

● Unfavorable - No Concerns at this time.

● Unfavorable - Concerned

Other Funds	<u>Q4 - '24</u>		<u>Q4 - '24</u>		<u>Q4 - '24</u>	
	<u>Revenues</u>		<u>Expenditures</u>		<u>Net Excess</u>	
Fund 03 - Op. & Maint. Restricted Fund	\$323,665	●	\$2,894,598	●	\$3,218,264	●
Fund 04 - Bond & Interest Fund	\$160,597	●	\$54,554	●	\$215,151	●
Fund 05 - Auxiliary & Enterprise Fund	\$300,151	●	\$3,035	●	\$303,186	●
Fund 06 - Restricted Fund	(\$9,859,913)	●	\$9,859,913	●	\$0	●
Fund 11 - Audit Fund	(\$10,125)	●	(\$1,688)	●	(\$11,813)	●
Fund 12 - Tort Fund	\$39,168	●	(\$77,047)	●	(\$37,879)	●

Please contact me with any questions, need for further clarification, or have others items you would like to discuss.

Jun-24

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Variance	% Current YTD Budget Variance	Previous YTD	FY23 Final Audited Numbers	FY24 Annual Budget
Revenues:										
165,857	114,583	51,273	Local Sources	11,748,084	12,522,321	(774,237)	-6.18%	11,513,546	11,745,262	12,522,321
92,406	337,020	(244,614)	ICCB Credit Hour Grant	4,911,960	4,044,242	867,718	21.46%	5,748,040	5,748,040	4,044,242
587,861	573,052	14,809	ICCB Equalization Grant	7,054,330	6,876,620	177,710	2.58%	6,535,300	6,535,300	6,876,620
43,605	37,292	6,313	Other State Sources	1,020,390	1,053,384	(32,994)	-3.13%	1,039,788	1,039,788	1,053,384
-	-	-	Tuition	7,871,510	8,632,290	(760,780)	-8.81%	7,387,982	7,387,982	8,632,290
1,821	74,868	(73,046)	Fees	4,001,134	4,428,591	(427,457)	-9.65%	3,695,056	3,693,382	4,428,591
87,547	111,842	(24,296)	Other Revenue	2,132,002	1,612,595	519,407	32.21%	2,085,313	2,248,695	1,612,595
44,785	-	44,785	Gift in Kind	227,623	-	227,623	0.00%	1,571,525	-	-
1,023,882	1,248,657	(224,775)	Total Revenues	38,967,033	39,170,043	(203,010)	-0.52%	39,576,549	38,398,449	39,170,043
Expenditures:										
Instructional										
139,490	109,711	(29,779)	Salary and Wages	10,975,703	11,357,239	381,536	3.36%	10,858,004	10,843,156	11,357,239
180,923	199,198	18,276	Employee Benefits	2,190,878	2,468,069	277,191	11.23%	2,029,504	2,029,504	2,468,069
30,118	450	(29,668)	Contractual Services	449,167	647,065	197,898	30.58%	412,490	411,644	647,065
49,018	15,961	(33,057)	General Materials and Supplies	688,721	708,945	20,224	2.85%	600,948	589,523	708,945
5,120	3,680	(1,440)	Travel and Meeting Expenses	83,929	145,769	61,840	42.42%	83,362	77,291	145,769
-	-	-	Fixed Charges	55,410	99,375	43,965	0.00%	56,816	56,816	99,375
15,111	-	(15,111)	Capital Outlay	216,190	172,877	(43,313)	-25.05%	16,816	16,816	172,877
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
2,000	-	(2,000)	Gift in Kind	79,000	-	(79,000)	0.00%	-	-	-
421,780	329,000	(92,779)	Total Instructional	14,738,997	15,599,339	860,342	5.52%	14,057,940	14,024,750	15,599,339
Academic Support										
59,511	43,200	(16,311)	Salary and Wages	667,721	359,212	(308,509)	-85.89%	577,597	577,722	359,212
14,327	15,230	903	Employee Benefits	156,213	61,120	(95,093)	-155.58%	127,589	126,263	61,120
-	-	-	Contractual Services	-	-	-	0.00%	6,450	6,450	-
4,172	329	(3,843)	General Materials and Supplies	211,693	183,448	(28,245)	-15.40%	204,115	200,190	183,448
4,499	1,200	(3,299)	Travel and Meeting Expenses	35,588	13,400	(22,188)	-165.58%	30,585	32,870	13,400
-	-	-	Fixed Charges	-	-	-	0.00%	-	-	-
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	-	-	-	0.00%	-	-	-
82,510	59,959	(22,551)	Total Academic Support	1,071,215	617,180	(454,035)	-73.57%	946,336	943,494	617,180
Student Services										
193,566	105,549	(88,017)	Salary and Wages	2,149,633	2,243,554	93,921	4.19%	1,812,967	1,811,654	2,243,554
48,790	53,558	4,768	Employee Benefits	527,728	601,523	73,795	12.27%	460,856	440,073	601,523
-	-	-	Contractual Services	10,906	12,040	1,134	9.42%	11,743	11,743	12,040
13,310	2,495	(10,816)	General Materials and Supplies	107,167	118,172	11,005	9.31%	94,771	99,535	118,172
11,024	3,100	(7,924)	Travel and Meeting Expenses	111,854	107,177	(4,677)	-4.36%	72,859	72,623	107,177
-	-	-	Fixed Charges	-	15,000	15,000	100.00%	-	-	15,000
-	-	-	Other Expenditures	14,850	-	(14,850)	100.00%	14,350	14,350	-
266,690	164,702	(101,988)	Total Student Services	2,922,138	3,097,466	175,328	5.66%	2,467,545	2,449,978	3,097,466
Public Service/Cont Ed										
40,334	54,971	14,638	Salary and Wages	472,854	714,628	241,774	33.83%	451,768	404,069	714,628
5,601	10,648	5,047	Employee Benefits	75,054	124,744	49,690	39.83%	69,060	84,506	124,744
22,482	3,500	(18,982)	Contractual Services	64,156	102,000	37,844	37.10%	108,714	108,714	102,000
16,427	12,205	(4,222)	General Materials and Supplies	108,125	177,663	69,538	39.14%	72,288	72,238	177,663
2,137	1,139	(998)	Travel and Meeting Expenses	20,331	32,891	12,560	38.19%	13,487	13,487	32,891
8,783	8,628	(155)	Fixed Charges	104,500	106,232	1,732	1.63%	105,633	105,633	106,232
-	-	-	Capital Outlay	13,195	12,000	(1,195)	-9.96%	-	-	12,000
184	-	(184)	Other	4,676	-	(4,676)	0.00%	-	50	-
-	-	-	GIK	300	-	(300)	0.00%	-	-	-
95,949	91,091	(4,858)	Total Public Service/ Cont Ed	863,191	1,270,158	406,967	32.04%	820,951	788,698	1,270,158
Operations & Maintenance										
108,789	106,211	(2,578)	Salary and Wages	1,180,744	1,361,220	180,476	13.26%	1,050,390	1,049,240	1,361,220
31,366	39,295	7,929	Employee Benefits	384,727	460,345	75,618	16.43%	346,178	346,178	460,345
78,054	13,969	(64,085)	Contractual Services	748,264	388,534	(359,730)	-92.59%	308,399	297,189	388,534
47,799	2,500	(45,299)	General Materials and Supplies	326,639	224,782	(101,857)	-45.31%	344,332	342,919	224,782
246	87	(159)	Travel and Meeting Expenses	501	1,490	989	66.35%	321	321	1,490
-	90,750	90,750	Fixed Charges	18,342	99,000	80,658	81.47%	19,874	14,174	99,000
141,658	132,657	(9,002)	Utilities	1,413,447	1,732,879	319,432	18.43%	1,113,044	1,113,044	1,732,879
-	-	-	Capital Outlay	10,800	-	(10,800)	100.00%	4,396	4,396	-
160	5,000	4,840	Contingency Funds	820	4,796	3,976	82.90%	-	-	4,796
-	-	-	GIK	103,940	60,000	(43,940)	0.00%	-	-	60,000
408,073	390,468	(17,605)	Total Operation and Maint	4,188,226	4,333,046	144,820	3.34%	3,187,398	3,167,461	4,333,046
Institutional Support										
898,852	330,295	(568,557)	Salary and Wages	4,137,598	4,280,633	143,035	3.34%	3,688,407	3,704,402	4,280,633
26,862	400,090	373,228	Employee Benefits	1,115,505	1,255,711	140,206	11.17%	1,031,701	1,643,702	1,255,711
210,537	77,255	(133,281)	Contractual Services	1,602,436	1,877,635	275,199	14.66%	1,313,548	1,313,548	1,877,635
136,556	28,085	(108,471)	General Materials and Supplies	997,723	2,035,050	1,037,327	50.97%	1,698,076	1,697,994	2,035,050
11,859	11,655	(204)	Travel and Meeting Expenses	151,827	146,577	(5,250)	-3.58%	124,529	116,193	146,577
-	-	-	Fixed Charges	15,940	217,741	201,801	92.68%	196,727	196,727	217,741
242,656	110,000	(132,656)	Capital Outlay	1,097,420	290,000	(807,420)	100.00%	779,132	779,132	290,000
214,559	60,450	(154,109)	Contingency Funds	1,199,303	1,043,976	(155,327)	-14.88%	676,926	676,921	1,443,976
330,101	76,125	(253,976)	Other	972,783	49,075	(923,708)	100.00%	271,883	1,844,651	49,075
245,522	-	(245,522)	Strategic Initiatives	367,958	400,000	32,042	100.00%	17,458	17,458	-
-	-	-	One Time Budget Requests	-	-	-	0.00%	1,570,767	-	-
42,785	-	(42,785)	GIK	43,383	-	(43,383)	0.00%	-	-	-
2,360,288	1,093,955	(1,266,333)	Total Institutional Support	11,701,875	11,596,398	(105,477)	-0.91%	11,369,154	11,990,727	11,596,398
5,178	1,068,000	1,062,822	Scholarships, grants, waivers	557,598	1,228,566	670,968	54.61%	604,342	604,342	1,228,566
3,640,468	3,197,176	(443,292)	Total Expenditures	36,043,240	37,742,153	1,698,913	4.50%	33,453,666	33,969,451	37,742,153
(2,616,586)	(1,948,519)	(668,067)	Revenue Less Expenditures	2,923,793	1,427,890	1,495,903	104.76%	6,122,883	4,428,998	1,427,890
2,041,251	1,427,890	(613,361)	Transfers Out:	2,041,251	1,427,890	(613,361)	-42.96%	1,710,193	1,717,310	1,427,890
Excess of Revenues over Expenditures & Transfers										
(4,657,837)	(3,376,409)	(54,706)		882,541	(0)	2,109,264	147.72%	4,412,690	2,711,688	0

Current Month				Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget Variance
1,440,541.01	749,937.80	(690,603.21)	Salary and Wages	19,584,253.13	20,316,486.00	732,232.87
307,869.53	718,018.82	410,149.29	Employee Benefits	4,450,104.15	4,971,512.00	521,407.85
341,191.68	95,174.29	(246,017.39)	Contractual Services	2,874,929.72	3,027,274.00	152,344.28
267,283.47	61,574.72	(205,708.75)	General Materials and Supplies	2,440,067.69	3,448,060.00	1,007,992.31
34,884.98	20,860.97	(14,024.01)	Travel and Meeting Expenses	404,029.83	447,304.00	43,274.17
8,782.98	99,377.50	90,594.52	Fixed Charges	194,192.18	522,348.00	328,155.82
141,658.36	132,656.53	(9,001.83)	Utilities	1,413,446.95	1,732,879.00	319,432.05
257,766.67	110,000.00	(147,766.67)	Capital Outlay	1,337,605.27	474,877.00	(862,728.27)
214,719.03	65,450.00	(149,269.03)	Contingency Funds	1,200,123.22	1,048,772.00	(151,351.22)
625,585.56	76,125.00	(549,460.56)	Other Expenditures	2,144,488.06	449,075.00	(1,695,413.06)
3,640,283.27	2,129,175.63	(1,511,107.64)	Total	36,043,240.20	36,438,587.00	395,346.80

Lake Land College

FY2024 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2024 Budgeted	FY24 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$10,975,703	\$11,357,239	\$381,536	\$11,357,239	\$10,696,673	\$11,357,239	\$660,566
Salary and Wages - Acad. Support	\$667,721	\$359,212	(\$308,509)	\$359,212	\$612,386	\$359,212	(\$253,174)
Salary and Wages - Stud. Svcs	\$2,149,633	\$2,243,554	\$93,921	\$2,243,554	\$2,220,533	\$2,243,554	\$23,021
Salary and Wages - Public Svc.	\$472,854	\$714,628	\$241,774	\$714,628	\$628,314	\$714,628	\$86,314
Salary and Wages - Maintenance	\$1,180,744	\$1,361,220	\$180,476	\$1,361,220	\$1,212,400	\$1,361,220	\$148,820
Salary and Wages - Inst. Support	\$4,137,598	\$4,280,633	\$143,035	\$4,280,633	\$3,980,226	\$4,280,633	\$300,407
Total Salary and Wages	\$19,584,253	\$20,316,486	\$732,233	\$20,316,486	\$19,350,532	\$20,316,486	\$965,954

Employee Benefits	Year to Date			FY2024 Budgeted	FY24 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$2,190,878	\$2,468,069	\$277,191	\$2,468,069	\$1,692,455	\$2,468,069	\$775,614
Employee Benefits - Acad. Support	\$156,213	\$61,120	(\$95,093)	\$61,120	\$138,889	\$61,120	(\$77,769)
Employee Benefits - Stud. Svcs	\$527,728	\$601,523	\$73,795	\$601,523	\$484,081	\$601,523	\$117,442
Employee Benefits - Public Svc.	\$75,054	\$124,744	\$49,690	\$124,744	\$92,956	\$124,744	\$31,788
Employee Benefits - Maintenance	\$384,727	\$460,345	\$75,618	\$460,345	\$380,796	\$460,345	\$79,549
Employee Benefits - Inst. Support	\$1,115,505	\$1,255,711	\$140,206	\$1,255,711	\$1,248,072	\$1,255,711	\$7,639
Total Employee Benefits	\$4,450,104	\$4,971,512	\$521,408	\$4,971,512	\$4,037,249	\$4,971,512	\$934,263

Jun-24	Operations & Maint Restricted--Fund 03				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Sources	1,898,424	2,075,000	(176,576)	1,727,416	2,075,000
Bond Proceeds			-	15,159,895	
Loan Proceeds			-		
Investment Income	500,242		500,242	376,430	
Total Revenues	2,398,665	2,075,000	323,665	17,263,741	2,075,000
Expenditures:					
Student Center Renovations : Buildi			-		
Construction Proj : Site Improvemen	3,916,204	3,863,190	(53,014)	15,199,677	3,863,190
PHS Projects : Site Improvements				1,019,410	
New Site: Site Improvements	52,387	3,000,000	2,947,613	14,100	3,000,000
Other			-	16,117,744	
Total Expenditures	3,968,592	6,863,190	2,894,598	32,350,930	6,863,190
Excess of Revenues over					
Expenditures & Transfers	(1,569,926)	(4,788,190)	3,218,264	(15,087,189)	(4,788,190)

Jun-24	Bond and Interest--Fund 04				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
General : Local Taxes	6,829,874	6,596,625	233,249	6,679,262	6,596,625
General : Investment Income	(8,597)	164,300	(172,897)		-
General : Transfer from Other Funds	100,245		100,245	9,211	164,300
Total Revenues	6,921,522	6,760,925	160,597	6,688,473	6,760,925
Expenditures:					
Work Cash Bonds : Debt Principal Pa			-		
Work Cash Bonds : Interest on Debt			-		
Work Cash Bonds : Other Fixed Charg	(1,072)		1,072		
Funding Bonds : Debt Principal Paym	5,885,003	5,885,000	(3)	6,370,024	5,885,000
Funding Bonds : Interest on Debt	821,440	872,925	51,485	272,545	872,925
Funding Bonds : Other Fixed Charges	1,000		(1,000)		
Funding Bonds : Bond Is		3,000	3,000	251,417	3,000
Administration : Intere			-		
Total Expenditures	6,706,371	6,760,925	54,554	6,893,985	6,760,925
Excess of Revenues over					
Expenditures & Transfers	215,151	-	215,151	(205,512)	-

Jun-24

Auxillary Enterprise Fund--Fund 05

	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Ag Judging Activity Fees	6,500	6,500	-	6,500	6,500
Ag Judging Transfer	32,213	31,143	1,070	23,047	31,143
Auto Shop	-	15,500	(15,500)	-	15,500
Athletics	993,156	890,791	102,365	896,986	890,791
Fitness Center	96,358	55,000	41,358	34,429	55,000
Bookstore	633,177	771,084	(137,907)	793,568	771,084
Print Shop	1,087,172	905,000	182,172	1,088,917	905,000
Food Service	16,865	16,800	65	13,707	16,800
College Farm	145,055	140,000	5,055	216,815	140,000
Comm Choir	-	5,100	(5,100)	-	5,100
Student Life	372,072	245,500	126,572	293,119	245,500
WLKL Radio Activity fees	1,100	1,100	-	1,100	1,100
Transfer for Tuition Waivers	637,230	637,230	0	552,106	-
Total Revenues	4,020,899	3,720,748	300,151	3,920,293	3,083,518
Expenditures:					
Ag Judging	38,713	37,760	(953)	29,547	37,760
Auto Shop	-	15,500	15,500	-	15,500
Athletics	993,156	1,031,961	38,805	867,407	1,031,961
Fitness Center	66,779	69,500	2,721	64,008	69,500
Bookstore	652,330	814,056	161,726	819,363	814,056
Print Shop	1,053,592	852,124	(201,469)	923,117	852,124
Food Service	30,885	8,659	(22,226)	8,066	8,659
College Farm	106,501	95,374	(11,127)	180,275	95,374
Comm Choir	-	5,100	5,100	-	5,100
Student Life	372,072	386,240	14,168	293,119	386,240
WLKL Radio	311	1,100	789	225	1,100
Tuition Waivers	637,230	637,230	(0)	552,106	-
Total Expenditures	3,951,569	3,954,605	3,035	3,737,233	3,317,375
Excess of Revenues over Expenditures & Transfers	69,330	(233,856)	303,186	183,060	(233,856)

Jun-24	Restricted Purposes Fund--Fund 06				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Adult Ed	632,258	658,804	(26,546)	658,804	658,804
Pathways	532,014	415,452	116,562	350,515	415,452
Perkins	462,570	421,964	40,606	421,964	421,964
WIOA	2,976,788	3,022,338	(45,550)	3,118,662	3,022,338
College Work Study	34,970	70,577	(35,607)	23,818	70,577
GAST	20,000	20,000	-	20,000	20,000
IL Cooperative Work Study	18,005	50,000	(31,995)	10,695	50,000
IPRF Grant	7,105	88,000	(80,895)	13,703	88,000
Veterans Services	83,595	520,000	(436,405)	175,658	520,000
ISAC MAP	1,544,206	1,520,000	24,206	1,498,484	1,520,000
Department Of Education	5,460,427	10,874,314	(5,413,887)	4,904,107	10,874,314
Direct loans	1,148,493	2,068,000	(919,507)	1,267,608	2,068,000
Corrections	8,774,555	13,956,662	(5,182,107)	8,861,418	13,956,662
CARES Funds-Students	-	-	-	2,422,506	-
CARES Funds-Institutional	-	-	-	2,981,091	-
Privately Funded Grant	2,268,916	182,970	2,085,946	1,223,169	182,970
TRIO SSS	288,187	286,323	1,864	259,510	286,323
TRIO DC	363,562	320,160	43,402	335,222	320,160
Total Revenues	24,615,651	34,475,564	(9,859,913)	28,546,933	34,475,564
Expenditures:					
Adult Ed	632,258	658,804	26,546	658,804	658,804
Pathways	532,014	415,452	(116,562)	350,515	415,452
Perkins	462,570	421,964	(40,606)	421,964	421,964
WIOA	2,976,788	3,022,338	45,550	3,118,662	3,022,338
College Work Study	34,970	70,577	35,607	23,818	70,577
GAST	20,000	20,000	-	20,000	20,000
IL Cooperative Work Study	18,005	50,000	31,995	10,695	50,000
IPRF Grant	7,105	88,000	80,895	13,703	88,000
Veterans Services	83,595	520,000	436,405	175,658	520,000
ISAC MAP	1,544,206	1,520,000	(24,206)	1,498,484	1,520,000
Department of Education	5,460,427	10,874,314	5,413,887	4,904,107	10,874,314
Direct loans	1,148,493	2,068,000	919,507	1,267,608	2,068,000
Corrections	8,774,555	13,956,662	5,182,107	8,861,418	13,956,662
CARES Funds-Students	-	-	-	2,422,506	-
CARES Funds-Institutional	-	-	-	2,981,091	-
Privately Funded Grant	2,268,916	182,970	(2,085,946)	1,223,169	182,970
TRIO SSS	288,187	286,323	(1,864)	259,510	286,323
TRIO DC	363,562	320,160	(43,402)	335,222	320,160
Total Expenditures	24,615,651	34,475,564	9,859,913	28,546,933	34,475,564
Excess of Revenues over Expenditures & Transfers	-	-	-	-	-

Jun-24	Audit Fund--Fund 11				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	189,875	200,000	(10,125)	173,596	200,000
Total Revenues	189,875	200,000	(10,125)	173,596	200,000
Expenditures:					
Admin Staff Ful	27,138.84	27,273.64	135	25,588	27,273.64
Support Staff F	17,260.62	17,375.90	115	15,964	17,375.90
Medical Benefit	7,806.17	9,994.32	2,188	9,093	9,994.32
Life Insurance	27.07	27.60	1	26	27.60
Audit Services	72,627.00	68,000.00	(4,627)	47,800	68,000.00
Printing	-	500.00	500	-	500.00
Total Expenditures	124,860	123,171	(1,688)	98,470	123,171
Excess of Revenues over Expenditures & Transfers	65,016	76,829	(11,813)	75,126	76,829

Jun-24	Tort Fund--Fund 12				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	1,144,179	1,107,000	37,179	2,241,962	1,107,000
Misc Income	1,989		1,989	1,000	
Total Revenues	1,146,168	1,107,000	39,168	2,242,962	1,107,000
Expenditures:					
Student Services	97,332	89,341	7,991	92,428	89,341
Operations and Maintenance	216,092	224,394	(8,302)	190,314	224,394
Police Dept	690,529	533,236	157,293	534,866	533,236
Institutional Support	347,612	353,637	(6,025)	146,146	353,637
Fixed Charges-ins	748,059	821,969	(73,910)	744,868	821,969
Total Expenditures	2,099,623	2,022,577	(77,047)	1,708,623	2,022,577
Excess of Revenues over Expenditures & Transfers					
	(953,455)	(915,577)	(37,879)	534,339	(915,577)

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: John Woodruff, Vice President for Business Services

CC:

DATE: July 18, 2024

RE: Surplus Items

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

- **Welders** – 3 Lincoln 225 Precision Tigs, 3 Lincoln Invertec V205-T AC/DC, 4 Lincoln Cool Arc 40, 2 Teach Weld Welding Simulators, and 1 Vega Tensile Tester. This is a result of the recent welding lab upgrades.
- **Effingham Technology Center Technology Items** – In order to remove and prepare for the construction phase of the building, we are requesting surplus designation for the various technology items in the attached list that will not be repurposed by the College within ETC or other College facilities.
- **Effingham Technology Center Cubicle Walls/Desks** – In order to remove and prepare for the construction phase of the building, we are requesting surplus designation for the remaining cubicle walls/desks that will not be repurposed by the College within ETC or other College facilities.

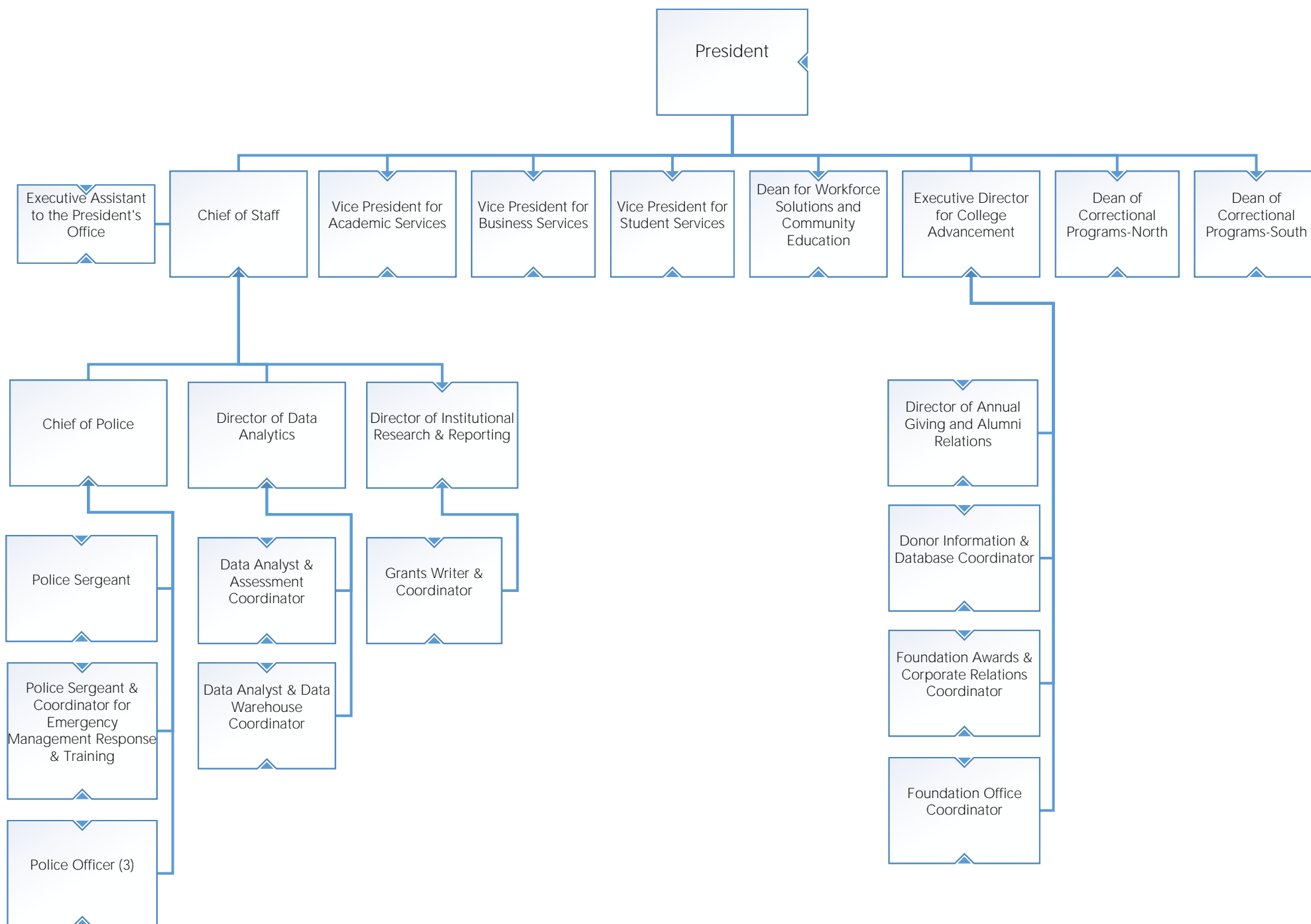
As with past surplus items/equipment, we will seek the best financial route to follow in disposing of these items. Those options could include donation to local school districts/charitable (501C3) organizations and/or sales to individuals, auction house consignment, and/or wholesale purchasers.

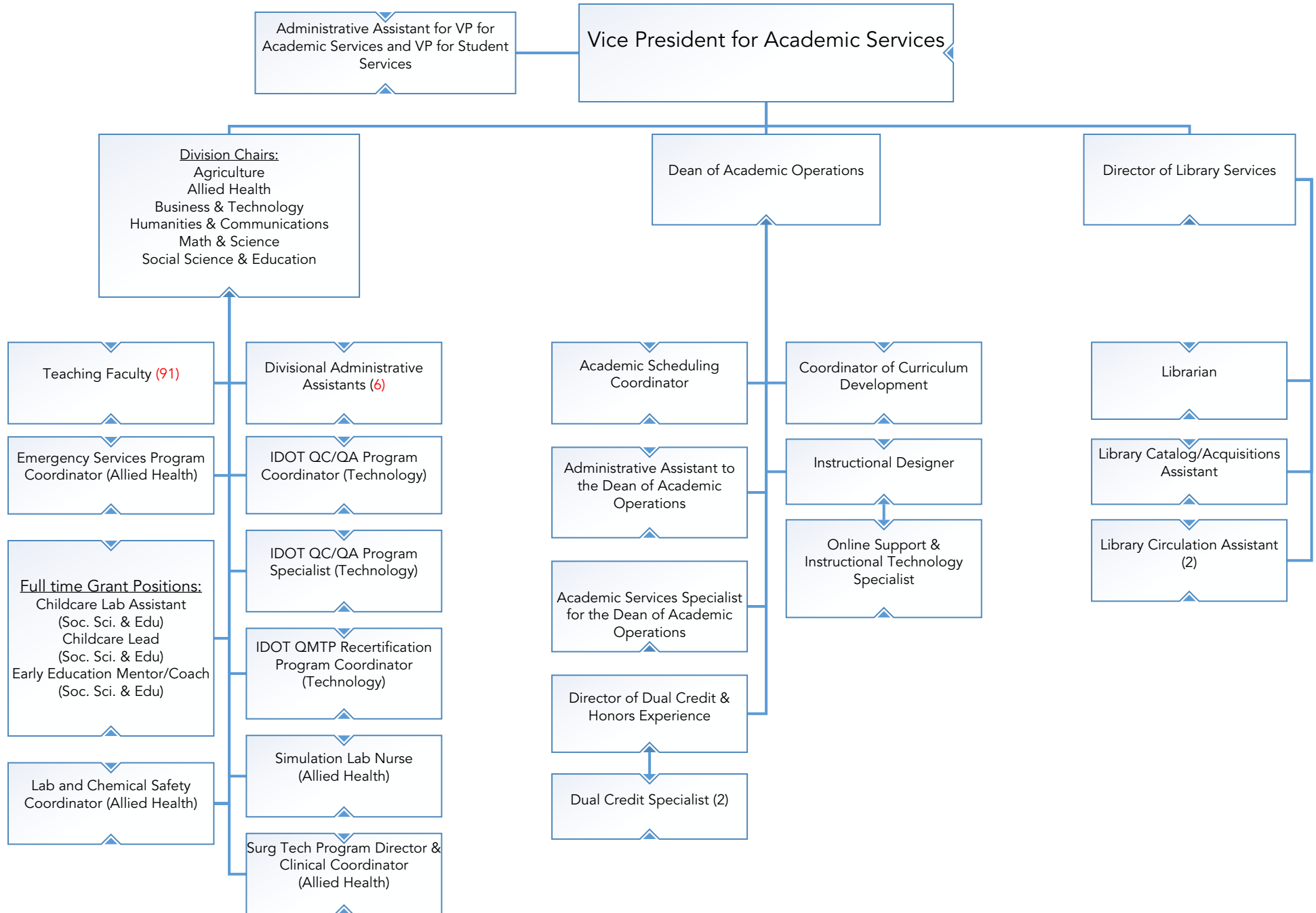
Recommended motion: Declare the items listed above as surplus and grant authorization to dispose of the listed items in a manner most beneficial to Lake Land College.

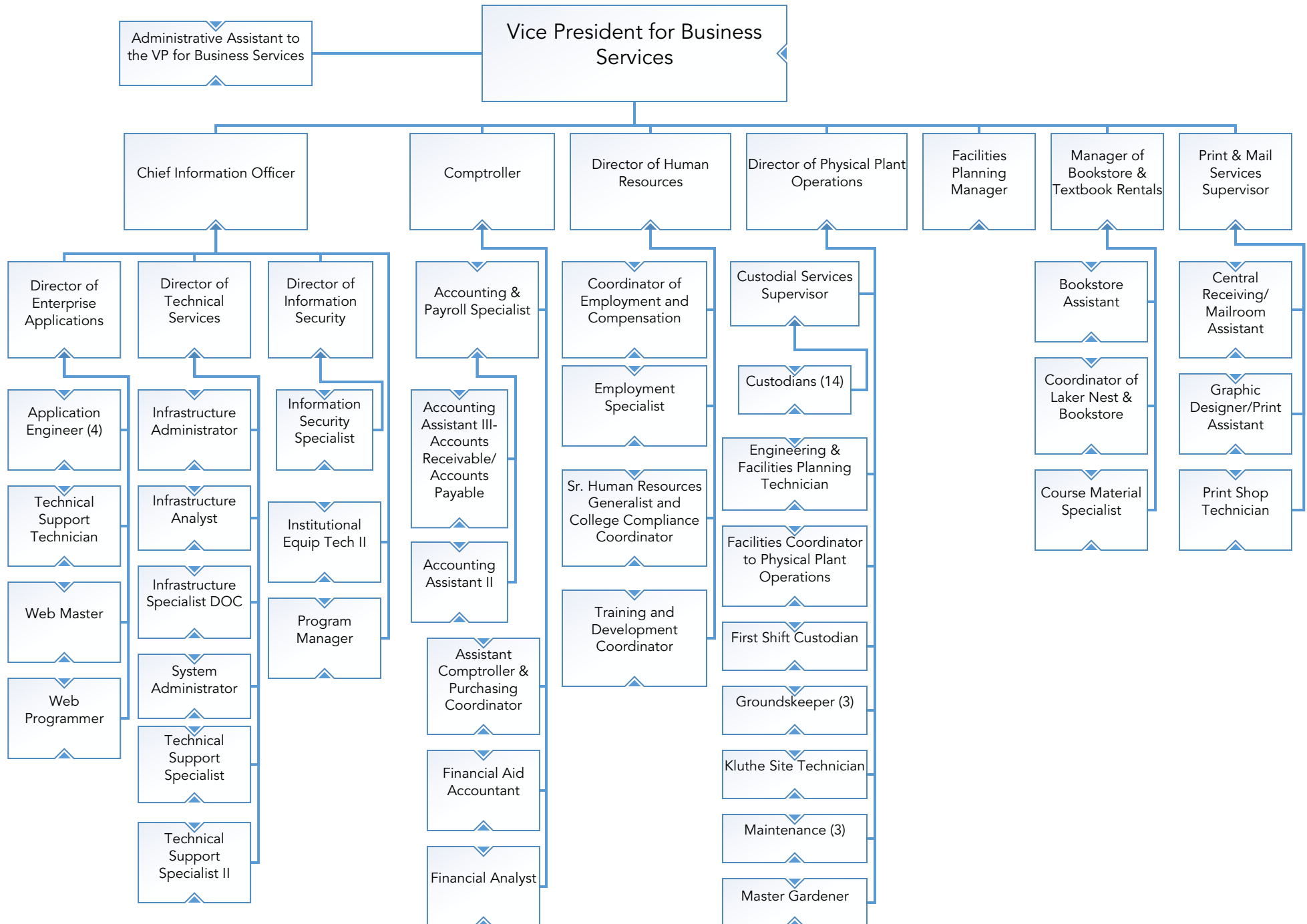
Attachment

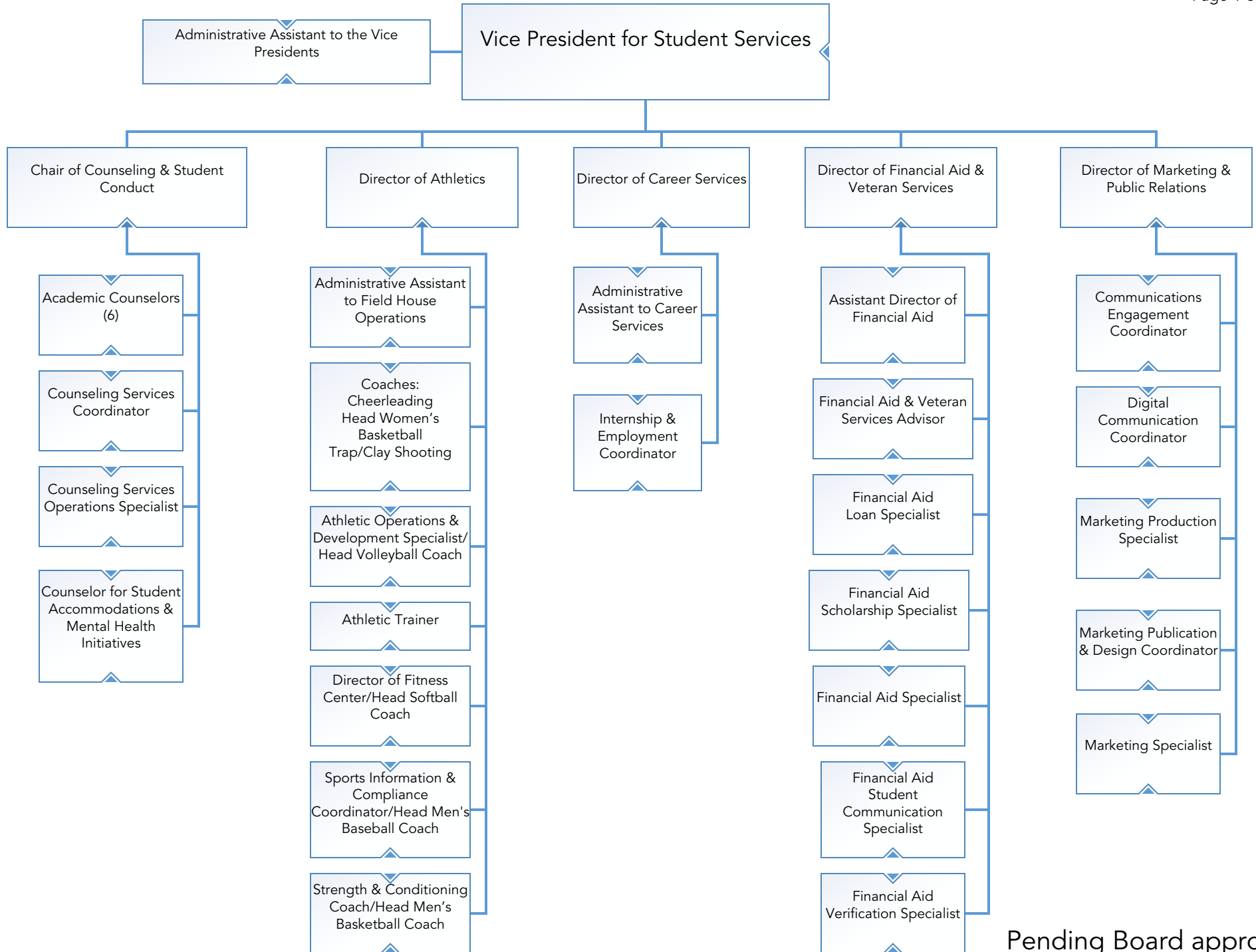
Location in Building	Item Description	Brand	Qty
178	19" Monitor	Dell	91
179	19" Monitor	Dell	339
013	Cisco 2504 Wireless LAN Controller	Cisco	1
LL, L1, and L2	Cisco Aironet 3802 Series 802 Dual Band Access Point	Cisco	15
LL and L1	Conference Phone - 8831	Cisco	4
LL and L1	Conference Phone - 8832	Cisco	1
179	Desk Phone - 114DE	Nortel	4
179	Desk Phone Model # 230	ShoreTel	3
179	Desk Phone Model # 7841	Cisco	55
179	Desk Phone Model # 7965	Cisco	132
178	Desk Phone Model # 8841	Cisco	1
179	Desk Phone Model # 8841	Cisco	22
179	Desk Phone Model # NTYS05	Nortal	2
179	Desktop PC - Optiplex Model # 3080	Dell	1
179	Desktop PC - Optiplex Model # 7010	Dell	7
179	Docking Station Model # K09A	Dell	2
179	Docking Station Model # K16A	Dell	2
179	Docking Station Model # Pro2X	Dell	2
179	Docking Station Model # Pro3X	Dell	2
270	Dual camera system (SpeakerTrack 60)	Cisco	1
179	Keyboard	Dell	12
179	Keyboard	Dell	239
179	Mice	Dell	200
178	Monitor Model # 152B	Samsung	1
178	Monitor Model # 730BS	Dell	1
178	Monitor Model # 900W	Gateway	1
178	Monitor Model # C-17	AG Neovo	1
178	Monitor Model # E198WFP	Unknown	1
178	Monitor Model # I2476VWM	AOC	1
178	Monitor Model # L1706	HP	1
178	Monitor Model # L246H3	NEC	1
178	Monitor Model # LW22	AG Neovo	1
178	Monitor Model # M17FBA	Scanport	1
178	Monitor Model # NB17ASBN	Samsung	1
178	Monitor Model # P11900	Planar	1
178	Monitor Model # P1909Wb	Dell	4
178	Monitor Model # P1909Wb	Dell	23
178	Monitor Model # P1909Wf	Dell	8
178	Monitor Model # P1911b	Dell	5
178	Monitor Model # P1911t	Dell	24
178	Monitor Model # PL1700M	Planar	1
178	Monitor Model # SX-17	AG Neovo	1
178	Monitor Model # T240HD	Samsung	1
178 & 013	Monitor Model Syncmaster 2053BW	Samsung	2
Conversion	Network Camera (P3301)	Axis	1
Building Exterior	Network Camera (P3343)	Axis	14

Location in Building	Item Description	Brand	Qty
Cafeteria	Network Camera (P3353)	Axis	1
073	Office Inkjet Pro 8600	HP	1
013 & 74	Office Inkjet Pro 8710	HP	2
L1 Data Closet	C2960x-stack	Cisco	3
L1 Data Closet	Catalyst 2960	Cisco	1
LL and L2 Data Closet	Catalyst 4500 E-Series	Cisco	2
L1 Data Closet	Catalyst 4500+ E-Series	Cisco	1
270	Touch 10 Control Unit (CTS-CTRL-DV10)	Cisco	1

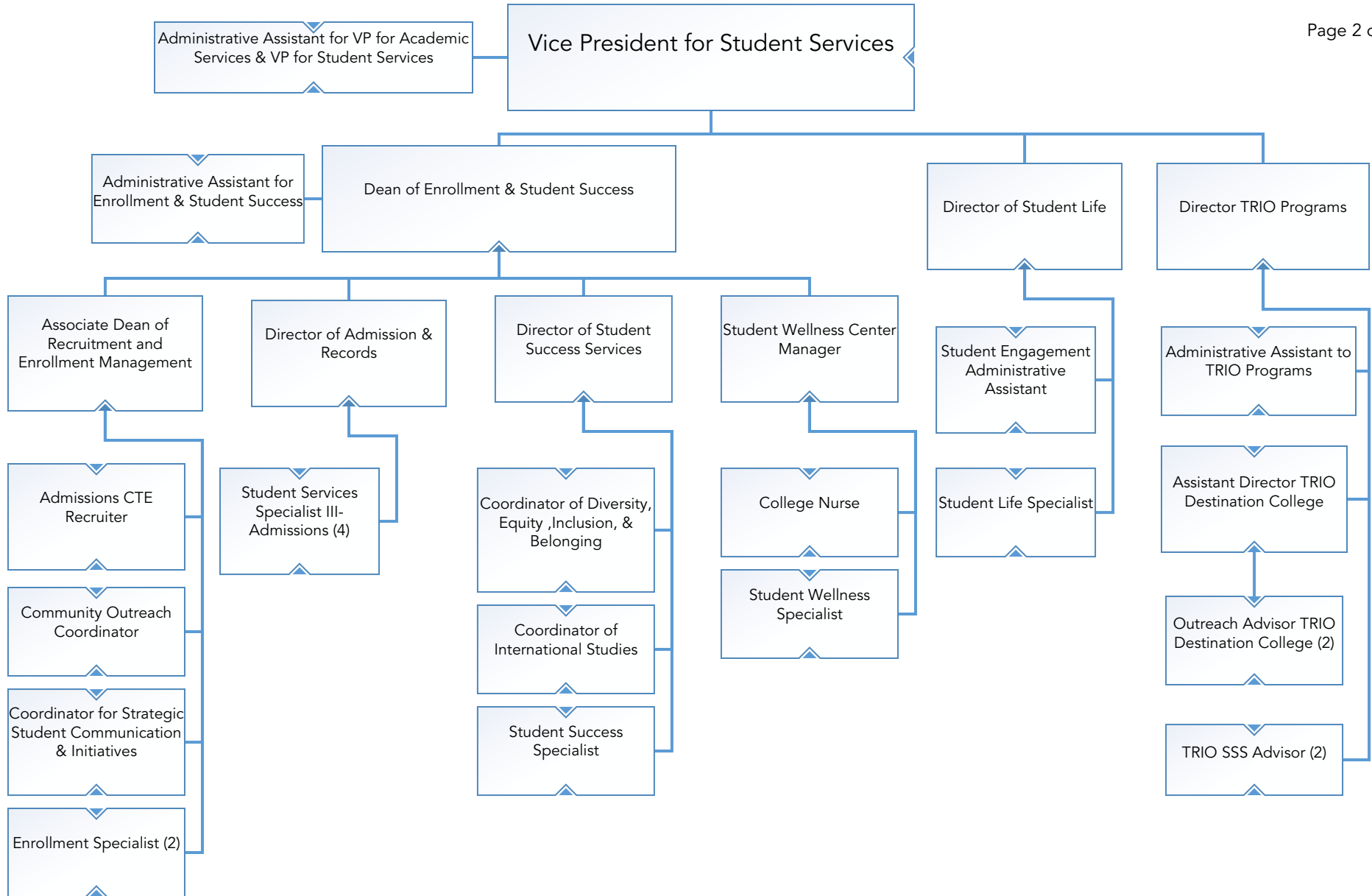


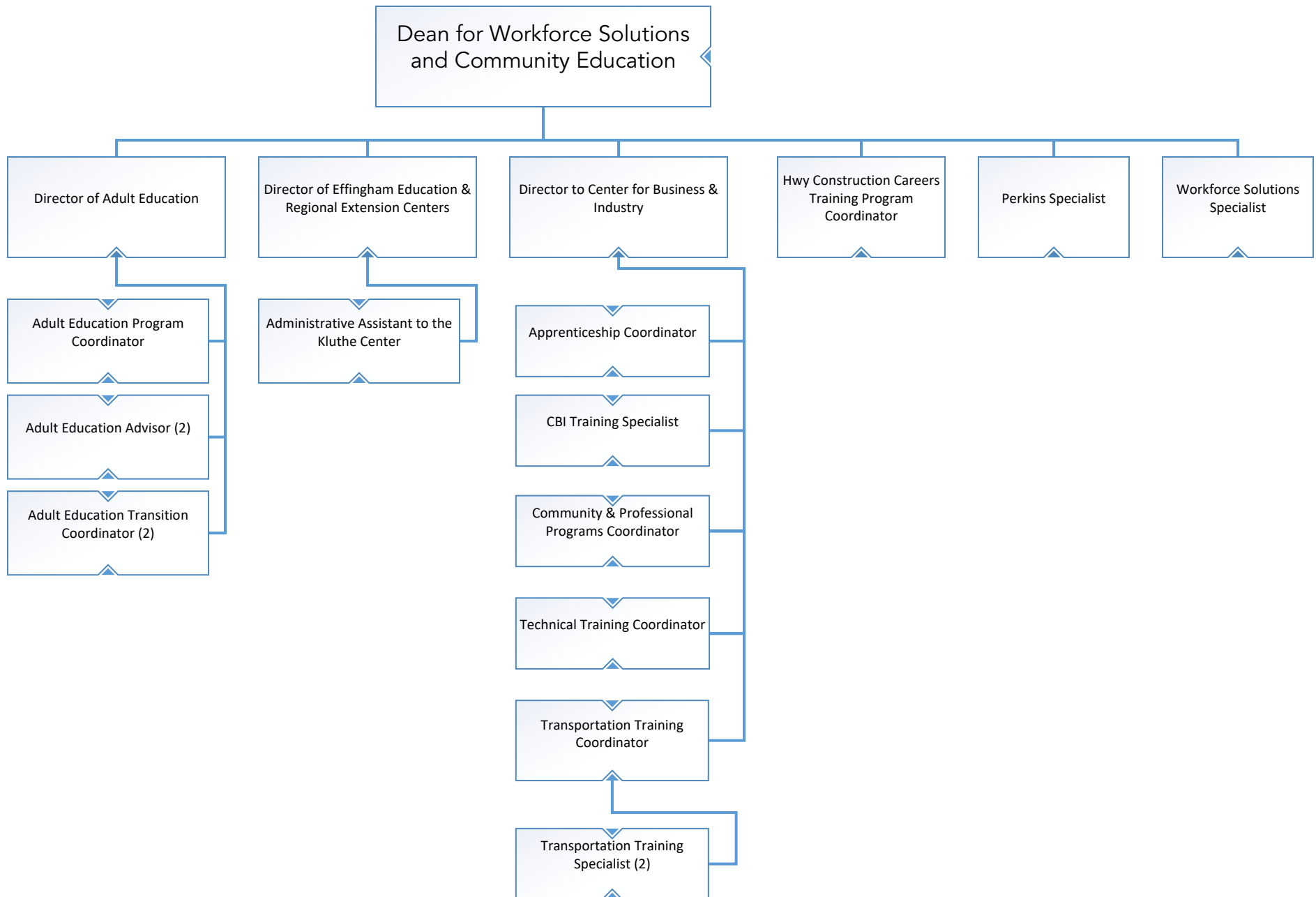


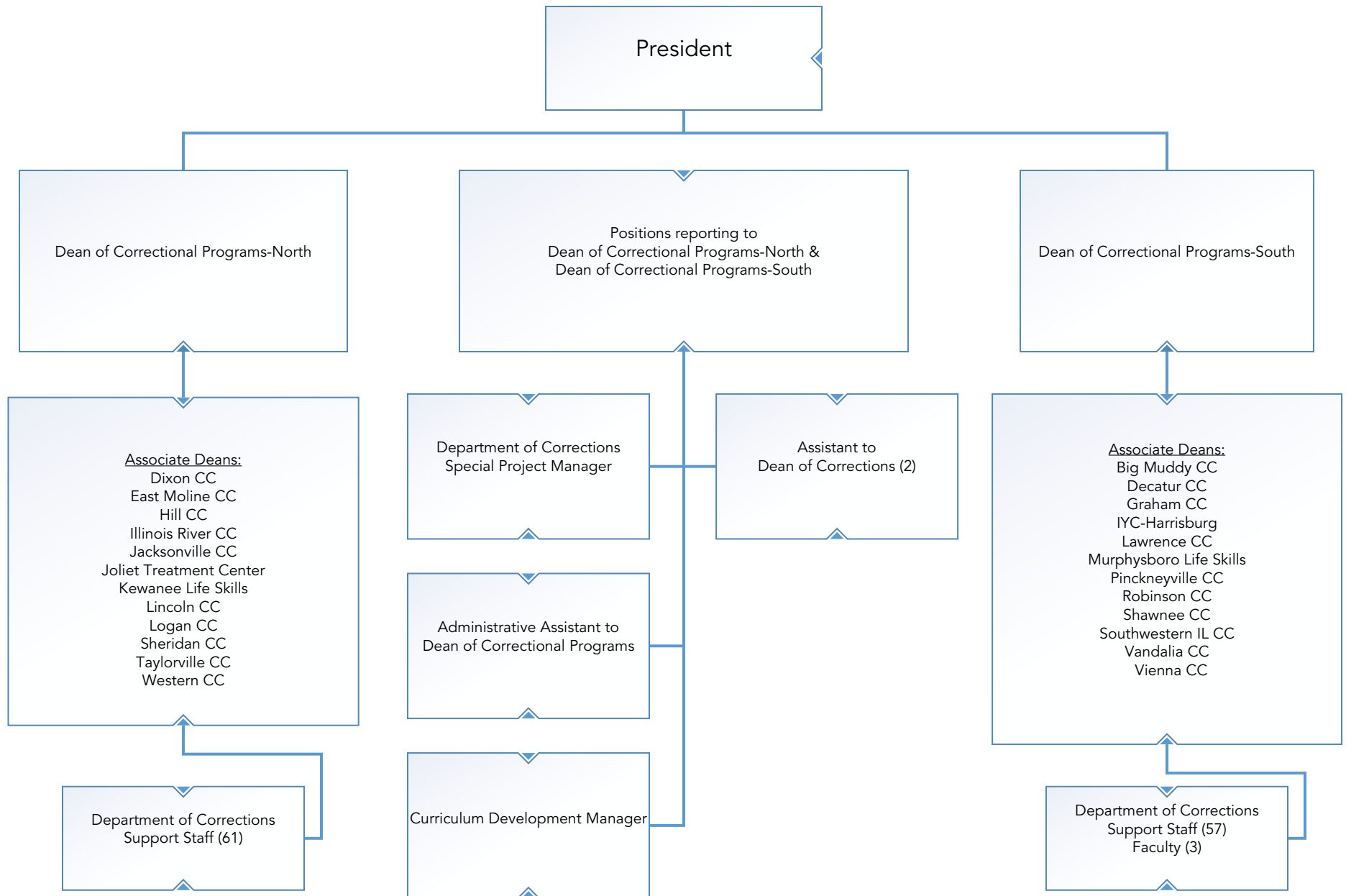




Pending Board approval







Board of Trustees Lake Land College

Resolution No. 0824-005Date 8/12/2024

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 2024 - 2025 BUDGET

For fiscal year beginning July 1, 2024 and ending June 30, 2025.

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 12th day of August 2024, 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, 2024 and ending June 30, 2025.

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	\$ 54,965,053
Operations & Maintenance	6,084,419
Operations & Maintenance (Restricted)	16,750,000
Bond and Interest	6,763,750
Auxiliary Enterprises	4,353,259
Restricted Purposes	34,967,649
Audit	144,710
Liability, Protection, & Settlement	2,091,218
TOTAL	\$126,120,058

Approved:

Board Chairman

Board Secretary

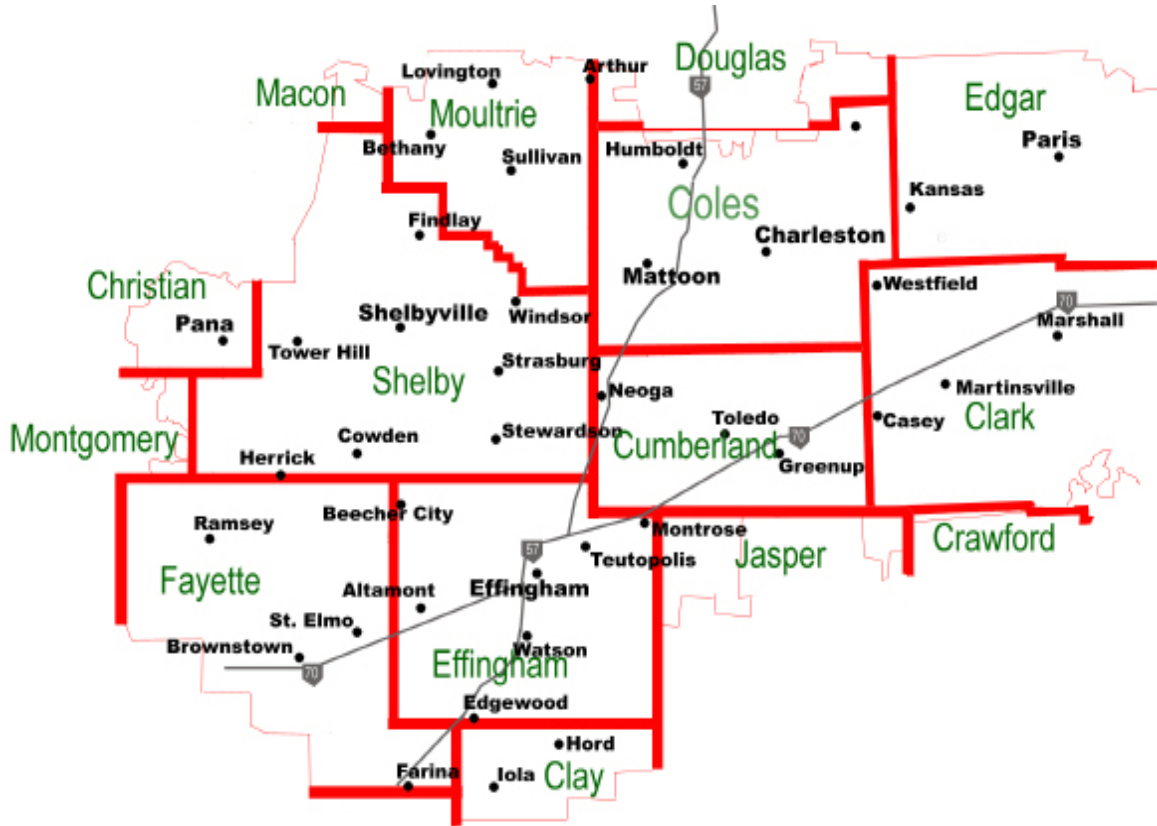
FISCAL YEAR 2025 BUDGET



LAKE LAND
COLLEGE

LAKE LAND COLLEGE

DISTRICT NO. 517



BOARD OF TRUSTEES

Mr. Gary Cadwell, Chair
Mr. Tom Wright, Vice Chair
Mr. Dave Storm, Secretary
Mr. Kevin Curtis
Mr. Larry Lilly
Ms. Doris Reynolds
Ms. Denise Walk
Ms. Abbie Kelly, Student Trustee

COLLEGE PRESIDENT

Dr. Jonathan Bullock, President



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LAKE LAND COLLEGE

To: Lake Land College Board of Trustees

From: Dr. Josh Bullock, President

Subject: Proposed 2025 Fiscal Year Operating Budget

Date: July 1, 2024

Presented in the following pages is the proposed FY 2025 budget for Lake Land College.

The total FY 2025 budgeted expenditures for all funds (including operating and restricted purpose funds) is \$126,120,058, an increase of \$10.99 million from the FY 2024 budgeted expenditures of \$115,132,346. Significant changes in the FY 2025 budget include a decrease of \$1.07 million in the Educational fund and increases of \$1 million in the Auxiliary Enterprises fund, \$492,085 in the Restricted Purpose fund, \$554,660 in the Operations and Maintenance fund and an increase of \$9.89 million in the Operations and Maintenance (Restricted) fund. SURS pass through amounts remained level.

The FY 2025 operating budget (Fund 1 and Fund 2) is a balanced budget with estimated income of \$61,049,472 and corresponding expenditures of \$61,049,472. This represents a net decrease of \$520,072 from FY 2024.

The College's in-district tuition rate will increase \$3.00 to \$113.50 per credit hour for FY 2025 and the activity fee will increase by \$1.50 per credit hour. Thus, the FY 2025 budget is adjusted to reflect the new tuition and fee rates. The following categories highlight significant changes to revenues and expenses for FY 2025.

Revenue Increases:

- A modest increase in State funding for credit hour reimbursement and equalization increases revenue by \$412,695.
- Adjustments of DOC override to FY 2024 actual adds \$200,000 in revenue.
- Anticipated additional property tax revenue due to increased equalized assessed value, coupled with an adjustment for prior year budget overestimate, results in a revenue increase of \$143,657.

Revenue Decreases:

- Adjusting tuition, fees and other assessments to FY 2024 actual enrollment, and accounting for FY 2025 tuition and fee rate increases, results in a revenue decrease of \$764,426.
- A decrease in Corporate Personal Property Replacement Tax (CPPRT) reduces revenue by \$410K.

Expenditure Increases:

- Compensation adjustments for contractual and non-contractual staff, including full-time, adjunct and part-time pay, increases expenditures by \$920,296, which is offset by adjustments from FY 2024 salary under expenditures. This results in no new additional funds needed.
- Anticipated expenditure increases in health insurance increases expenditures by \$253,446.
- Dual credit and CTE strategic initiatives add \$300,000 in expenditures.

Expenditure Decreases:

- Operational ongoing and one-time budget line increases of \$290,647, offset by operational budget reductions of \$982,132 throughout budget lines, provides a net \$691,485 in expenditure reductions.
- Net retirement savings of \$829,096, offset by new and annualized positions of \$557,256, leads to an overall decrease of \$271,840 in personnel expenditures.

The FY 2025 budget is presented to the Board of Trustees following a comprehensive, inclusive and thoughtful planning process focused on ensuring a quality student experience, while maintaining the College's financial strength.

FINANCIAL STRUCTURE

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

EDUCATION FUND

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

OPERATIONS AND MAINTENANCE FUND

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

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)

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

BOND AND INTEREST FUND

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

AUXILIARY ENTERPRISES FUND

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

RESTRICTED PURPOSES FUND

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

WORKING CASH FUND

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

TRUST AND AGENCY FUND

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

AUDIT FUND

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

LIABILITY, PROTECTION, AND SETTLEMENT FUND

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

BUDGETED EXPENDITURES BY FUND



Educational\$ 54,965,053



Operations & Maintenance6,084,419



Operations & Maintenance (Restricted) 16,750,000



Bond and Interest.....6,763,750



Auxiliary Enterprises4,353,259



Restricted Purposes.....34,967,649



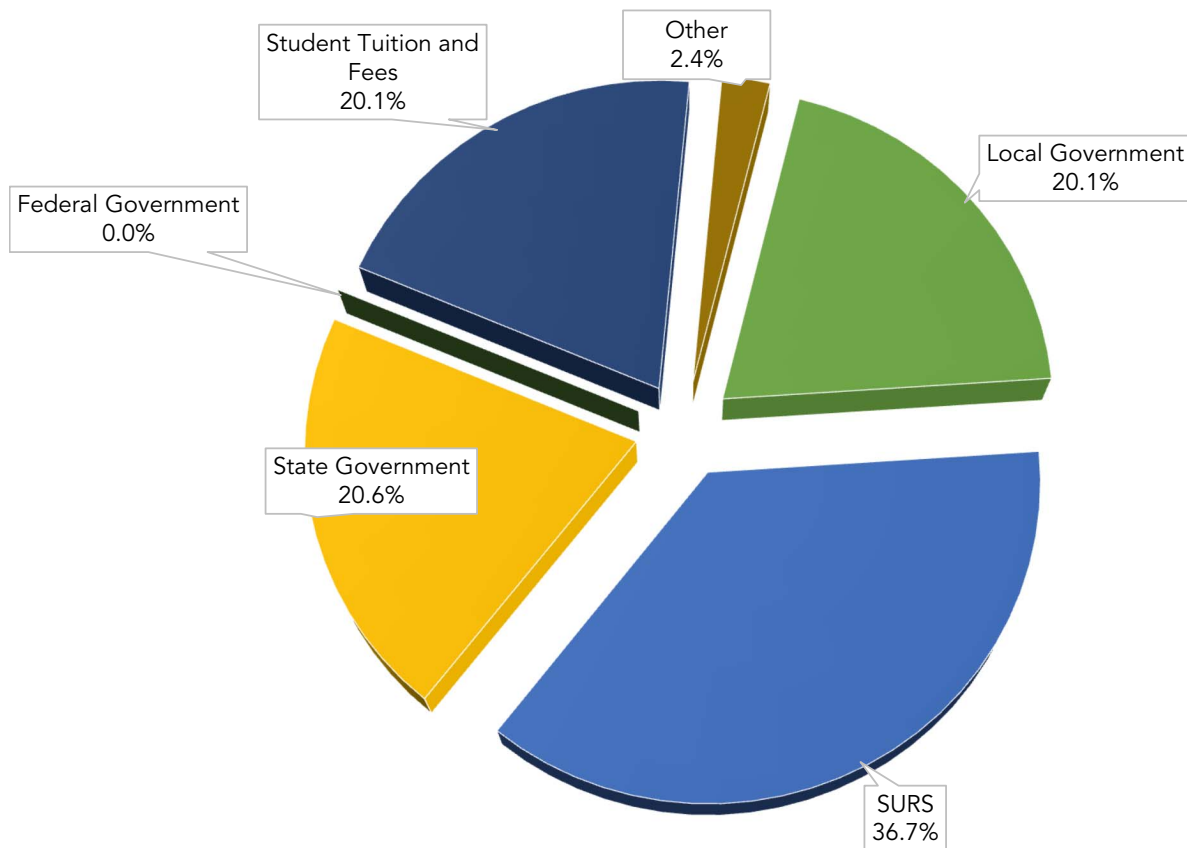
Audit 144,710



Liability, Protection, & Settlement.....2,091,218

TOTAL.....\$126,120,058

BUDGETED OPERATING REVENUE

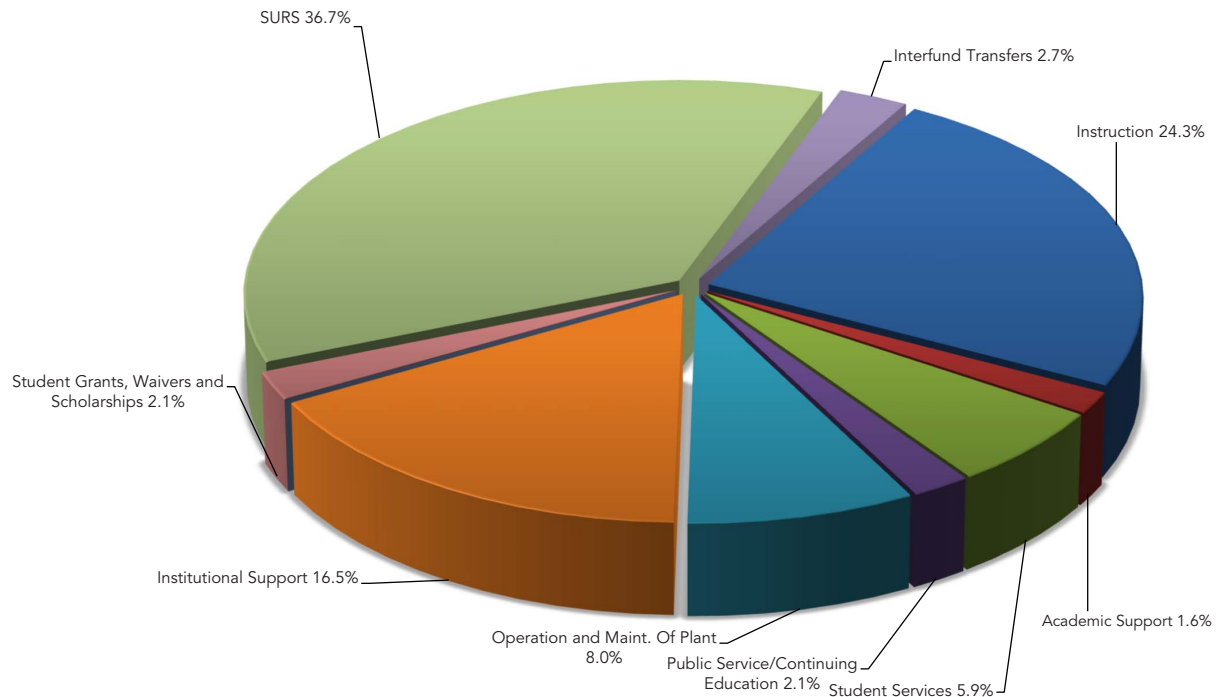


Summary of Fiscal Year 2025 Estimated Revenues

Lake Land College District No. 517

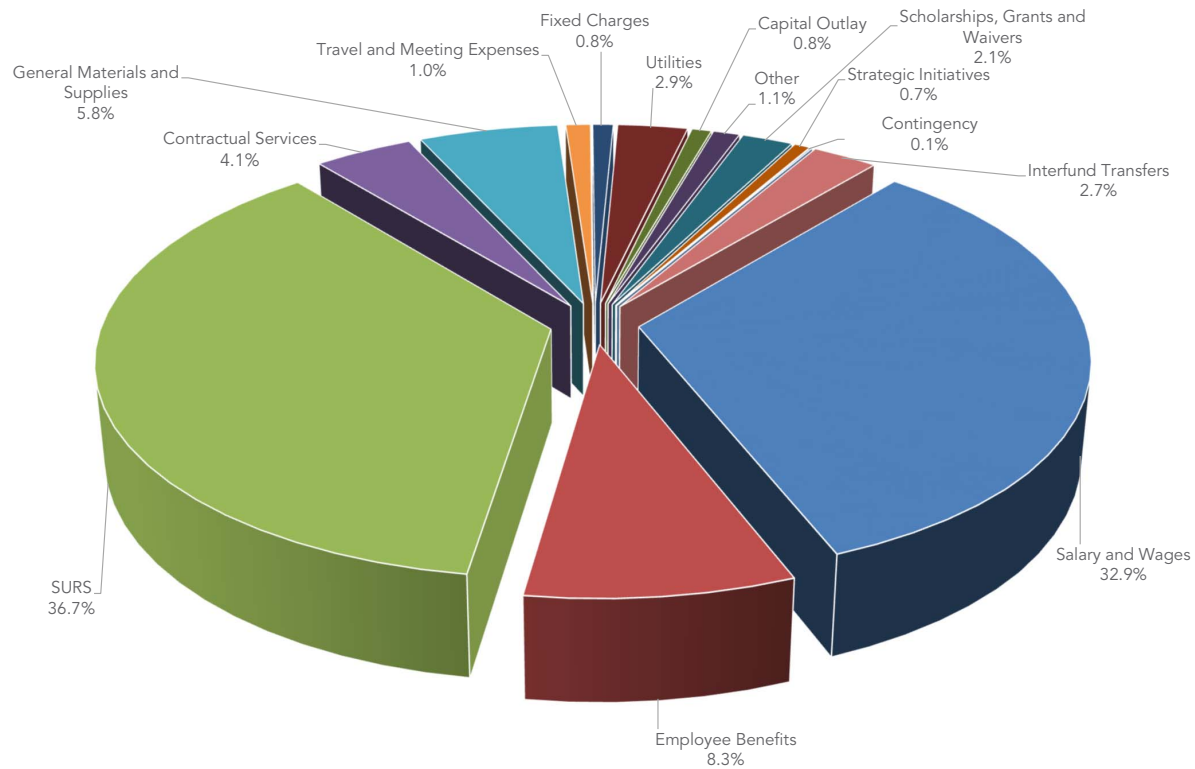
	Year Ended June 30, 2025		
	Education Fund	Operating & Maintenance Fund	Total Operating Funds
OPERATING REVENUES BY SOURCE			
Local Government			
Local Taxes	\$ 10,290,978	\$ 1,000,000	\$ 11,290,978
Corp Pers Prop Repl Taxes	965,000		965,000
TOTAL LOCAL GOVERNMENT	\$ 11,255,978	\$ 1,000,000	\$ 12,255,978
State Government			
State University Retirement System	\$ 21,203,072	\$ 1,196,713	\$ 22,399,785
ICCB Credit Hour Grants	4,440,957		4,440,957
ICCB Equalization Grants	3,446,300	3,446,300	6,892,600
ICCB Career and Technical Hours	560,804		560,804
Department of Juvenile Justice	181,942		181,942
Department of Corrections	425,500		425,500
Heart Saver CPR	104,000		104,000
TOTAL STATE GOVERNMENT	\$ 30,362,575	\$ 4,643,013	\$ 35,005,588
Federal Government			
Grant Admin Fee	\$ 14,296		\$ 14,296
TOTAL FEDERAL GOVERNMENT	\$ 14,296		\$ 14,296
Student Tuition and Fees			
Tuition	\$ 8,186,725		\$ 8,186,725
Fees	1,685,452		1,685,452
Other Student Assessments	2,424,278		2,424,278
TOTAL TUITION AND FEES	12,296,455		12,296,455
Other Sources			
Sales and Service Fees	\$ 915,421		\$ 915,421
Facilities Revenue		\$ 415,734	415,734
Investment Revenue	146,000		146,000
TOTAL OTHER SOURCES	\$ 1,061,421	\$ 415,734	\$ 1,477,155
TOTAL 2025 BUDGETED REVENUE	\$ 54,990,725	\$ 6,058,747	\$ 61,049,472

SUMMARY OF FISCAL YEAR 2025 OPERATING BUDGETED EXPENDITURES BY PROGRAM



	Education Fund	Operating & Maintenance Fund	Totals	%
BY PROGRAM				
Instruction	\$ 14,844,338		\$ 14,844,338	24.3%
Academic Support	1,001,734		1,001,734	1.6%
Student Services	3,625,077		3,625,077	5.9%
Public Service/Continuing Education	1,259,707		1,259,707	2.1%
Operation and Maint. Of Plant		4,887,706	4,887,706	8.0%
Institutional Support	10,077,961		10,077,961	16.5%
Scholarships, Student Grants and Waivers	1,287,566		1,287,566	2.1%
SURS	21,203,072	1,196,713	22,399,785	36.7%
INTERFUND TRANSFERS	\$ 1,665,598	\$ -	\$ 1,665,598	2.7%
TOTAL 2025 BUDGETED EXPENDITURES	\$ 54,965,053	\$ 6,084,419	\$ 61,049,472	100%

SUMMARY OF FISCAL YEAR 2025 OPERATING BUDGETED EXPENDITURES BY OBJECT



BY OBJECT	Education Fund	Operating & Maintenance Fund	Total Operating Funds	%
Salary and Wages	\$ 18,434,685	\$ 1,654,418	\$ 20,089,103	32.9%
Employee Benefits	4,601,520	471,834	5,073,354	8.3%
SURS	21,203,072	1,196,713	22,399,785	36.7%
Contractual Services	2,110,471	388,827	2,499,298	4.1%
General Materials and Supplies	3,269,513	252,000	3,521,513	5.8%
Travel and Meeting Expenses	614,538	7,290	621,828	1.0%
Fixed Charges	412,669	104,000	516,669	0.8%
Utilities		1,764,078	1,764,078	2.9%
Capital Outlay	310,185	183,915	494,100	0.8%
Other	606,061	61,344	667,405	1.1%
Scholarships, Grants and Waivers	1,287,566	-	1,287,566	2.1%
Strategic Initiatives	400,000	-	400,000	0.7%
Provision for Contingency	49,175	-	49,175	0.1%
INTERFUND TRANSFERS	\$ 1,665,598	\$ -	\$ 1,665,598	2.7%
TOTAL 2025 BUDGETED EXPENDITURES	\$ 54,965,053	\$ 6,084,419	\$ 61,049,472	100%

Fiscal Year 2025 Budgeted Expenditures

EDUCATION FUND	Appropriations	Totals
INSTRUCTIONAL		
Salary and Wages	\$ 10,660,542	
Employee Benefits	2,433,060	
SURS	13,882,899	
Contractual Services	669,937	
General Materials and Supplies	875,650	
Travel and Meeting Expenses	177,139	
Fixed Charges	99,375	
Capital Outlay	31,735	<u>\$ 28,830,337</u>
ACADEMIC SUPPORT		
Salary and Wages	\$ 526,799	
Employee Benefits	4,776	
SURS	429,255	
Contractual Services	-	
General Materials and Supplies	458,500	
Travel and Meeting Expenses	13,500	
Fixed Charges	-	
Capital Outlay	-	
Other	-	<u>\$ 1,432,830</u>
STUDENT SERVICES		
Salary and Wages	\$ 2,702,692	
Employee Benefits	514,830	
SURS	1,782,973	
Contractual Services	13,477	
General Materials and Supplies	176,604	
Travel and Meeting Expenses	104,435	
Fixed Charges	15,000	
Other	-	<u>\$ 5,310,011</u>
PUBLIC SERVICE/CONTINUING EDUCATION		
Salary and Wages	\$ 706,838	
Employee Benefits	79,937	
SURS	532,423	
Contractual Services	68,000	
General Materials and Supplies	223,239	
Travel and Meeting Expenses	47,404	
Fixed Charges	119,290	
Capital Outlay	15,000	
Other	-	<u>\$ 1,792,131</u>
INSTITUTIONAL SUPPORT		
Salary and Wages	\$ 4,039,579	
Employee Benefits	1,113,707	
SURS	4,575,522	
Contractual Services	1,612,503	
General Materials and Supplies	1,935,520	
Travel and Meeting Expenses	272,059	
Fixed Charges	194,004	
Capital Outlay	263,450	
Other	591,061	
Provision for Contingency	49,175	<u>\$ 14,646,580</u>
STUDENT GRANTS, WAIVERS AND SCHOLARSHIPS		
Other	\$ 1,287,566	<u>\$ 1,287,566</u>
INTERFUND TRANSFERS	\$ 1,665,598	<u>\$ 1,665,598</u>
GRAND TOTAL		<u>\$ 54,965,053</u>

Fiscal Year 2025 Budgeted Expenditures

<u>OPERATIONS AND MAINTENANCE FUND</u>	<u>Appropriations</u>	<u>Totals</u>
Salary and Wages	\$ 1,654,418	
Employee Benefits	471,834	
SURS	1,196,713	
Contractual Services	388,827	
General Materials and Supplies	252,000	
Travel and Meeting Expenses	7,290	
Fixed Charges	104,000	
Utilities	1,764,078	
Capital Outlay	-	
Other	183,915	
Contingency	61,344	\$ 6,084,419
 GRAND TOTAL		 \$ 6,084,419



Four Year Comparative Data

	Audited Revenues			
	Actual 2020	Actual 2021	Actual 2022	Actual 2023
OPERATING REVENUES BY SOURCE				
Local Government	\$ 9,305,514	\$ 9,758,060	\$ 10,863,542	\$ 11,745,263
State Government				
ICCB Credit Hour Grants	\$ 4,667,809	\$ 4,471,285	\$ 4,695,485	\$ 7,877,044
ICCB Equalization Grants	\$ 5,724,884	\$ 6,312,153	\$ 6,255,650	\$ 5,446,084
SURS	\$ 17,583,894	\$ 20,436,721	\$ 20,842,825	\$ 22,399,785
Other State Sources	\$ 1,086,003	\$ 1,143,651	\$ 1,152,227	\$ 348,993
Federal Government	-	-	-	-
Student Tuition and Fees	\$ 12,798,560	\$ 11,697,178	\$ 10,832,795	\$ 11,083,208
Other Revenue	\$ 6,472,742	\$ 3,083,197	\$ 3,692,519	\$ 3,801,481
Total	\$ 57,639,406	\$ 56,902,245	\$ 58,335,043	\$ 62,701,858
Audited Expenditures				
	Actual 2020	Actual 2021	Actual 2022	Actual 2023
OPERATING EXPENDITURES BY PROGRAM				
Instruction	\$ 13,764,949	\$ 12,930,258	\$ 13,191,494	\$ 14,062,079
Academic Support	\$ 889,656	\$ 864,000	\$ 662,083	\$ 945,528
Student Services	\$ 2,024,875	\$ 2,111,558	\$ 2,291,550	\$ 2,472,432
Public Service/Continuing Education	\$ 661,341	\$ 585,530	\$ 750,550	\$ 796,569
Operation and Maint. Of Plant	\$ 4,339,106	\$ 3,137,956	\$ 2,874,465	\$ 3,187,399
Institutional Support	\$ 13,410,733	\$ 7,861,187	\$ 10,110,258	\$ 10,288,211
Scholarships, Student Grants and Waivers	\$ 744,982	\$ 695,834	\$ 682,256	\$ 604,343
SURS	\$ 17,583,894	\$ 20,436,721	\$ 20,842,825	\$ 22,399,785
INTERFUND TRANSFERS	\$ 2,169,277	\$ 1,384,507	\$ 1,523,527	\$ 1,717,311
Total	\$ 55,588,813	\$ 50,007,551	\$ 52,929,008	\$ 56,473,657
OPERATING EXPENDITURES BY OBJECT				
	Actual 2020	Actual 2021	Actual 2022	Actual 2023
Salary and Wages	\$ 17,712,171	\$ 16,539,291	\$ 16,761,203	\$ 18,439,147
Employee Benefits	\$ 4,078,434	\$ 4,122,411	\$ 4,295,352	\$ 4,685,090
SURS	\$ 17,583,984	\$ 20,436,721	\$ 20,842,825	\$ 22,399,785
Contractual Services	\$ 1,326,582	\$ 1,499,957	\$ 1,350,591	\$ 2,161,343
General Materials and Supplies	\$ 3,650,291	\$ 1,730,523	\$ 2,919,478	\$ 3,029,898
Travel and Meeting Expenses	\$ 2,649,001	\$ 99,305	\$ 163,082	\$ 327,173
Fixed Charges	\$ 655,091	\$ 673,450	\$ 468,938	\$ 379,050
Utilities	\$ 996,731	\$ 1,136,095	\$ 1,058,061	\$ 1,113,508
Capital Outlay	\$ 2,575,548	\$ 621,245	\$ 425,267	\$ 800,344
Other	\$ 744,892	\$ 695,834	\$ 682,256	\$ 1,421,008
Provision for Contingency	\$ 1,446,811	\$ 1,068,212	\$ 2,438,428	-
INTERFUND TRANSFERS	\$ 2,169,277	\$ 1,384,507	\$ 1,523,527	\$ 1,717,311
Total	\$ 55,588,813	\$ 50,007,551	\$ 52,929,008	\$ 56,473,657

Two Year Comparative Data

	Estimated Revenues		
	Budget 2024	Estimated 2024	Budget 2025
OPERATING REVENUES BY SOURCE			
Local Government	\$ 12,522,321	\$ 11,813,944	\$ 12,255,978
State Government			
ICCB Credit Hour Grants	\$ 4,044,242	\$ 4,819,553	\$ 4,440,957
ICCB Equalization Grants	\$ 6,876,620	\$ 6,965,475	\$ 6,892,600
SURS	\$ 22,399,501	\$ 22,399,501	\$ 22,399,785
Other State Sources	\$ 1,157,384	\$ 976,785	\$ 1,272,246
Federal Government	\$ 14,296	\$ 58,700	\$ 14,296
Student Tuition and Fees	\$ 13,060,881	\$ 11,846,007	\$ 12,296,455
Other Revenue	\$ 1,494,299	\$ 2,186,538	\$ 1,477,155
Total	\$ 61,569,544	\$ 61,066,503	\$ 61,049,472

Budgeted Expenditures

	Budget 2024	Estimated 2024	Budget 2025
OPERATING EXPENDITURES BY PROGRAM			
Instruction	\$ 15,451,003	\$ 14,703,798	\$ 14,844,338
Academic Support	\$ 624,463	\$ 1,123,286	\$ 1,001,734
Student Services	\$ 3,092,162	\$ 2,888,595	\$ 3,625,077
Public Service/Continuing Education	\$ 1,270,877	\$ 836,091	\$ 1,259,707
Operation and Maint. Of Plant	\$ 4,333,046	\$ 4,123,310	\$ 4,887,706
Institutional Support	\$ 11,879,343	\$ 10,595,371	\$ 10,077,961
Scholarships, Student Grants and Waivers	\$ 1,091,259	\$ 1,091,259	\$ 1,287,566
SURS	\$ 22,399,501	\$ 22,399,501	\$ 22,399,785
INTERFUND TRANSFERS	\$ 1,427,890	\$ 1,427,890	\$ 1,665,598
Total	\$ 61,569,544	\$ 59,189,101	\$ 61,049,472

OPERATING EXPENDITURES BY OBJECT

	Budget 2024	Estimated 2024	Budget 2025
Salary and Wages	\$ 21,164,722	\$ 19,354,823	\$ 20,089,103
Employee Benefits	\$ 5,068,919	\$ 4,499,338	\$ 5,073,354
SURS	\$ 21,663,133	\$ 21,663,133	\$ 22,399,785
Contractual Services	\$ 3,027,274	\$ 2,764,078	\$ 2,499,298
General Materials and Supplies	\$ 3,064,424	\$ 2,583,715	\$ 3,521,513
Travel and Meeting Expenses	\$ 420,154	\$ 403,765	\$ 621,828
Fixed Charges	\$ 528,551	\$ 315,654	\$ 516,669
Utilities	\$ 1,732,879	\$ 1,387,406	\$ 1,764,078
Capital Outlay	\$ 479,672	\$ 1,175,658	\$ 494,100
Other	\$ 1,392,092	\$ 2,010,807	\$ 667,405
Scholarships, Student Grants and Waivers	\$ 1,090,759	\$ 1,090,759	\$ 1,287,566
Strategic Initiatives	\$ 400,000	\$ 400,000	\$ 400,000
Provision for Contingency	\$ 109,075	\$ 109,075	\$ 49,175
INTERFUND TRANSFERS	\$ 1,427,890	\$ 1,427,890	\$ 1,665,598
Total	\$ 61,569,544	\$ 59,189,101	\$ 61,049,472

Fiscal Year 2025 Budgeted Revenues

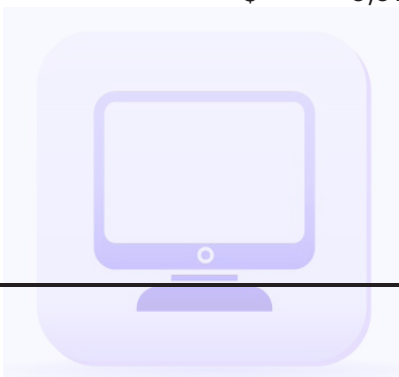
<u>OPERATIONS AND MAINTENANCE FUND (Restricted)</u>	<u>Revenues</u>	<u>Totals</u>
Local Government		
Current Taxes	\$ 1,995,000	
Bond Proceeds		<u>\$ 1,995,000</u>
State Government		
Other State Sources	-	<u>-</u>
Transfers	-	<u>-</u>
Total		<u>\$ 1,995,000</u>

Fiscal Year 2025 Budgeted Expenditures

<u>OPERATIONS AND MAINTENANCE FUND (Restricted)</u>	<u>Appropriations</u>	<u>Totals</u>
Institutional Support		
Capital Outlay	\$ 16,750,000	<u>\$ 16,750,000</u>

Fiscal Year 2025 Budgeted Revenues

<u>BOND AND INTEREST FUND (Restricted)</u>	<u>Revenues</u>	<u>Totals</u>
Local Government		
Current Taxes	\$ 6,597,500	\$ 6,597,500
Transfers		\$ 166,250
Total		\$ 6,763,750



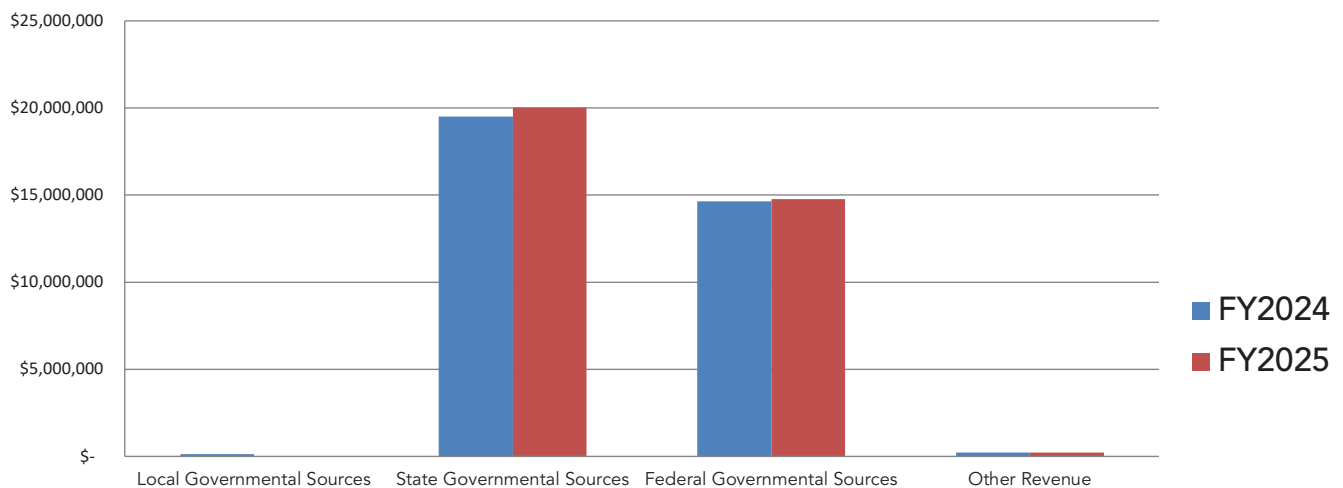
Fiscal Year 2025 Budgeted Expenditures

<u>BOND AND INTEREST FUND (Restricted)</u>	<u>Appropriations</u>	<u>Totals</u>
Institutional Support		
Debt Principal Retirement	\$ 6,185,000	
Interest (on Bonds)	575,750	
Other	3,000	\$ 6,763,750

Fiscal Year 2025 Budgeted Revenues

<u>RESTRICTED PURPOSES FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources	-	-
State Governmental Sources		
ICCB Credit Hour Grant	\$ 1,341,820	
ICCB Adult Education Grants	367,039	
Department of Corrections	12,028,388	
Department of Juvenile Justice	333,998	
Illinois Student Assistance Commission	1,696,000	
LWIOA	3,436,864	
Other Illinois Governmental Sources	801,783	<u>\$ 20,005,892</u>
Federal Governmental Sources		
Department of Education	\$ 14,758,787	<u>\$ 14,758,787</u>
Other Sources		
GAST	20,000	
Other Revenue	182,970	<u>\$ 202,970</u>
GRAND TOTAL		<u>\$ 34,967,649</u>

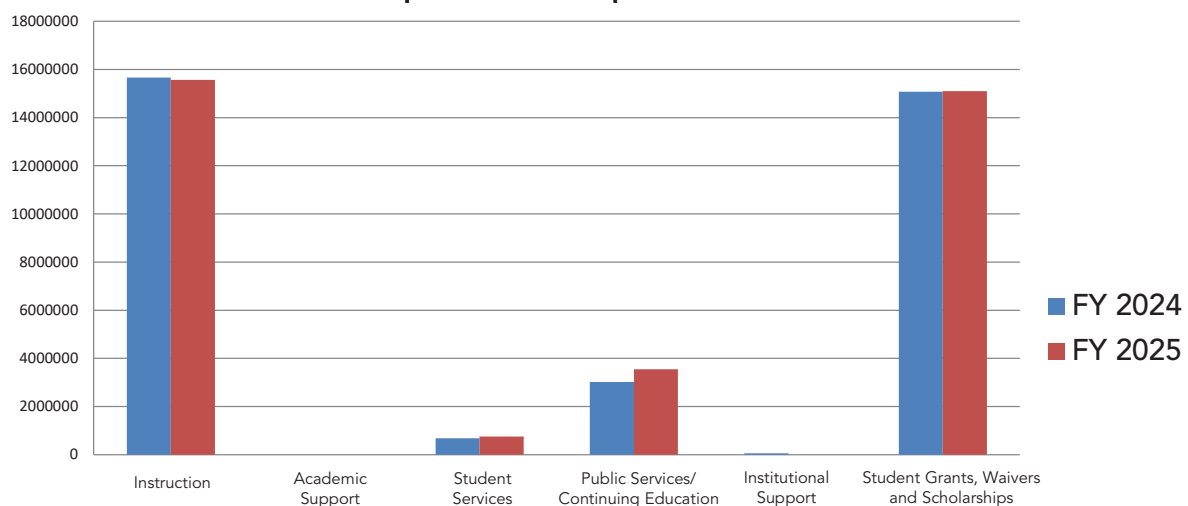
Restricted Purposes Fund Revenues FY24 vs FY25



Fiscal Year 2025 Budgeted Expenditures

RESTRICTED PURPOSES FUND	Appropriations	Totals
INSTRUCTIONAL		
Salary and Wages	\$ 8,668,757	
Employee Benefits	3,135,560	
Contractual Services	177,390	
General Materials and Supplies	1,798,938	
Travel and Meeting Expenses	246,311	
Fixed Charges	822,593	
Utilities	3,000	
Capital Outlay	348,989	
Other	366,955	\$ 15,568,493
STUDENT SERVICES		
Salary and Wages	\$ 442,556	
Employee Benefits	190,459	
Contractual Services	63,587	
General Materials and Supplies	27,138	
Travel and Meeting Expenses	29,520	\$ 753,260
PUBLIC SERVICES/CONTINUING EDUCATION		
Salary and Wages	\$ 21,032	
Employee Benefits	774	
Contractual Services	2,870,780	
General Materials and Supplies	116,600	
Travel and Meeting Expenses	29,400	
Fixed Charges	22,000	
Utilities	-	
Capital Outlay	1,972	
Other	489,306	\$ 3,551,865
INSTITUTIONAL SUPPORT		
Other	-	-
STUDENT GRANTS, WAIVERS AND SCHOLARSHIPS		
Financial Aid	\$ 15,094,031	\$ 15,094,031
Total		\$ 34,967,649

Restricted Purposes Fund Expenditures FY24 vs FY25



Fiscal Year 2025 Budgeted Revenues

<u>Liability, Protection and Settlement Fund</u>	<u>Revenues</u>	<u>Totals</u>
Local Government Sources		
Current Taxes	\$ 1,440,000	
		<u>\$ 1,440,000</u>

Fiscal Year 2025 Budgeted Expenditures

<u>Liability, Protection and Settlement Fund</u>	<u>Appropriations</u>	<u>Totals</u>
Student Services		
Salary and Wages	\$ 83,431	
Employee Benefits	10,541	<u>\$ 93,972</u>
Operations and Maintenance		
Salary and Wages		
Employee Benefits	526,035	
General Materials and Supplies	204,630	
Travel and Meeting Expenses	52,500	
Utilities	21,000	
Other	2,000	<u>\$ 806,165</u>
Institutional Support		
Salary and Wages	\$ 282,899	
Employee Benefits	88,003	
Contractual Services	25,000	
Fixed Charges	795,179	<u>\$ 1,191,081</u>
Total Expenditures		<u>\$ 2,091,218</u>

Fiscal Year 2025 Budgeted Revenues

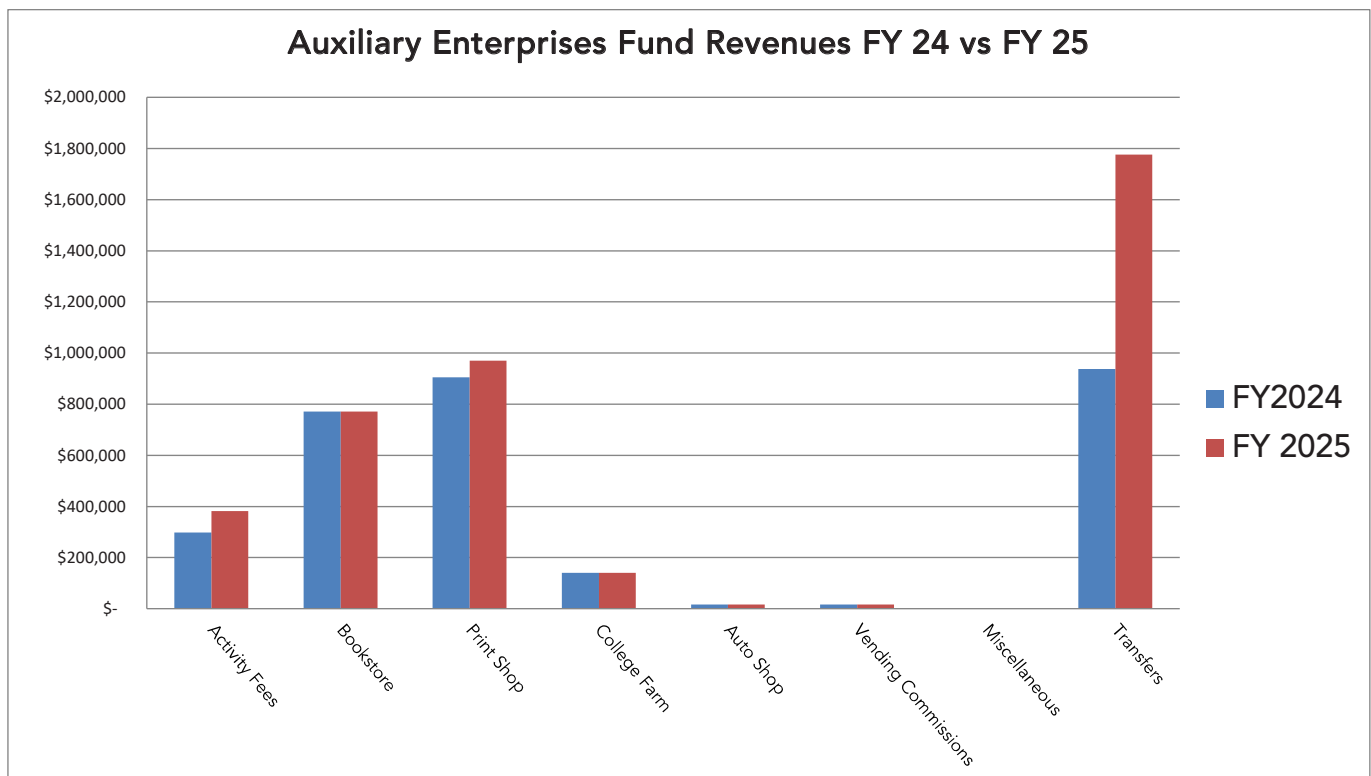
<u>Audit Fund</u>	<u>Revenues</u>	<u>Totals</u>
Local		
Current Taxes	\$ 147,000	
		<u>\$ 147,000</u>

Fiscal Year 2025 Budgeted Expenditures

<u>Audit Fund</u>	<u>Appropriations</u>	<u>Totals</u>
Salary	\$ 60,113	
Contractual Services	70,000	
Employee Benefits	14,097	
General Materials and Supplies	500	
		<u>\$ 144,710</u>

Fiscal Year 2025 Budgeted Revenues

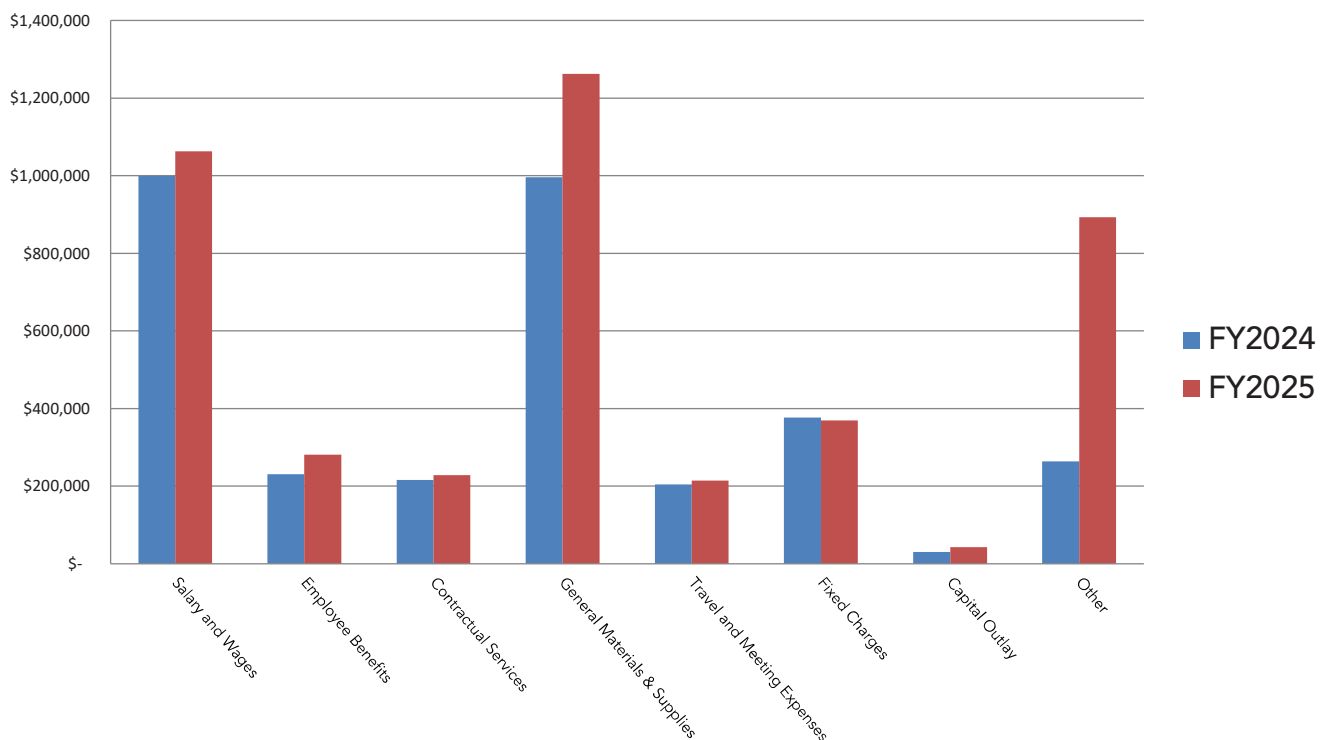
Auxiliary Enterprises Fund	Revenues	Totals
Activity Fees	\$ 381,735	\$ 381,735
Other Sources - Sales and Service Fees		
Bookstore	\$ 771,084	
Print Shop	969,000	
College Farm	140,000	
Auto Shop	15,500	
Vending Commissions	16,800	
Miscellaneous	-	\$ 1,912,384
Transfers		\$ 1,775,919
Total		\$ 4,070,038



Fiscal Year 2025 Budgeted Expenses

Auxiliary Enterprises Fund	Appropriations	Totals
Auxiliary Services		
Salary and Wages	\$ 1,062,444	
Employee Benefits	281,665	
Contractual Services	228,380	
General Materials and Supplies	1,262,160	
Travel and Meeting Expenses	213,910	
Fixed Charges	369,200	
Capital Outlay	42,500	
Other	893,000	\$ 4,353,259

Auxiliary Enterprises Fund Expenditures FY 24 vs FY 25



Summary of Fiscal Year 2025 Budget by Fund

	General		Capital Projects		Proprietary Fund
	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxiliary Enterprises Fund	
Beginning Balance	\$ 32,747,013	\$ 5,651,681	\$ 22,574,522	\$ 2,665,369	
Budgeted Revenues	54,990,725	6,058,747	1,995,000	2,294,119	
Budgeted Expenditures	53,299,455	6,084,419	16,750,000	4,353,259	
Budgeted Transfers From (to) other funds	(1,665,598)	-	-	1,775,919	
Budgeted Ending Balance	\$ 32,772,685	\$ 5,626,009	\$ 7,819,522	\$ 2,382,148	

Special Revenue

	Restricted Purposes Fund	Audit Fund	Liability, Protection, and Settlement Fund	Bond and Interest Fund
Beginning Balance	\$ 262,524	\$ 31,173	\$ 83,217	\$ 2,312,097
Budgeted Revenues	34,967,649	147,000	1,440,000	6,597,500
Budgeted Expenditures	34,967,649	144,710	2,091,218	6,763,750
Budgeted Transfers From (to) other funds	-	-	-	166,250
Budgeted Ending Balance	\$ 262,524	\$ 33,463	\$ (568,001)	\$ 2,312,097

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

Date

ATTEST: _____
Secretary, Board of Trustees

Summary of Fiscal Year 2025 Budgeted Revenues

Lake Land College District No. 517

Said community college's current estimates of revenues anticipated for Fiscal Year 2025 are displayed below. These estimates are based on the best information presently available and may be revised before adoption of the Fiscal Year 2025 budget.

REVENUES BY SOURCE

Chief Fiscal Officer of Community College District #517

	General			Special Revenue			Capital Projects	Proprietary Fund
	Education Fund	Operations and Maintenance Fund	Restricted Purpose Fund	Audit Fund	Liability, Protection and Settlement Fund	Bond and Interest Fund	Operations and Maintenance Fund (Restricted)	Auxiliary Enterprises Fund
LOCAL GOVERNMENT								
Local Taxes	\$ 10,290,978	\$ 1,000,000		\$ 147,000	\$ 1,440,000	\$ 6,597,500	\$ 1,995,000	
Chargeback Revenue								
Other Local Revenue	965,000							
Corporate Personal Property Replacement Taxes								
STATE GOVERNMENT								
State University Retirement	21,203,072	1,196,713						
ICCB Grants	8,448,061	3,446,300	1,708,859					
Dept. of Corrections	607,442		12,362,386					
IL Student Assistance Commission			1,696,000					
Other State Government Sources	104,000		4,238,647					
FEDERAL GOVERNMENT								
Department of Education	14,296		14,758,787					
Department of Labor								
Department of Health and Human Services								
Other								
STUDENT TUITION AND FEES								
Tuition	8,186,725							
Student Fees	1,685,452							
Student Activity Assessment								
Other Student Tuition and Fees	2,424,278							
OTHER SOURCES								
Sales and Service Fees	915,421	415,734						1,912,384
Facilities Revenue								
Investment Revenue	146,000							
Other Revenues			202,970					
TOTAL FISCAL YEAR 2025 ANTICIPATED REVENUE	\$ 54,990,725	\$ 6,058,747	\$ 34,967,649	\$ 147,000	\$ 1,440,000	\$ 6,597,500	\$ 1,995,000	\$ 1,912,384

LEGAL NOTICE

COMMUNITY COLLEGE DISTRICT NO. 517

COUNTIES OF

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

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and the State of Illinois (known as Lake Land College), that the tentative budget for said Community College District for the fiscal year beginning July 1, 2024, and ending June 30, 2025, will be on file and conveniently available for public inspection on the College website (<http://www.lakelandcollege.edu/>), the Board and Administration Center, 5001 Lake Land Boulevard, Mattoon, IL and in the Second Floor Conference Room at the Kluthe Center for Higher Education and Technology, 1204 Network Centre Drive, Effingham, IL from and after 8:00 o'clock a.m. on the 12th day of July 2024.

NOTICE IS FURTHER HEREBY GIVEN that a public hearing on said budget will be held at 6:00 p.m. on the 12th day of August 2024 at the Effingham Technology Center, 1201 Althoff Drive, Effingham, IL, in Community College District No. 517.

Dated this 11th day of July 2024 by the Chairman of the Board of Trustees, Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and the State of Illinois (known as Lake Land College).

Gary Cadwell
 Chairman, Board of Trustees

Board of Trustees Lake Land College

Resolution No. _____

Date _____

COMMUNITY COLLEGE DISTRICT NO. 517

COUNTIES OF

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

ADOPTION OF 2024 - 2025 BUDGET

For fiscal year beginning July 1, 2024 and ending June 30, 2025.

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 12th day of August 2024, 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, 2024 and ending June 30, 2025.

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	\$ 54,965,053
Operations & Maintenance	6,084,419
Operations & Maintenance (Restricted)	16,750,000
Bond and Interest	6,763,750
Auxiliary Enterprises	4,353,259
Restricted Purposes	34,967,649
Audit	144,710
Liability, Protection, & Settlement	2,091,218
TOTAL.....	\$126,120,058

Approved:

Board Chairman

Board Secretary

TOTAL EQUALIZED ASSESSED VALUATION

County	2016	2017	2018	2019	2020	2021	2022
Christian	73,874,399 3.49%	75,601,568 2.34%	76,020,223 0.55%	77,640,272 2.13%	78,902,874 1.63%	84,086,809 6.57%	88,532,572 5.29%
Clark	212,245,897 4.25%	223,151,243 5.14%	234,457,128 5.07%	245,334,766 4.64%	260,157,365 6.04%	285,399,325 9.70%	311,678,906 9.21%
Clay	16,620,111 5.37%	17,950,175 8.00%	19,843,526 10.55%	21,358,906 7.64%	22,935,283 7.38%	25,546,913 11.39%	28,352,813 10.98%
Coles	689,025,490 3.27%	699,606,957 1.54%	695,705,833 -0.56%	705,965,489 1.47%	740,509,938 4.89%	772,308,867 4.29%	839,407,685 8.69%
Crawford	23,391 10.37%	25,807 10.33%	28,468 10.31%	32,097 12.75%	35,118 9.41%	38,660 10.09%	43,028 11.30%
Cumberland	149,015,412 8.50%	157,210,209 5.50%	161,130,005 2.49%	174,394,714 8.23%	184,526,988 5.81%	198,394,733 7.52%	208,341,719 5.01%
Douglas	80,188,187 4.98%	84,754,115 5.69%	86,757,450 2.36%	90,661,324 4.50%	92,499,536 2.03%	96,961,529 4.82%	103,461,898 6.70%
Edgar	275,481,592 21.30%	242,869,285 -11.84%	252,543,925 3.98%	261,290,613 3.46%	272,421,010 4.26%	283,784,983 4.17%	298,815,518 5.30%
Effingham	680,629,852 4.20%	798,646,134 17.34%	745,640,572 -6.64%	788,391,530 5.73%	818,428,878 3.81%	859,249,748 4.99%	958,894,505 11.60%
Fayette	108,067,878 -0.46%	118,301,592 9.47%	125,062,242 5.71%	136,648,346 9.26%	144,142,448 5.48%	152,864,496 6.05%	168,716,446 10.37%
Jasper	15,977,464 9.27%	17,371,584 8.73%	19,693,015 13.36%	21,056,241 6.92%	22,754,385 8.06%	23,446,512 3.04%	25,609,250 9.22%
Macon	4,356,677 5.50%	3,827,309 -12.15%	4,131,006 7.94%	4,449,264 7.70%	4,627,374 4.00%	4,813,412 4.02%	5,129,062 6.56%
Montgomery	2,619,177 7.59%	2,853,277 8.94%	3,112,266 9.08%	3,385,163 8.77%	3,515,557 3.85%	3,843,430 9.33%	4,040,034 5.12%
Moultrie	245,450,191 3.27%	249,685,884 1.73%	256,425,969 2.70%	268,493,069 4.71%	278,931,560 3.89%	293,344,691 5.17%	329,134,673 12.20%
Shelby	372,552,244 23.76%	326,526,205 -12.35%	345,260,619 5.74%	368,366,466 6.69%	383,938,014 4.23%	398,762,165 3.86%	428,204,113 7.38%
Increase %	2,926,127,962 7.56%	3,018,381,344 3.15%	3,025,812,247 0.25%	3,167,468,260 4.68%	3,308,326,328 4.45%	3,482,846,273 5.28%	3,798,362,222 9.06%

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

LAKE LAND COLLEGE

5001 Lake Land Blvd.
Mattoon, IL 61938
217-234-5253 • lakelandcollege.edu



MEMO

TO: Board of Trustees

FROM: Dr. Josh Bullock, President

DATE: July 18, 2024

RE: Resolution to Support Extending the Life of the Village of Bethany TIF District

The Village of Bethany is proposing an extension of their TIF District Project Redevelopment Area for an additional 12 years. The Village of Bethany TIF District was established in 2003 with a life of 23 years. The extension of this TIF District would allow the Village to complete commercial and residential development projects within the TIF boundaries. The Village is working with Illinois Senator Steve McClure and Illinois Representative Brad Halbrook to create the legislation necessary to fulfill the requirements for the introduction of the amendment to the Illinois General Assembly. As a result, the Village has requested support from its taxing bodies. Thus, I respectfully request the Board of Trustees approve the attached resolution to support the extension of the life of this TIF District by 12 years for the Village of Bethany.

Attachment

Lake Land College
Board of Trustees



RESOLUTION NUMBER: 0824-006

DATE: August 12, 2024

*RESOLUTION FOR SUPPORTING EXTENSION OF THE LIFE OF THE VILLAGE OF
BETHANY TIF DISTRICT REDEVELOPMENT PROJECT AREA*

WHEREAS, the Village of Bethany has a Tax Increment Financing (TIF) District known as the Village of Bethany TIF District Redevelopment Project Area; and

WHEREAS, the Bethany TIF District was established in 2003 with a life of twenty-three (23) years; and

WHEREAS, the Village desires to extend the life of this TIF District for an additional twelve (12) years in order to complete commercial and residential development projects in the area; and

WHEREAS, the Village is requesting support for the extension from the taxing districts located in the TIF Districts.

NOW, THEREFORE, BE IT RESOLVED THAT 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, and the State of Illinois, does hereby adopt this resolution in favor of the 12-year extension of the life of the Sullivan TIF District III Redevelopment Project Area.

PASSED BY THE GOVERNING BOARD OF LAKE LAND COLLEGE, COMMUNITY COLLEGE DISTRICT No. 517, this 12th day of August, 2024, with a vote of _____ ayes and _____ nays.

Board Chair

ATTEST:

Board Secretary



MEMO

TO: Jean Anne Highland, Chief of Staff
FROM: Beth Craig, Grants Writer and Coordinator
CC: Lynn Breer, Director of Institutional Research and Reporting
RE: Acceptance of FY25 ICCB PATH Grant

Lake Land College has received a one-year grant for \$370,539.00 from the Illinois Community College Board (ICCB) Pipeline for the Advancement of the Healthcare Workforce Program (PATH). This grant program was established to create, support and expand the opportunities of individuals to enter in or advance their careers in the healthcare industry by obtaining credentials, certificates and degrees. This is the third year the College has received this grant.

For the third year of this grant, tutoring opportunities will once again be offered to students at times that are convenient for them, and led by faculty who teach their courses. This service to students is proving to be quite valuable. Grant staff will also continue in a part time capacity to help coordinate the details of grant logistics. Funds will also be used for allied health faculty members to attend conferences, including simulation certification training, in order to keep their skills up to date.

Other items the grant will cover include student tuition assistance upon satisfactory completion of course work, marketing and recruiting materials, and student books, orientation materials and uniforms.

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

STATE OF ILLINOIS	UNIFORM GRANT BUDGET TEMPLATE
Organization Name: Lake Land College	DUNS# 075598359
CFSA Number: 684-05-2840	CSFA Description: PATH Grant

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17. Eligible applicants requesting funding for multi-year grants should complete all applicable columns. **Please read**

SECTION A -- STATE OF ILLINOIS FUNDS

Revenues	Year 1	Year 2
(a). State of Illinois Grant Amount Requested		\$ -

BUDGET SUMMARY STATE OF ILLINOIS FUNDS

Budget Expenditure Categories OMB Uniform Guidance Federal Awards Reference 2 CFR 200	Year 1	Year 2
1. Personnel (Salaries & Wages) 200.430	\$ 64,430	\$ -
2. Fringe Benefits 200.431	\$ 7,719	\$ -
3. Travel 200.474	\$ 7,500	\$ -
4. Equipment 200.439	\$ 6,200	\$ -
5. Supplies 200.94	\$ 5,000	\$ -
6. Contractual Services (200.318) & Subawards (200.92)	\$ -	\$ -
7. Consultant (Professional Services) 200.459	\$ -	\$ -
8. Construction	\$ -	\$ -
9. Occupancy (Rent & Utilities) 200.465		\$ -
10. Research & Development (R&D) 200.87		\$ -
11. Telecommunications		\$ -
12. Training & Education 200.472		\$ -
13. Direct Administrative costs 200.413		\$ -
14. Miscellaneous Costs	\$ 250,831	\$ -
15. A. <u>Grant Exclusive Line Item(s)</u>		\$ -
B. <u>Grant Exclusive Line Item(s)</u>		\$ -
16. Total Direct Costs (lines 1-15) 200.413	\$ 341,680	\$ -
17. Indirect Costs* (see below) 200.414	\$ 28,859	\$ -
Rate: <u>40</u> % Base: <u>Salaries + Fringe</u>		
18. Total Costs State Grant Funds (lines 16 and 17)	\$ 370,539	\$ -

AGENCY: ICCB	
NOFO # Pipeline for the Advancement of the Healthcare Workforce Program (PATH)	
Fiscal Year(s) : FY2025	
<i>nts requesting funding for only one year should complete the all instructions before completing form.</i>	
<u>Year 3</u>	<u>TOTAL</u>
\$ -	\$ -
<u>Year 3</u>	<u>TOTAL</u>
\$ -	\$ 64,430
\$ -	\$ 7,719
\$ -	\$ 7,500
\$ -	\$ 6,200
\$ -	\$ 5,000
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ 250,831
\$ -	\$ -
\$ -	\$ -
\$ -	\$ 341,680
\$ -	\$ 28,859
\$ -	\$ 370,539

LAKE LAND COLLEGE

MEMO

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

FROM: Dustha Wahls, Director of Human Resources

DATE: July 29, 2024

RE: Tort Levy Expenditures/Risk Management Plan

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

The College's formal TORT Levy plan was adopted in August, 2006 and is reviewed annually by the Vice President of Business Services, Human Resources, and Comptroller for position changes and updates. Therefore, I respectfully request a review and approval of the college's TORT Levy Expenditures/Risk Management Plan for FY2025 which resulted in 2 additional positions. The newly added positions are from the Student Wellness Center. This includes the Manager, who also provides mental health counseling to students, as well as the Student Wellness Specialist who develops action plans to facilitate referrals.

Recommended motion: Approve as presented the FY 2025 TORT Levy Expenditures/Risk Management Plan.

Lake Land College

TORT LEVY EXPENDITURES/RISK MANAGEMENT PLAN

Board of Trustees

Lake Land College

Tort Levy Expenditures/Risk Management Plan

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: John Woodruff, Vice President Business Services

DATE: August 1, 2024

RE: Approval of Architectural Fees – Effingham Technology Center – Phase 2/Level 2

With the planning of Phase 1/Level 1 well underway, we need to shift focus to planning completion and bid solicitation for the upper level. The target completion for Phase 2, or the upper level, is July of 2025 so Fall classes can utilize the newly renovated area.

With the expanded scope and anticipated budget of \$4 million for this phase, enclosed is the Professional Service Agreement from our architect of record, Bailey Edward. This will be the final phase and complete the repurpose of the Effingham Technology Center. The cost for their services on this final phase of the project is \$258,200. We did receive a discounted rate because of the overall project.

Recommended Motion: Approve as presented the quote from Bailey Edward in the total amount of \$258,200 for Professional Services related to the remodel of the Upper Level of the Effingham Technology Center.



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Dr. Josh Bullock, President
5001 Lake Land Blvd.
Mattoon, IL 61938
Phone:217.234.5222
e-mail: jbullock@lakelandcollege.edu

Date: July 8, 2024 REV
RE: **Lake Land College - Effingham Tech Center Renovation - Upper Level**
Contract Modification # 2 (Mod 2)

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

Project Understanding

1. Overview: The services provided will consist of development of construction documents, bidding phase services, and construction administrative services for converting the upper level of Lake Land College's new building at 1201 Althoff Drive, Effingham, IL, into a Technology Center. The Technology Center is envisioned to house the Career Academy departments, relocate existing academic facilities located at the Kluthe Center, and provide additional facilities required for LLC's regional academic needs as identified in the programming phase recently completed.

This proposal allows for bid documents and construction phase services to complete the additional scope and to reflect the additional funds available for construction increase to \$7 million.

2. Project Design Team: Karla Smalley, Principal
Pranav Seth, Project Manager
James Auler, Project Architect
Kent Locke, Engineering Principal

3. Budget: \$7,000,000 Total Project (Estimated)

4. Schedule: TBD (a minimum time frame of twelve months from NTP)

5. Documents Reviewed: Floor Plans and Appraisal for the building at 1201 Althoff Drive, Effingham, IL;
Programming and Test Fits Study, 1/31/2024 by BE;
SD/DD for LLC Tech Center Main Level, dated 04/18/2024

responsive architecture



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Professional Services:

BASIC SERVICES

Schematic(previously completed)/Design Development
Construction Documents
Bidding and Permit
Construction Administration

ADDITIONAL SERVICES

On Site Observation
Warranty Review
Furniture Selection Assistance
Interior Design
Special Meetings
Wayfinding
AV/IT
Detailed Cost Estimates

Deliverables

24"x36" Drawings
8.5"x11" Project Manual
PDF copies of documents

Compensation

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

BASIC SERVICES FEE

For the Basic Services defined in the Professional Services section above, and based upon the estimated project budget, we propose a fee breakdown based on the construction budget as follows:

Schematic/Design Development	\$183,750	35%
Construction Documents	\$210,000	40%
Bidding and Permit	\$21,000	4%
Construction Administration	\$110,250	21%
	\$525,000	100%
Credit for previously approved proposal dated 01/09/2024	(\$270,000)	
Fees for additional scope:	\$255,000	
Design Development / Construction Documents	\$140,250	
Bidding and Permit	\$12,750	
Construction Administration	\$102,000	
	\$255,000	

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ADDITIONAL SERVICES FEE

It is anticipated the following fees will be needed for Additional Services defined in the *Professional Services* section above is as follows:

Construction On-Site Observation (additional site visits/hourly fee)	-	*
Warranty Review (hourly fee)	-	*
Furniture Selection	-	*
Interior Design	-	*
Special Meetings	-	*
Wayfinding	-	*
AV/IT	-	*
Cost Estimator	-	*
	<u>\$0</u>	

* If required, these services may be provided by utilizing Additional Services authorized via Mod 1

REIMBURSABLE SERVICES

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

Travel	\$1,000
Printing/ Reproduction/Photography	\$2,200
	<u>\$3,200</u>

MOD 2 - TOTAL BASIC SERVICES	\$255,000
TOTAL ADDITIONAL SERVICES	\$0
MOD 2 - TOTAL REIMBURSABLE ALLOWANCE	\$3,200
MOD 2 - TOTAL	<u>\$258,200</u>

EXCLUSIONS:

Printing of bid/permit sets beyond allowance indicated above.
Permit, Certification, and Registration Services and Fees
Environmental Services
LEED Building Design
Landscape
Utility use
Record Drawings

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QUALIFICATIONS

Up to Six (6) Client/User meetings are included.

Opinions of Probable Construction Cost may be provided at the completion of SD/DD, and 100% Document Submissions, two (2) total, based upon separate authorization.

Eight (8) total site visits (one per month of anticipated construction) during construction by either the Project Manager, Project Architect, Construction Observer or Project Engineers are included in the Construction Administration fee. Additional site visits will be bill on an hourly basis as On-Site Observation.

Design, documentation, and construction phase services for site improvements, maintenance items, and exterior work not associated with the Tech Center interior buildout can be included as an additional service if requested.

Construction Administration and Construction Observation services will be provided for a maximum of 250 days from award of contract to preferred bidder.

[Redacted signature block]

X _____

Name:
Title:

responsive architecture



MEMO

TO: Dr. Jonathan Bullock, President

FROM: John Woodruff, Vice President Business Services

DATE: August 6, 2024

RE: Approval of Remodel/Construction Bid - Effingham Technology Center (ETC) – Phase 1

The College recently completed the bid process for construction and remodel of the Effingham Technology Center based on the Bailey Edward bid specifications developed from input within the various departments of Lake Land College. This is for Phase 1 of the project which encompasses the lower and main levels of the ETC Building. The bid is for general contractor related activities including the removal, construction and/or remodel activities required to have the lower/main areas ready for use early Spring 2025 semester.

Bailey Edward facilitated the bid process. Along with traditional paths of advertising request for bid, Bailey Edward reached out to several local contractors. Bailey Edward conducted a pre-bid meeting on July 16th at ETC. A total of 6 firms were represented at the bid meeting. On Tuesday July 30, 2024 at 4pm, bids were opened as a result of the bid process. Three firms submitted bids as follows:

	Base Bid
Grunloh Construction Inc.	\$1,589,000
Grunloh Building Inc.	\$1,638,813
K. Wohltman Construction, Inc.	\$1,571,902

Based on the bids and input from Bailey Edward, we recommend awarding the contract to K. Wohltman Construction, Inc. for the bid amount of \$1,571,902. Contained in their bid is a commitment to substantially complete the work within 180 days with the written notice to proceed.

Recommended Motion: Approve as presented the bid from K. Wohltman Construction, Inc. in the total amount of \$1,571,902 for construction work related to phase 1/ of the Effingham Technology Center.



MEMO

TO: Dr. Jonathan Bullock, President

FROM: John Woodruff, Vice President Business Services

DATE: August 6, 2024

RE: Approval of DIRT Walls/Doors Bid - Effingham Technology Center (ETC) – Phase 1

In conjunction with Bailey Edward and Accelerate Built Environments of Chicago, Illinois; the college has chosen the use of the DIRT walls and doors for classroom and office separation for Phase 1 buildout of the Effingham Technology Center. Phase 1 of the project encompasses the lower and main levels of the ETC Building.

Use of the DIRT wall systems, over traditional wallboard construction, provides modularity and flexibility to change the layout and size of the classroom space to match potential future instructional room space needs. The DIRT system also provides a very modern, clean look with lower ongoing maintenance over traditional constructed walls.

The College chose to contract directly with Accelerate Built Environments (The designated DIRT authorized dealer) to reduce cost and improve delivery time in order to meet the aggressive schedule. The Accelerate Built Environments quote includes factory construction of the walls, delivery and install. Install will be completed by Interior Investments of St. Louis, Missouri. The total bid cost is \$750,512.77

Recommended Motion: Approve as presented the bid from Accelerate Built Environments in the total amount of \$750,512.77 for construction, delivery and installation of the DIRT Wall System as required within the Effingham Technology Center Phase 1 project.

LAKELAND COLLEGE

Ben Henningsen
DIRTT Representative
bhenningsen@dirtt.com

Katelyn Stewart
Account Manager
kstewart@acceleratebe.com

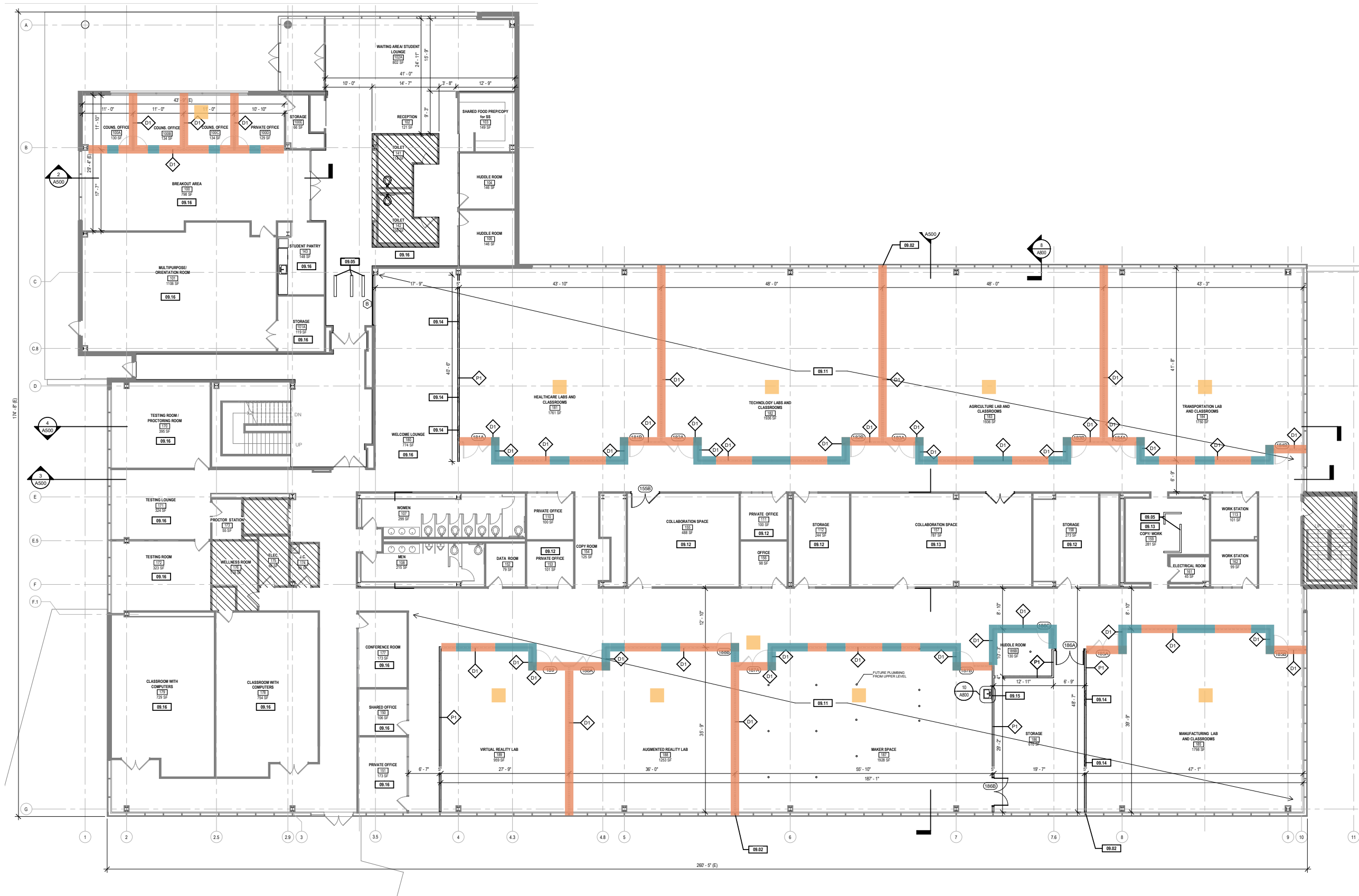
accelerate
built environments
a corporate concepts company



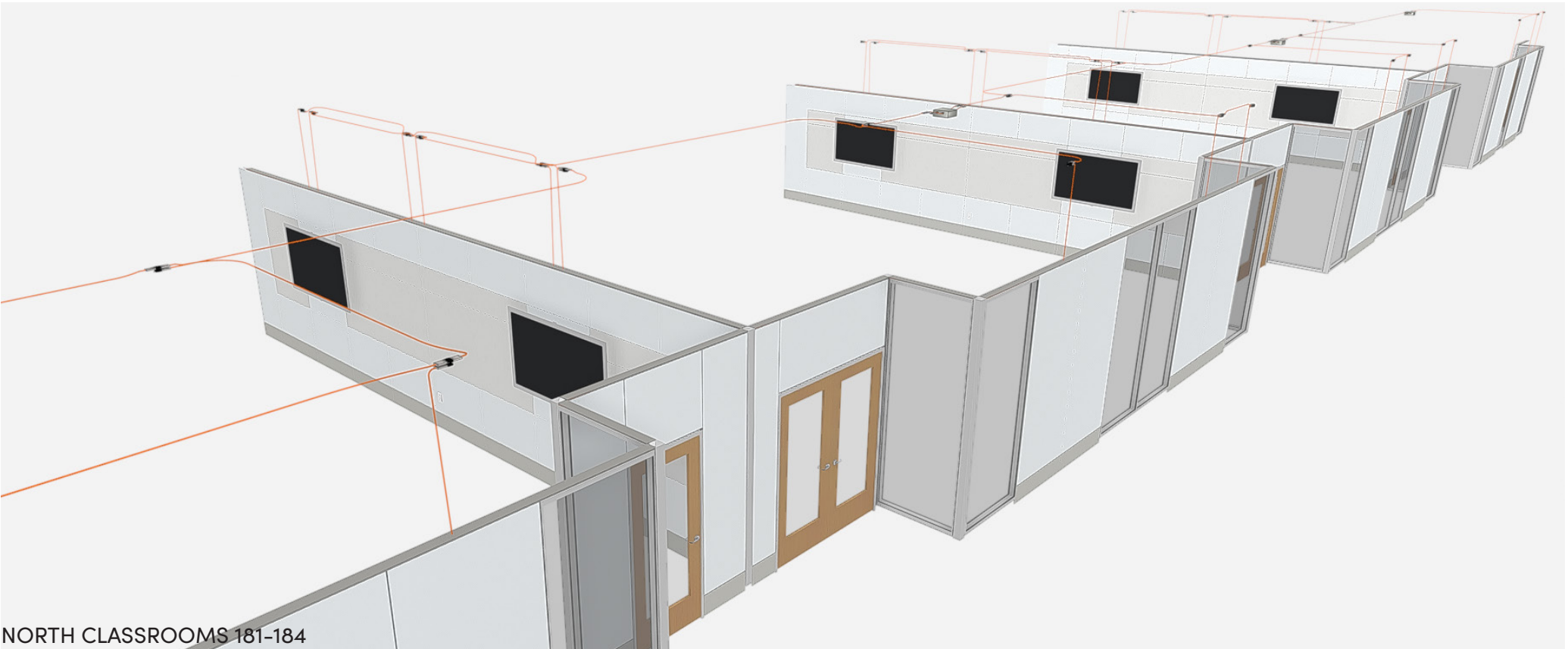
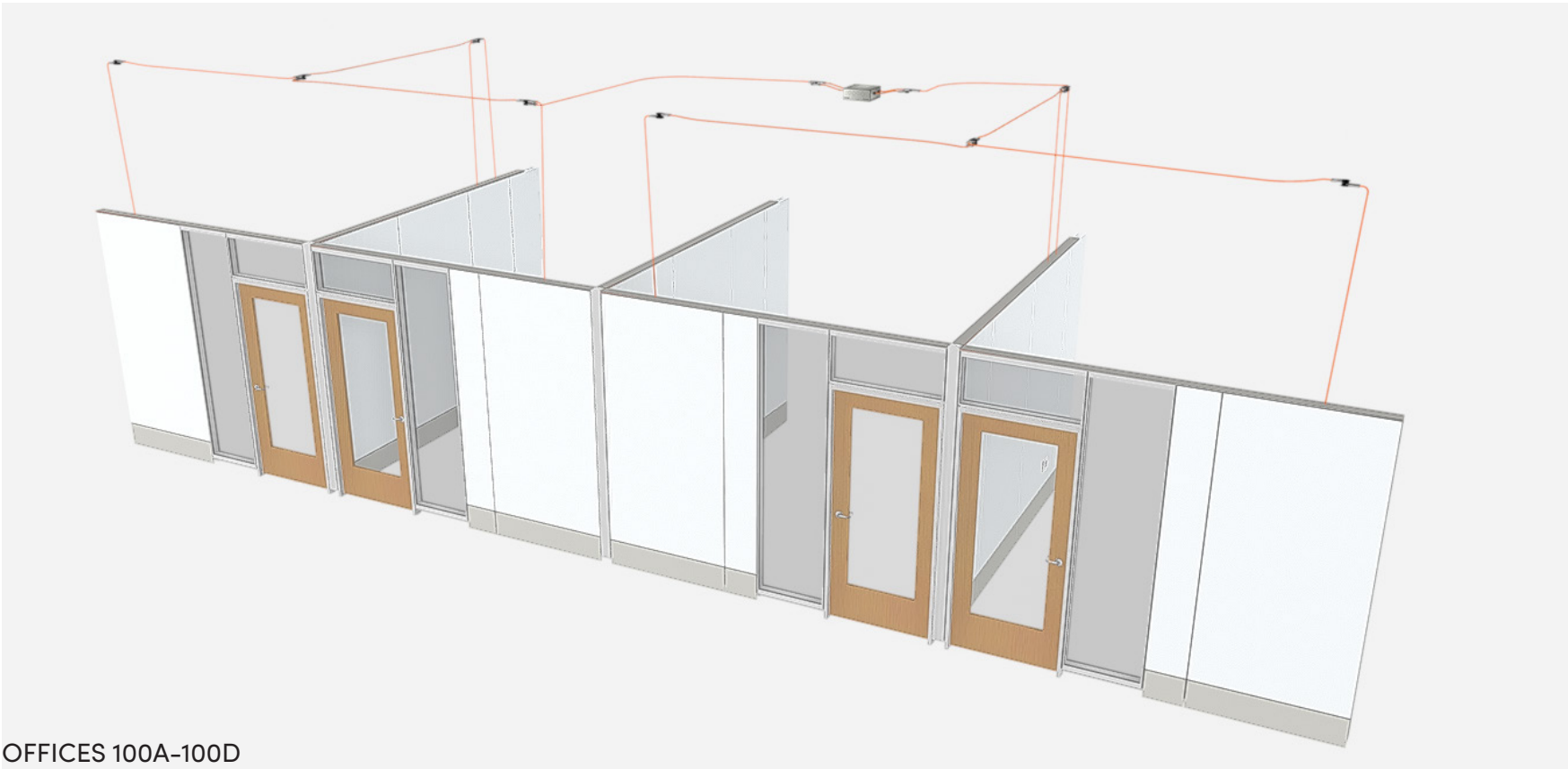
DIRTT SCOPE PLAN

PLAN KEY

- DIRTT SOLID PARTITIONS & DOORS
- DIRTT DOUBLE GLAZED PARTITIONS
- DIRTT MODULAR POWER ZONE BOXES



DIRTT SCOPE VISUALS



DIRTT PRICING & CLARIFICATIONS

DIRTT SCOPE OVERVIEW	
TOTAL LINEAR FEET:	689 LF
WALL HEIGHTS:	8'-9" (NE offices), 10'-0" (typical)
CEILING CONNECTION:	GRID seismic tieback anchors required - see bid dwgs for details
BASE CONNECTION:	SEISMIC BASE TRACK fastener to slab or access floor required
FRAME PROFILES/FINISH:	4" CLASSIC RECTILINEAR & EVIL TWIN / CLEAR ANODIZED ALUMINUM
WALL REVEALS:	CLASSIC 3/8" (typical) / ENZO 3/16" (classroom & lab dividing walls)
WALL FINISHES:	10MM + 12MM CLEAR TEMPERED GLASS (double glazed 'evil twin' partitions) PAINTED MDF / DIRTT STANDARD FINISH COLORS: TBD WRITEAWAY WRITEABLE SURFACE / DIRTT STANDARD COLOR / MATTE FINISH solid walls include painted MDF tiles scribed to the floor all solid walls include a double layer of insulation
DOORS & HARDWARE:	(8) DOUBLE SCW GLAZED HINGED DOORS + TRANSOM (7'-2" doors + 2'-10" transom) / HARDWARE: + COM CORBIN RUSSWIN CLX3357-NZD-626 STOREROOM LOCKSETS - keying & cores by others / COM CORBIN RUSSWIN CLX3370-NZD-626 DUMMY TRIM SETS / DIRTT STANDARD MORTISE HINGES - (4) PER DOOR / DIRTT FLUSHBOLT (inactive door leaf only) / DIRTT CONCEALED CLOSERS / DIRTT AUTOMATIC DOOR SWEEPS / DIRTT DOME FLOOR STOPS (12) SINGLE SCW GLAZED HINGED DOORS + TRANSOM (7'-2" doors + 2'-10" transom) / HARDWARE: + (8) COM CORBIN RUSSWIN CLX3357-NZD-626 STOREROOM LOCKSETS - keying & cores by others + (4) COM CORBIN RUSSWIN CLX3351-NZD-626 OFFICE LOCKSETS - keying & cores by others + DIRTT STANDARD MORTISE HINGES - (4) PER DOOR / DIRTT CONCEALED CLOSERS / DIRTT AUTOMATIC DOOR SWEEPS / DIRTT DOME FLOOR STOPS
ELECTRICAL:	LEVEL 4 DIRTT MODULAR POWER: (10) ZONE BOXES / (70) WALL BOXES / (76) EXTENDER CONNECTION CABLES- see notes & bid dwgs
AV:	(20) WALL HUNG 86" TV'S / DIRTT'S UNIVERSAL MOUNTING BRACKET - see notes & bid dwgs
LOW VOLTAGE:	LIGHTSWITCHES: (12) EMPTY QUAD BACKBOXES WITH 3/4" CONDUIT - see notes
ACCESSORIES/BLOCKING:	(20) 24" MARKER TRAY SHELVES - HANGS ON HORIZONTAL REVEAL (4) FURNITURE OVERHEADS (by others) - FASTENED TO PREDETERMINED HORIZONTAL BLOCKING IN SOLID WALL FRAMES (office dividing walls)

DIRTT BASE PRICING	
product total:	\$481,874.43
freight:	included
local sales tax 8%	EXEMPT
local delivery & install:	\$268,638.34
grand total:	\$750,512.77
required 50% to place order:	\$375,256.39

DIRTT ALTERNATE PRICING		
ALT 1: ALUMINUM FRAMED GLASS HINGED DOORS	deduct:	\$8,528.86

DIRTT OMNIA PARTNERS DISCOUNTING
*discount applied to pricing provided
DIRTT Omnia Partners Contract #: R180101

PRE-CONSTRUCTION SCHEDULE
1. DIRTT submittals: 2-3 weeks 2. GC/architect review of DIRTT submittals: 1 week (typical) 3. DIRTT shop drawing revisions (if required): 1-2 weeks 4. GC/architect approval of DIRTT shop drawings (required prior to order entry) 5. DIRTT order entry (receipt of 50% deposit required prior to order entry) 6. DIRTT MATERIAL LEAD TIME: 5-6 WEEKS (leadtimes varies based on scope)

INSTALLATION SCHEDULE	
INSTALLATION PHASING:	1. mobilize for field measurements after framing completion
	2. mobilize for installation of ceiling track and flooring transition coordination
	3. delivery and installation of complete scope of work
INSTALLATION SCHEDULE:	• field dimensions taken after framing completion
	• ceiling track installed prior to flooring completion
	• installation of walls and doors follow flooring completion

GC BID CONSIDERATIONS	
FRAME LEVELING:	1-1/2" FLOOR VARIANCE TOLERANCE
STRUCTURAL:	ADDED TIE-OFFS REQUIRED AT GRID CEILING <ul style="list-style-type: none">DIRTT ceiling track clips to ceiling - see details FASTENERS TO FLOOR REQUIRED AT DIRTT BASE TRACK.
INSTALLATION:	DIRTT walls install on top of finished floor. Ceiling track to be installed ahead of DIRTT walls. Floor finish transitions (at DIRTT walls) to be coordinated by DIRTT installers.
LABOR DURATION:	4-6 installers, 4-5 weeks

DIRTT NOTES & BILLING

NOTES

GENERAL PRICING & CONTRACTS:

- Sales tax is included at this time. Tax exemption can be confirmed upon receipt of applicable certificate.
- Please note Corporate Concepts, and thus Accelerate BE, is not a licensed architecture firm.
- Accelerate BE is not responsible for review or approval of DIRTT scope as it pertains to structural requirements , municipal code compliance, or otherwise.
- Accelerate BE will confirm site dimensions or provide a hold-to form which must be signed and agreed upon before order. Pricing subject to change based on variances in actual site dimensions.

PRODUCT:

- Any non-DIRTT items (COM hardware, custom finishes, equipment specs, etc.) need to be provided and approved at least 2 weeks prior to Order Entry.
- All walls are seismic, walls to be bolted to the floor and tied off into the ceiling.
- Dirtt's standard doors size is 3'-4".
- It is the building, end user or GC's responsibility to ensure the proper cylinder or core is keyed to match the building standard. This is provided and installed 'by others' through a separate contract.
- Butt hinge door standard clear opening width is 34 1/4" (ADA Compliant).
- Wall vertical adjustability is 3/8" down and 1 1/8" up.
- Any floor coring for power is to be done by the GC through a separate contract from ABE. Accelerate will help locate floor cores as needed with the GC to ensure an accurate layout.

ELECTRICAL/LOW VOLTAGE/AV:

- (LIGHTSWITCHES) Level 2 conventional electrical includes: tile cutout, conventional back box, internal mounting brackets and 3/4" rigid conduit (ID EMT). This level does not include wiring, and/or cabling, devices or faceplates. These items are supplied and installed "by others" (electrical/data contractor) and must be coordinated with applicable parties accordingly.
- (POWER) Level 4 modular electrical includes: internal mounting brackets, trim rings, faceplates, pre-wired device 20 amp, 3/4" EMT (for data) to the top or bottom of the panel. All home runs and connection of the DIRTT electrical components to the base building is considered to be work performed "by others" (electrical contractor) under separate contract.

- Work to be performed by GC's electrical contractor (Please see SOW document for further clarifications):
 - a. All home runs from the zone boxes to base building closet.
 - b. All above ceiling connection with DIRTT extender cables from zone boxes to location of drop feed for DIRTT walls
 - c. Cut ceiling tiles to feed DIRTT electrical from above ceiling to DIRTT wall.
- Final MEP drawings by electrical engineer required before DIRTT electrical shops drawing process can begin. Drawings to include circuitry, phasing, wire configuration and deck height.
- TV displays that are wall mounted will be provided and installed "by others."
- DIRTT's universal mounting bracket solution works in conjunction with a TV monitor and television wall mount bracket which are supplied locally "by others". The Flat Screen Monitor is mounted to the TV wall mount bracket, as per any wall mount bracket application; the difference being the TV wall mount bracket is then fastened to the DIRTT Universal TV Monitor Wall Mount Brackets instead of being fastened directly to the wall.

INSTALL PRICING NOTES

- Direct to site delivery priced on weekday regular time.
- Installation on regular time by union certified DIRTT installers.
- Unloading material in front of the building and will bring material through the front door.
- Freight elevator access is provided and is free and clear to use.
- Floor space is free and clear for installation including absence of any other trade or workforce that would impede the process of installation.
- Pricing assumes adequate facilities for off-loading, staging, moving and handling of system.
- All work to be completed in a single phase.
- Protection of existing walls by others.

MATERIAL PRICE ESCALATION NOTICE:

- The prices, tariff s, and taxes on materials, goods, and supplies used or contained in the Contract Documents ("Material Prices") are those in eff ect as of the date hereof. If Material Prices have increased at the time the Contractor places the order with the Subcontractor, the Contract Price shall be equitably adjusted by Change Order in the amount of the increased cost to the Subcontractor. The Subcontractor shall provide reasonable documentation substantiating the increase in Material Prices.

BILLING & CONTRACTS

Please Note: Accelerate Built Environments is a division of Corporate Concepts, Inc.

All checks and contracts should be made to Interior Investments, LLC.*

***As of 6/24/24, Corporate Concepts has been acquired by PARIC Holdings, Inc. While we will continue to do business as (DBA) Corporate Concepts, our new legal name for billing, contracts and payment is Interior Investments, LLC. If you need an updated W-9 or ACH payment information, please reach out.**

remittance –	electronic transfer –	sub contract –
Interior Investments, LLC P.O. Box 790379 St. Louis, MO 63179	Interior Investments, LLC Operating Account Enterprise Bank & Trust 150 N. Meramec Ave. Clayton, MO 63105 <div></div>	Ryan Zerante rzerante@acceleratebe.com Interior Investments, LLC P.O. Box 790379 St. Louis, MO 63179 Phone: 630.691.8800 Fax: 630.681.8873

Please send to accounting@acceleratebe.com

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: John Woodruff, Vice President Business Services

DATE: August 1, 2024

RE: Approval of Architectural Fees – Athletic Facility/Outdoor Restrooms

The construction of an open indoor athletic/multiple use facility complete with restrooms/concessions has been identified as a campus enhancement opportunity in conjunction with campus Master Facility Plan and Strategic Plan. The facility would have an open design with targeted use by Lake Land athletics during inclement weather but also by local youth teams, visiting teams related to the development of Emerald Acres and community events like Consolidated Communications – Special Olympics Family Festival (SOFF). We anticipate the facility would be located between the outfield of the baseball field and the third base line of the softball field.

We would like to have this facility available by September 1, 2025. We have budgeted \$1.25 million for this project not including the cost of the Bailey Edward's fees. In order to meet this aggressive construction schedule, we need to initiate the planning stage. We've received the enclosed Professional Service agreement from our architect of record, Bailey Edward. The cost for their services on this project is \$158,450.

Recommended Motion: Approve as presented the quote from Bailey Edward in the total amount of \$158,450 for Professional Services related to the construction of an Indoor Athletic/Restroom/Concessions facility to be located on the Mattoon Campus of Lake Land College.



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Dr. Josh Bullock, President
5001 Lake Land Blvd.
Mattoon, IL 61938
Phone: 217.234.5222
e-mail: jbullock@lakelandcollege.edu

Date: July 15, 2024
RE: Lake Land College - Field House/Baseball Facility

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

Project Understanding

- | | |
|-------------------------|---|
| 1. Overview: | The services provided will consist of development of construction documents, bidding phase services, and construction administrative services for a new Field House/Baseball Facility at the Mattoon Campus. This facility will include a concession area for prepackaged food (no food prep), restrooms, and storage areas in addition to an area for indoor practice. All areas will be heated and cooled with the exception of the practice area which will only be heated and naturally ventilated. |
| 2. Project Design Team: | Karla Smalley, Principal
James Auler, Project Manager/Architect |
| 3. Budget: | \$1,250,000.00 |
| 4. Schedule: | TBD |
| 5. Documents Reviewed: | N/A |

Professional Services:

- | | |
|---------------------|---|
| BASIC SERVICES | Schematic Design
Design Development
Construction Documents
Bidding and Permit
Construction Administration |
| ADDITIONAL SERVICES | On Site Observation
Warranty Review
Special Meetings
Geotechnical/Site Survey |



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Deliverables

24"x36" Drawings
8.5"x11" Project Manual
PDF copies of documents

Compensation

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

BASIC SERVICES FEE

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

Schematic Design	\$17,438	15%
Design Development	\$23,250	20%
Construction Documents	\$46,500	40%
Bidding and Permit	\$5,813	5%
Construction Administration	\$23,250	20%
	\$116,250	100%

ADDITIONAL SERVICES FEE

It is anticipated the following fees will be needed for Additional Services defined in the *Professional Services* section above is as follows:

Construction On-Site Observation (additional site visits/hourly fee)	\$5,000
Warranty Review (hourly fee)	\$1,500
Special Meetings	\$1,500
	\$8,000

REIMBURSABLE SERVICES

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

Site/Utility Survey	\$10,500
Cost Estimator (detailed)	\$15,000
Geotechnical	\$6,500
Printing/ Reproduction/Photography	\$2,200
	\$34,200

TOTAL BASIC SERVICES	\$116,250
TOTAL ADDITIONAL SERVICES	\$8,000
TOTAL REIMBURSABLE ALLOWANCE	\$34,200
TOTAL	\$158,450



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EXCLUSIONS:

- AV/IT
- Printing of bid/permit sets beyond allowance indicated above.
- Permit, Certification, and Registration Services and Fees
- Environmental Services
- LEED Building Design
- Landscape
- Utility use
- Record Drawings

QUALIFICATIONS

Eight (8) Client/User meetings are included.

Opinions of Probable Construction Cost will be provided at the SD, DD, and 100% Document Submissions, three (3) total.

One design option will be provided with the Owner's existing programming (Programming meetings are not included.) One review with corrections is accounted for in the basic services fee.

Eight (8) total site visits (one per month of anticipated construction) during construction by either the Project Manager, Project Architect, Construction Observer or Project Engineers are included in the Construction Administration fee. Additional site visits will be bill on an hourly basis as On-Site Observation.

Construction Administration and Construction Observation services will be provided for a maximum of 250 days from award of contract to preferred bidder.

[Redacted signature block]

x _____
Name:
Title:

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: John Woodruff, Vice President Business Services

DATE: August 1, 2024

RE: Approval of Architectural Fees – Northwest Lab Remodel

The remodel of 4 labs and 2 chemical storage rooms in the Northwest Building has been identified by Academics for remodel in accordance with the Facilities Master Plan. The renovation of these labs will take place in the Summer of 2025 immediately following commencement with completion prior to early August to prevent disruption to the 2025 Fall class schedule. In conjunction with Academics, the Business Service teams agree the identified labs and storage areas should be prioritized for remodel/updating.

In order to meet the aggressive but critical remodel schedule, we need to begin the design work in order to initiate the bid process and schedule materials/contractors. We've received the enclosed Professional Service Agreement from our architect of record, Bailey Edward. The cost for their services on this project is \$133,128.

Recommended Motion: Approve as presented the quote from Bailey Edward in the total amount of \$133,128 for Professional Services related to the remodel of labs and chemical storage rooms in the Northwest Building.



t 312.440.2300
f 312.440.2303
www.baileyedward.com

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

Dr. Josh Bullock, President
5001 Lake Land Blvd.
Mattoon, IL 61938
Phone: 217.234.5222
e-mail: jbullock@lakelandcollege.edu

Date: 07.30.2024
RE: **Lake Land College - Northwest Building Lab and Classroom Renovation**

Dear Dr. Bullock,

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

Project Understanding

1. Overview: LLC would like to renovate and modernize limited labs and classrooms at the Northwest Building on the Mattoon, IL campus. This proposal is for design services through construction. Furniture systems will be explored and recommended to LLC as part of the work. The following renovations are required:
 - Northwest Building** – Rooms 102, 104, 106, 108, 66, and 67
 - Furniture to be easily reconfigurable.
 - Casework replacement
 - Room 102 to be a dedicated lab without relocation of existing plumbing. Lecture function is not required in this room.
 - Fume hood replacement and reconfiguration is required.
 - Room 104 to be a lab with the option for lectures. 2 new fume hoods are required in this classroom.
 - Room 106 and 108 to be lectures only.
 - Support and storage rooms 66, and 67 to be renovated per current requirements.
 - Fume hoods will be purchased by Lake Land College directly for contractor installation.
2. Project Design Team: Karla Smalley, Principal
Damon Wilson, Senior Designer
Pranav Seth, Project Manager
3. Budget: \$800,000 FAC



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4. Schedule:
- Mobilization and Site Verification - 2 weeks
 - Schematic Design and Design Development - 10 weeks
 - LLC Review and Approval - 2 weeks
 - Construction Documents - 10 weeks
 - Bid Assistance and Permit - 4-6 weeks
 - Construction Administration - 20-24 weeks
 - Target completion - Q3 2025

5. Documents Reviewed: LLC Facilities Masterplan, 5/31/2023

Professional Services:

BASIC SERVICES

Schematic Design and Design Development
Construction Documents
Bid and Permit Assistance
Construction Administration

ADDITIONAL SERVICES

Building Investigation and Documentation
Construction On-site Observation
Cost Estimation
Environmental Survey and Design
Classroom and Lab Furniture Selection and Specifications

Deliverables

Project Drawings and Specifications (Electronic format)

Compensation

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

BASIC SERVICES FEE

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

Schematic Design and Design Development	\$30,976
Construction Documents	\$35,552
Bid Assistance	\$3,520
Construction Administration	\$18,480
	<hr/>
	\$88,528

ADDITIONAL SERVICES FEE

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

Building Investigation and Documentation	\$5,000
Classroom and Lab Furniture Selection and Specifications	\$8,000
	<hr/>
	\$13,000



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REIMBURSABLE SERVICES

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

Cost Estimation (Detailed)	\$8,600
Environmental Testing and Design	\$5,500
Mechanical Air Test and Balance	\$10,000
Construction On-site Observation	\$5,000
(Hourly for visits above those included in basic services)	
Printing/ Reproduction/Photography	\$2,500
	\$31,600
TOTAL BASIC SERVICES	\$88,528
TOTAL ADDITIONAL SERVICES	\$13,000
TOTAL REIMBURSABLE ALLOWANCE	\$31,600
TOTAL	\$133,128

EXCLUSIONS:

Certification and Registration Services
Structural and Civil Engineering
Commissioning
LEED Design or Documentation
AV/IT Design
As-Built or Record Documents

QUALIFICATIONS

LLC shall designate a point person to coordinate times for various programming meetings required for the Programming phase. Two meetings per department are anticipated.

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

LLC shall provide as-built drawings and specifications for the existing building in PDF and CAD format. Developing exiting building documentation is not included as part of Basic Services. If existing plans are not available, the team can provide an additional service fee to measure and document the space selected for renovation.

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



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

Construction Administration services will be provided for a maximum of six (6) months from award of the construction contract to LLC's preferred contractor to substantial completion. Construction closeout services will be provided for a maximum of three (3) weeks.

A maximum of six (6) site visits during construction is included as a Basic Service. These will be attended by one A/E member, either the Project Manager, Project Architect, Construction Observer or Project Engineer.

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

Furniture Selection include up to two (2) furniture options for LLC selection.

[Redacted signature block]

Accepted by:

x _____
Name:
Title:



MEMO

TO: Dr. Josh Bullock, President
FROM: John Woodruff, Vice President for Business Services
DATE: July 3, 2024
RE: Safe Deposit Box Signature Resolution

Lake Land College has two safety deposit boxes at First Mid Bank & Trust located at 1515 Charleston Avenue in Mattoon, Illinois. The signatures for the safe deposit boxes are former employees of the College. First Mid Bank & Trust requires new resolutions identifying who shall have access to the safe deposit boxes. We are also adding the Director of Admissions & Records to have access to the safety deposit box for their department.

Recommended motion: Approve the attached resolutions allowing access to the safe deposit boxes for the President, College Treasurer, and Director of Admissions & Records.

Safe Deposit Box Lease

Lessor

FIRST MID BANK & TRUST

Lessees (Names and Addresses)

LAKE LAND COLLEGE

P.O. BOX 499
MATTOON, IL 61938

5001 LAKE LAND BLVD
MATTOON IL 61938-9366

Important Account Opening Information

Federal law requires us to obtain sufficient information to verify your identity. You may be asked several questions and to provide one or more forms of identification to fulfill this requirement. In some instances we may use outside sources to confirm the information. The information you provide is protected by our privacy policy and federal law.

Birth Dates *(for individuals):*

Taxpayer Identification Numbers:

37-0896233

Gov't Issued Photo ID Types, Numbers, Issuers, Issue Dates, Exp. Dates *(for individuals):*

Other ID Information *(Description, Details):*

Agreement updated on 07/05/2024 by Baylee Drumm. Reason:

Lease Specifics

Lease Date: 04/21/2008

Box No. & Size: [REDACTED]

Box Keys: 2

Vault Keys: N/A

Initial Rent: Current Rate

When the Rent or Other Lease Indebtedness is Due: ☒ We will give you notice at least 10 days before the due date. ☐ You authorize us to debit, on or after each due date and without prior notice, account number: ☐

Security Deposit: \$10.00 per key

Number of Lessees Required for Access: 1

No. of Deputies Required to Act for a Lessee: N/A

Lease Type: ☐ Individual ☐ Joint ☒ Corporation ☐ Partnership ☐

Other Terms / Information

You may be subject to a late fee of 10% of your outstanding box rent when your box rent is past due 25 days or more. This late fee may be assessed every month until your box rent balance is paid in full.

In the event your Safe Deposit box is drilled due to nonpayment of rent and fees, the cost of the drilling will be your responsibility.

Mattoon - Main - Branch 3



Appointment of Deputy

A deputy is appointed as follows, provided he/she accepts appointment and confirms this lease by signing below:

If appointing lessee is an individual, appointment is ☐ intended ☐ not intended to survive disability, incapacity, or incompetence of appointing lessee.

Appointing Lessee:

Signature: _____
(Date)

Deputy's Name:

Deputy's Signature: _____
(Date)

Witness Name:

Witness Signature: _____
(Date)

Acknowledgment by Appointing Lessee

State of Illinois

County of

} ss.

The undersigned, a notary public in and for the above county and state, certifies that

known to me to be the same person whose name is subscribed as appointing lessee to the foregoing Appointment of Deputy, appeared before me and the witness _____ in person and acknowledged signing and delivering the instrument as the free and voluntary act of the appointing lessee, for the uses and purposes therein set forth.

Notary Public

My Commission Expires:

Terms and Conditions

Definitions. *You and your* refer to each and all of the lessees identified in this lease. *We, us, and our* refer to the lessor identified in this lease. *Safe deposit box* refers to a box or container and the space it encloses. *Vault* refers to our room for keeping safe deposit boxes. *PIN* refers to personal identification number. *Default* refers to any failure to perform as agreed in this lease. *Lease indebtedness* refers to any amounts due us from you under this lease. Unless otherwise specified, words in the singular include the plural, and words in the plural include the singular.

Lease of Safe Deposit Box. We are leasing to you the safe deposit box identified in this lease and space for it in our vault. You will pay us rent in advance. The initial rent is stated in this lease. We can change the rent by 30 days advance written notice to you. If the rent or any other lease indebtedness is not timely paid, or if there are insufficient funds in any account you have authorized to be debited, you are in default and we can, but are not required to, debit any of your other deposit or share accounts with us without notice to you.

Security Deposit. At the time of execution of this lease you will deliver to us the security deposit, if any, stated in this lease. We can use this security deposit to pay all or part of any unpaid lease indebtedness. Any unused portion of this security deposit will be returned to you on the termination of this lease and your vacation of the safe deposit box.

Access to Vault and Safe Deposit Box. The number of lessees required for access indicated in this lease is the number of lessees, acting for themselves or through deputies, who must be present for access to the safe deposit box and its contents. If this number of lessees is present, they can have access without any other lessees being present. The days and times when you will have access to our vault and the safe deposit box and your means of access will depend upon our security procedures, which we can change from time to time. Such procedures can include keys or combinations to the vault or to the safe deposit box, passwords, PINs, signatures, fingerprints, handprints, or other safeguards. We will promptly provide you with information and guidance regarding our security procedures, including any changes. We will not have access to the safe deposit box or its contents, except as required by law, as required by court or administrative order, or as otherwise provided in this lease.

Our Responsibilities. We promise to exercise reasonable care. Except as otherwise required by law or otherwise provided in this lease, it is agreed that we will not have possession or control of the safe deposit box or its contents and that our responsibilities and liabilities:

- (a) Will be limited to those of someone who leases property to another;
- (b) Will not extend beyond the exercise of reasonable care;
- (c) Will not result in any presumptions adverse to us or in our having the burdens of proof, persuasion, or coming forth with evidence at any stage of any litigation regarding the vault, the safe deposit box, the safe deposit box contents, or their loss, damage, or destruction; and
- (d) Will not extend beyond the monetary value of the safe deposit box contents and will not include any damages for, resulting from, or relating to any illegal or dangerous items stored in the safe deposit box.

In no event will our liability exceed any applicable statutory maximum.

Joint Tenants. If two or more of you sign this lease, you are joint tenants with right of survivorship, and not tenants in common, with respect to the lease and the safe deposit box. If any of you die, the surviving lessees and only the surviving lessees will continue to have rights under the lease and to the safe deposit box. If there are two or more survivors, their rights under the lease and to the safe deposit box will be held in joint tenancy with right of survivorship, and not as tenants in common. Nothing in this paragraph, however, will determine or affect the ownership of the contents of the safe deposit box or preclude any statutory right of access to the safe deposit box upon the death of a lessee.

Deputies. A deputy is an agent, attorney-in-fact, or other representative of the appointing lessee with authority to act on behalf of the lessee with respect to the lease, the safe deposit box, and its contents. The number of deputies required to act for a lessee (including being present on behalf of the lessee for access to the safe deposit box and its contents) is as indicated in this lease. Unless otherwise required by law:

Terms and Conditions, Continued

- (a) Whether a deputy's authority will or will not survive the disability, incapacity, or incompetence of the appointing lessee will depend upon the intention indicated in this lease or in another document of appointment, there will be no disability, incapacity, or incompetence prior to a court determination to that effect, and a deputy's authority will continue in any event until we receive actual notice of the disability, incapacity, or incompetence;
- (b) A deputy's authority will continue until it ceases under law or under the terms of this lease;
- (c) A deputy's authority will cease upon the death of the appointing lessee and our receipt of actual notice thereof;
- (d) If a deputy is the spouse of the appointing lessee, the deputy's authority will cease upon the entry of a judgment of separation or dissolution of their marriage and our receipt of actual notice thereof;
- (e) A deputy's authority will cease if the corporation, partnership, or other non-individual appointing lessee ceases to exist and we receive actual notice thereof;
- (f) A deputy's authority can be revoked at any time by the appointing lessee's written notice to us; and
- (g) Any of you can appoint a deputy by written notice to us in any form, but such notice will not be effective unless it is signed by the appointing lessee, specifically references this lease, indicates whether or not the appointment is intended to survive the disability, incapacity, or incompetence of the appointing lessee if the appointing lessee is an individual, complies with all requirements of applicable state law, and includes or is accompanied by the signature of the deputy accepting the appointment and confirming this lease.

Corporations, Partnerships, Associations, Organizations. If you are a corporation, partnership, association, or other organization, you will at our request provide us with a statement in a form satisfactory to us of your board of directors or other governing body indicating authority to enter into this lease and to appoint deputies.

Contents Not Insured. The contents of the safe deposit box are not insured by us or any government insurance program. Our not insuring the contents does not constitute a failure to exercise reasonable care. If you want the contents to be insured, you will have to arrange for your own insurance at your own expense.

No Illegal or Dangerous Items. You will not store any illegal or dangerous items in the safe deposit box.

Your Obligation of Reasonable Care. You must exercise reasonable care regarding our vault, our security procedures, the safe deposit box, and its contents, and must promptly report to us any problems or unsafe or insecure conditions that you observe in using the safe deposit box.

Death, Incapacity, Dissolution, or Bankruptcy. Each of you agrees to give us notice in writing of the death, disability, incapacity, or incompetence of, or any dissolution, separation, annulment, or bankruptcy proceedings regarding, any of you as soon as such knowledge is obtained. You also agree to give us such notice orally before your next entry into the safe deposit box.

Keys, Combinations, and Other Access Devices. You agree not to duplicate any keys provided to you pursuant to this lease. You will return all keys and supply us with all combinations, passwords, PINs, and other access devices on termination of this lease. You will notify us immediately if you lose a key or lose or forget your combination, password, PIN, or other access device. You will pay us any reasonable costs that we incur as a result of such loss or forgetfulness; as a result of your failure to provide us with such keys, combinations, passwords, PINs, or other access devices on termination of this lease; as a result of our being required by law or court or administrative order to obtain forced entry; or as a result of our obtaining forced entry pursuant to the Remedies section of this lease.

Court Orders and Litigation Expenses. We have no obligation to challenge the validity of, and are entitled to comply with, any court or administrative order with respect to the safe deposit box or its contents. You will pay our reasonable expenses, including attorneys' fees, in the event we become involved in a dispute or litigation concerning the safe deposit box or its contents.

Terms and Conditions, Continued

Hold Harmless. You will indemnify and hold us harmless with respect to your actions regarding the safe deposit box and its contents; with respect to the actions of any deputy; with respect to the actions of any former deputy occurring before we receive actual notice of the facts ending the former deputy's authority; and with respect to any disposition of safe deposit box contents we make pursuant to this lease or the requirements of law.

Termination, Vacation, and Removal of Contents. Unless otherwise provided by law:

- (a) Either you (or any of you) or we can terminate the lease for default by written notice, which will be immediately effective;
- (b) Either you (or any of you) or we can terminate the lease for any other reason by 30 days advance written notice; and
- (c) Upon termination, you will immediately vacate the safe deposit box and remove all its contents.

Any of you can sign the Termination Acknowledgement section of this lease on behalf of all of you. If we terminate the lease for any reason other than default, you will be entitled to a refund of any unearned portion of the rent paid in advance not used to satisfy any other lease indebtedness. You will not be entitled to a refund of rent for any other reason.

Remedies. We are entitled to all remedies for default that are available under law. In addition, unless otherwise provided by law, until such time as the safe deposit box or its contents are legally presumed to be abandoned or unclaimed property, if you fail to vacate the safe deposit box and remove all its contents as provided above:

- (a) We can do so by any means necessary, including forced entry;
- (b) We can apply any cash contents not obviously much more valuable as a collectable to any lease indebtedness;
- (c) We can sell any contents on a commercially reasonable basis and apply the proceeds to any lease indebtedness; and
- (d) We will return any contents or proceeds of contents not thus disposed of to you upon your request, except to the extent of any right of set-off that we have under law.

We can report your defaults to credit bureaus and consumer reporting agencies.

Suspension. We can suspend access to our vault and your safe deposit box in the event of an emergency or to make alterations or repairs. Unless otherwise provided by law, we also can suspend such access in the event of legal issues, levies, attachments, garnishments, actions, or proceedings concerning the safe deposit box or its contents pending their resolution.

Notices. Except as otherwise provided by law, notices to us will not be effective until actually received, and notices to you will be effective on mailing, postage prepaid and properly addressed, whether or not actually received, provided we make a written record of the mailing at the time it occurs.

Changes. These Terms and Conditions, other than the right to terminate on 30 days advance written notice and your above stated right to a refund upon termination by us, can be changed by us upon 30 days advance written notice to you. No notice to you is required for changes to our security procedures, but we will provide you with information and guidance regarding them as indicated above.

Miscellaneous. This lease is governed by and subject to the laws of the United States and Illinois. Headings are not part of these Terms and Conditions and are for reference purposes only. This lease is the entire and only agreement between you and us concerning the safe deposit box.

Execution

By execution below, you and we agree to this lease, including the Terms and Conditions, and you acknowledge receipt of any keys described in this lease and a copy of this lease. If one of you is a corporation, partnership, or other non-individual, the persons signing on its behalf are appointed and accept appointment as deputies and confirm this lease.

(1) X _____

Print Name: JOHN E WOODRUFF

(2) X _____

Print Name: JONATHAN B BULLOCK

(3) X _____

Print Name:

(4) X _____

Print Name:

Signed:  For Lessor

Baylee Drumm

Termination Acknowledgement

By signing below you acknowledge on behalf of all of you that you have removed all contents from the safe deposit box, that you have no further rights to the safe deposit box, and that we have satisfied all our obligations under the lease.

X _____
(Date)

Keys Returned:

Print Name(s):

Signed: _____ For Lessor

Corporate Authorization Resolution

FIRST MID BANK & TRUST

By: LAKE LAND COLLEGE

PO BOX 499
MATTOON, IL 619385001 LAKE LAND BLVD
MATTOON IL 61938-9366*Referred to in this document as "Financial Institution"**Referred to in this document as "Corporation"*

I, JONATHAN B BULLOCK, 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 07/05/2024 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

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

Name and Title or Position	Signature	Facsimile Signature (if used)
A. JOHN E WOODRUFF, TREASURER	X _____	X _____
B. JONATHAN B BULLOCK, PRESIDENT	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
AB	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	1
	(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

JOHN WOODRUFF

Attest by One Other Officer

JONATHAN B BULLOCK

For Financial Institution Use Only

Acknowledged and received on 07/05/2024

(date) by BD (initials)

☐ This resolution is superseded by resolution dated

N/A

Comments: UB: Baylee Drumm Branch: MATTOON [3]

Certification of Beneficial Owners



What is this form?

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

Who has to complete this form?

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

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

What information do I have to provide?

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

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

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

We may also ask to see a copy of a driver's license or other identifying document for each beneficial owner listed on this form.

Persons opening an account on behalf of a Legal Entity must provide the following information to the bank.

Natural Person opening the account

Name: JONATHAN B BULLOCK Title: PRESIDENT

Legal Entity for which the account is being opened

Entity Name: LAKE LAND COLLEGE Organization Type: Corporate Customer

Address: 5001 LAKE LAND BLVD
MATTOON IL 61938-9366

Control Person

One individual with significant responsibility for managing the Legal Entity listed above, such as an executive officer or senior manager (ex. Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, Treasurer) or any other individual who regularly performs similar functions.

Name and Physical Address (residential or business)	Passport Number, and Country of Issuance** (Non-U.S. Persons)		Title
JONATHAN B BULLOCK [REDACTED]	[REDACTED]	[REDACTED]	PRESIDENT



Beneficial Owners

Each individual, if any, who directly or indirectly, through any contract, arrangement, understanding, relationship, or otherwise, owns 25% or more of the equity interests of the Legal Entity listed above:

Name and Physical Address (residential or business)	Date of Birth	Social Security Number (U.S. Persons)	Passport Number, and Country of Issuance** (Non-U.S. Persons)

☐ If checked, Beneficial Owner listing requirement is not applicable for the following reason(s):

☐ Charity/Non-Profit ☐ Pooled Investment Vehicle ☐ Other: _____

Certification

I, JONATHAN B BULLOCK (name of Natural Person opening the account), hereby certify, to the best of my knowledge, that the information provided above is complete and correct. I also agree to notify First Mid Bank & Trust of any change in the information provided within this Certification.

X _____ 07/05/2024
Signature Date

Internal Use Only

Only one beneficial ownership form is required when one or more loan/deposit accounts are opened on the same day for the same entity, where all ownership information remains the same. All account numbers associated with the one form must be typed or written below.

Certification of Beneficial Owners



What is this form?

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

Who has to complete this form?

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

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

What information do I have to provide?

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

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

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

We may also ask to see a copy of a driver's license or other identifying document for each beneficial owner listed on this form.

Persons opening an account on behalf of a Legal Entity must provide the following information to the bank.

Natural Person opening the account

Name: JONATHAN B BULLOCK Title: PRESIDENT

Legal Entity for which the account is being opened

Entity Name: LAKE LAND COLLEGE Organization Type: Corporate Customer
 Address: 5001 LAKE LAND BLVD
MATTOON IL 61938-9366

Control Person

One individual with significant responsibility for managing the Legal Entity listed above, such as an executive officer or senior manager (ex. Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, Treasurer) or any other individual who regularly performs similar functions.

Name and Physical Address (residential or business)	Passport Number, and Country of Issuance** (Non-U.S. Persons)		Title
JONATHAN B BULLOCK [REDACTED]	[REDACTED]	[REDACTED]	PRESIDENT



Beneficial Owners

Each individual, if any, who directly or indirectly, through any contract, arrangement, understanding, relationship, or otherwise, **owns 25% or more** of the equity interests of the Legal Entity listed above:

Name and Physical Address (residential or business)	Date of Birth	Social Security Number (U.S. Persons)	Passport Number, and Country of Issuance** (Non-U.S. Persons)

☐ If checked, Beneficial Owner listing requirement is not applicable for the following reason(s):

☐ Charity/Non-Profit ☐ Pooled Investment Vehicle ☐ Other: _____

Certification

I, **JONATHAN B BULLOCK** (name of Natural Person opening the account), hereby certify, to the best of my knowledge, that the information provided above is complete and correct. I also agree to notify First Mid Bank & Trust of any change in the information provided within this Certification.

X _____ 07/05/2024
Signature Date

Internal Use Only

Only one beneficial ownership form is required when one or more loan/deposit accounts are opened on the same day for the same entity, where all ownership information remains the same. All account numbers associated with the one form must be typed or written below.

Safe Deposit Box Lease

Lessor

FIRST MID BANK & TRUST

P.O. BOX 499
MATTOON, IL 61938
Lessees (Names and Addresses)

LAKE LAND COLLEGE

ADMISSIONS & RECORDS
5001 LAKE LAND BLVD
MATTOON IL 61938-9366
Important Account Opening Information

Federal law requires us to obtain sufficient information to verify your identity. You may be asked several questions and to provide one or more forms of identification to fulfill this requirement. In some instances we may use outside sources to confirm the information. The information you provide is protected by our privacy policy and federal law.

Birth Dates (for individuals):
Taxpayer Identification Numbers:

37-0896233

Gov't Issued Photo ID Types, Numbers, Issuers, Issue Dates, Exp. Dates (for individuals):
Other ID Information (Description, Details):

Agreement updated on 07/05/2024 by Baylee Drumm. Reason:

Lease Specifics

Lease Date: 05/09/1978 **Box No. & Size:** [REDACTED] **Box Keys:** 2
Vault Keys: N/A **Initial Rent:** Current Rate
When the Rent or Other Lease Indebtedness is Due: ☒ We will give you notice at least 10 days before the due date. ☐ You authorize us to debit, on or after each due date and without prior notice, account number: [REDACTED]
Security Deposit: \$10.00 per key
Number of Lessees Required for Access: 1 **No. of Deputies Required to Act for a Lessee:** N/A
Lease Type: ☐ Individual ☐ Joint ☒ Corporation ☐ Partnership ☐

Other Terms / Information

You may be subject to a late fee of 10% of your outstanding box rent when your box rent is past due 25 days or more. This late fee may be assessed every month until your box rent balance is paid in full.

In the event your Safe Deposit box is drilled due to nonpayment of rent and fees, the cost of the drilling will be your responsibility.

Mattoon - Main - Branch 3

Appointment of Deputy

A deputy is appointed as follows, provided he/she accepts appointment and confirms this lease by signing below:

If appointing lessee is an individual, appointment is ☐ intended ☐ not intended to survive disability, incapacity, or incompetence of appointing lessee.

Appointing Lessee:

Signature: _____
(Date)

Deputy's Name:

Deputy's Signature: _____
(Date)

Witness Name:

Witness Signature: _____
(Date)

Acknowledgment by Appointing Lessee

State of Illinois

County of

} ss.

The undersigned, a notary public in and for the above county and state, certifies that

known to me to be the same person whose name is subscribed as appointing lessee to the foregoing Appointment of Deputy, appeared before me and the witness _____ in person and acknowledged signing and delivering the instrument as the free and voluntary act of the appointing lessee, for the uses and purposes therein set forth.

Notary Public

My Commission Expires:

Terms and Conditions

Definitions. *You* and *your* refer to each and all of the lessees identified in this lease. *We*, *us*, and *our* refer to the lessor identified in this lease. *Safe deposit box* refers to a box or container and the space it encloses. *Vault* refers to our room for keeping safe deposit boxes. *PIN* refers to personal identification number. *Default* refers to any failure to perform as agreed in this lease. *Lease indebtedness* refers to any amounts due us from you under this lease. Unless otherwise specified, words in the singular include the plural, and words in the plural include the singular.

Lease of Safe Deposit Box. We are leasing to you the safe deposit box identified in this lease and space for it in our vault. You will pay us rent in advance. The initial rent is stated in this lease. We can change the rent by 30 days advance written notice to you. If the rent or any other lease indebtedness is not timely paid, or if there are insufficient funds in any account you have authorized to be debited, you are in default and we can, but are not required to, debit any of your other deposit or share accounts with us without notice to you.

Security Deposit. At the time of execution of this lease you will deliver to us the security deposit, if any, stated in this lease. We can use this security deposit to pay all or part of any unpaid lease indebtedness. Any unused portion of this security deposit will be returned to you on the termination of this lease and your vacation of the safe deposit box.

Access to Vault and Safe Deposit Box. The number of lessees required for access indicated in this lease is the number of lessees, acting for themselves or through deputies, who must be present for access to the safe deposit box and its contents. If this number of lessees is present, they can have access without any other lessees being present. The days and times when you will have access to our vault and the safe deposit box and your means of access will depend upon our security procedures, which we can change from time to time. Such procedures can include keys or combinations to the vault or to the safe deposit box, passwords, PINs, signatures, fingerprints, handprints, or other safeguards. We will promptly provide you with information and guidance regarding our security procedures, including any changes. We will not have access to the safe deposit box or its contents, except as required by law, as required by court or administrative order, or as otherwise provided in this lease.

Our Responsibilities. We promise to exercise reasonable care. Except as otherwise required by law or otherwise provided in this lease, it is agreed that we will not have possession or control of the safe deposit box or its contents and that our responsibilities and liabilities:

- (a) Will be limited to those of someone who leases property to another;
- (b) Will not extend beyond the exercise of reasonable care;
- (c) Will not result in any presumptions adverse to us or in our having the burdens of proof, persuasion, or coming forth with evidence at any stage of any litigation regarding the vault, the safe deposit box, the safe deposit box contents, or their loss, damage, or destruction; and
- (d) Will not extend beyond the monetary value of the safe deposit box contents and will not include any damages for, resulting from, or relating to any illegal or dangerous items stored in the safe deposit box.

In no event will our liability exceed any applicable statutory maximum.

Joint Tenants. If two or more of you sign this lease, you are joint tenants with right of survivorship, and not tenants in common, with respect to the lease and the safe deposit box. If any of you die, the surviving lessees and only the surviving lessees will continue to have rights under the lease and to the safe deposit box. If there are two or more survivors, their rights under the lease and to the safe deposit box will be held in joint tenancy with right of survivorship, and not as tenants in common. Nothing in this paragraph, however, will determine or affect the ownership of the contents of the safe deposit box or preclude any statutory right of access to the safe deposit box upon the death of a lessee.

Deputies. A deputy is an agent, attorney-in-fact, or other representative of the appointing lessee with authority to act on behalf of the lessee with respect to the lease, the safe deposit box, and its contents. The number of deputies required to act for a lessee (including being present on behalf of the lessee for access to the safe deposit box and its contents) is as indicated in this lease. Unless otherwise required by law:

Terms and Conditions, Continued

- (a) Whether a deputy's authority will or will not survive the disability, incapacity, or incompetence of the appointing lessee will depend upon the intention indicated in this lease or in another document of appointment, there will be no disability, incapacity, or incompetence prior to a court determination to that effect, and a deputy's authority will continue in any event until we receive actual notice of the disability, incapacity, or incompetence;
- (b) A deputy's authority will continue until it ceases under law or under the terms of this lease;
- (c) A deputy's authority will cease upon the death of the appointing lessee and our receipt of actual notice thereof;
- (d) If a deputy is the spouse of the appointing lessee, the deputy's authority will cease upon the entry of a judgment of separation or dissolution of their marriage and our receipt of actual notice thereof;
- (e) A deputy's authority will cease if the corporation, partnership, or other non-individual appointing lessee ceases to exist and we receive actual notice thereof;
- (f) A deputy's authority can be revoked at any time by the appointing lessee's written notice to us; and
- (g) Any of you can appoint a deputy by written notice to us in any form, but such notice will not be effective unless it is signed by the appointing lessee, specifically references this lease, indicates whether or not the appointment is intended to survive the disability, incapacity, or incompetence of the appointing lessee if the appointing lessee is an individual, complies with all requirements of applicable state law, and includes or is accompanied by the signature of the deputy accepting the appointment and confirming this lease.

Corporations, Partnerships, Associations, Organizations. If you are a corporation, partnership, association, or other organization, you will at our request provide us with a statement in a form satisfactory to us of your board of directors or other governing body indicating authority to enter into this lease and to appoint deputies.

Contents Not Insured. The contents of the safe deposit box are not insured by us or any government insurance program. Our not insuring the contents does not constitute a failure to exercise reasonable care. If you want the contents to be insured, you will have to arrange for your own insurance at your own expense.

No Illegal or Dangerous Items. You will not store any illegal or dangerous items in the safe deposit box.

Your Obligation of Reasonable Care. You must exercise reasonable care regarding our vault, our security procedures, the safe deposit box, and its contents, and must promptly report to us any problems or unsafe or insecure conditions that you observe in using the safe deposit box.

Death, Incapacity, Dissolution, or Bankruptcy. Each of you agrees to give us notice in writing of the death, disability, incapacity, or incompetence of, or any dissolution, separation, annulment, or bankruptcy proceedings regarding, any of you as soon as such knowledge is obtained. You also agree to give us such notice orally before your next entry into the safe deposit box.

Keys, Combinations, and Other Access Devices. You agree not to duplicate any keys provided to you pursuant to this lease. You will return all keys and supply us with all combinations, passwords, PINs, and other access devices on termination of this lease. You will notify us immediately if you lose a key or lose or forget your combination, password, PIN, or other access device. You will pay us any reasonable costs that we incur as a result of such loss or forgetfulness; as a result of your failure to provide us with such keys, combinations, passwords, PINs, or other access devices on termination of this lease; as a result of our being required by law or court or administrative order to obtain forced entry; or as a result of our obtaining forced entry pursuant to the Remedies section of this lease.

Court Orders and Litigation Expenses. We have no obligation to challenge the validity of, and are entitled to comply with, any court or administrative order with respect to the safe deposit box or its contents. You will pay our reasonable expenses, including attorneys' fees, in the event we become involved in a dispute or litigation concerning the safe deposit box or its contents.

Terms and Conditions, Continued

Hold Harmless. You will indemnify and hold us harmless with respect to your actions regarding the safe deposit box and its contents; with respect to the actions of any deputy; with respect to the actions of any former deputy occurring before we receive actual notice of the facts ending the former deputy's authority; and with respect to any disposition of safe deposit box contents we make pursuant to this lease or the requirements of law.

Termination, Vacation, and Removal of Contents. Unless otherwise provided by law:

- (a) Either you (or any of you) or we can terminate the lease for default by written notice, which will be immediately effective;
- (b) Either you (or any of you) or we can terminate the lease for any other reason by 30 days advance written notice; and
- (c) Upon termination, you will immediately vacate the safe deposit box and remove all its contents.

Any of you can sign the Termination Acknowledgement section of this lease on behalf of all of you. If we terminate the lease for any reason other than default, you will be entitled to a refund of any unearned portion of the rent paid in advance not used to satisfy any other lease indebtedness. You will not be entitled to a refund of rent for any other reason.

Remedies. We are entitled to all remedies for default that are available under law. In addition, unless otherwise provided by law, until such time as the safe deposit box or its contents are legally presumed to be abandoned or unclaimed property, if you fail to vacate the safe deposit box and remove all its contents as provided above:

- (a) We can do so by any means necessary, including forced entry;
- (b) We can apply any cash contents not obviously much more valuable as a collectable to any lease indebtedness;
- (c) We can sell any contents on a commercially reasonable basis and apply the proceeds to any lease indebtedness; and
- (d) We will return any contents or proceeds of contents not thus disposed of to you upon your request, except to the extent of any right of set-off that we have under law.

We can report your defaults to credit bureaus and consumer reporting agencies.

Suspension. We can suspend access to our vault and your safe deposit box in the event of an emergency or to make alterations or repairs. Unless otherwise provided by law, we also can suspend such access in the event of legal issues, levies, attachments, garnishments, actions, or proceedings concerning the safe deposit box or its contents pending their resolution.

Notices. Except as otherwise provided by law, notices to us will not be effective until actually received, and notices to you will be effective on mailing, postage prepaid and properly addressed, whether or not actually received, provided we make a written record of the mailing at the time it occurs.

Changes. These Terms and Conditions, other than the right to terminate on 30 days advance written notice and your above stated right to a refund upon termination by us, can be changed by us upon 30 days advance written notice to you. No notice to you is required for changes to our security procedures, but we will provide you with information and guidance regarding them as indicated above.

Miscellaneous. This lease is governed by and subject to the laws of the United States and Illinois. Headings are not part of these Terms and Conditions and are for reference purposes only. This lease is the entire and only agreement between you and us concerning the safe deposit box.

Execution

By execution below, you and we agree to this lease, including the Terms and Conditions, and you acknowledge receipt of any keys described in this lease and a copy of this lease. If one of you is a corporation, partnership, or other non-individual, the persons signing on its behalf are appointed and accept appointment as deputies and confirm this lease.

(1) X _____

Print Name: JOHN E WOODRUFF

(2) X _____

Print Name: JONATHAN B BULLOCK

(3) X _____

Print Name: PAULA SMITH

(4) X _____

Print Name:

Signed _____ For Lessor

Baylee Drumm

Termination Acknowledgement

By signing below you acknowledge on behalf of all of you that you have removed all contents from the safe deposit box, that you have no further rights to the safe deposit box, and that we have satisfied all our obligations under the lease.

X _____
(Date)

Keys Returned:

Print Name(s):

Signed: _____ For Lessor

Corporate Authorization Resolution

FIRST MID BANK & TRUST

By: LAKE LAND COLLEGE

PO BOX 499
MATTOON, IL 619385001 LAKE LAND BLVD
MATTOON IL 61938-9366*Referred to in this document as "Financial Institution"**Referred to in this document as "Corporation"*

I, JONATHAN BULLOCK, 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 07/05/2024 (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)
JOHN E WOODRUFF, TREASURER		
A. _____	X _____	X _____
JONATHAN B BULLOCK, PRESIDENT		
B. _____	X _____	X _____
PAULA SMITH, DIRECTOR		
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 C	(2) Open any deposit or share account(s) in the name of the Corporation.	1
A B C	(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
ABC	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	1
	(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
JONATHAN BULLOCK

Attest by One Other Officer
JOHN WOODRUFF

For Financial Institution Use Only

Acknowledged and received on 07/05/2024

☐ This resolution is superseded by resolution dated

(date) by bb (initials)
N/A .

Comments: UB: Baylee Drumm Branch: MATTOON [3]

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: John Woodruff, Vice President for Business Services

DATE: July 10, 2024

RE: Update to Board Policy 05.05

Back in January, the College evaluated policies for the paid leave for all workers act and moved forward with a pilot program for adjunct faculty through Summer 2024. In evaluating the program, the College has elected to move forward with adding it to Board Policy 05.05 – *Qualifications, Expectations, Duties, Requirements, Compensation, and Incentives for Adjunct Faculty*. These policy revisions reflect the same parameters and requirements that were in the pilot program.

Please let me know if there are any questions.

Recommended motion: Approve as presented the recommended updates to Board Policy 05.05 – *Qualifications, Expectations, Duties, Requirements, Compensation, and Incentives for Adjunct Faculty*.

05.05**Qualifications, Expectations, Duties, Requirements, Compensation and Incentives for Adjunct Faculty**

Chairpersons of Divisions will identify and recommend, to the Vice President for Academic Services, adjunct faculty to fill vacancies and meet changing enrollment demands within each area of instruction or academic support. Adjunct faculty must meet the minimum qualifications and requirements as outlined in Board Policy 05.02.04.

Adjunct Faculty Expectations, Duties, Requirements and Compensation

Adjunct faculty will:

1. Teach course(s) in accordance with the requirements as detailed in the course descriptions and outlines.
2. The expectation for adjunct faculty members, as with all faculty members, is that for every hour an adjunct faculty member spends teaching in the classroom, an additional hour is spent outside of the classroom in preparation for teaching as well as grading, assessing student work, working with students, etc.
3. Develop a syllabus for each course taught which shall include an outline of course goals, methods of instruction, course content, reading materials, grading practices, and attendance policy. The syllabus will be distributed to each student in the course during the first week of classes.
4. Administer a final examination in each course taught during the designated final examination period.

5. Submit final grades to the Vice President for Academic Services.
6. Be reasonably available for individual student consultation.
7. Be subject to evaluation in a timely fashion as determined by administration.
8. Conduct student evaluations in each course in accordance with College procedures.
9. Be ineligible for College benefits, except as provided by law.
10. Be paid a rate established by the Board of Trustees and reviewed upon the recommendation of the President.
11. Receive a corresponding reduction in pay for absences from class and for whom a substitute instructor is assigned.
12. Be subject to Board Policy 05.02.06 covering oral English language proficiency.

Adjunct Faculty Incentives

Adjunct faculty will:

1. Be invited, if selected by their Division Chair, to participate in the graduation ceremony, including the wearing of cap and gown.
2. Receive a tuition waiver, upon request, equal to the credit hours of the course(s) taught, not to exceed three semester hours per semester. This tuition waiver is nontransferable and covers only tuition. Each adjunct faculty is responsible for all fees associated with the course. The waiver must be requested within one calendar year of the semester or term in which the waiver credit was earned.

3. Be included in employee development and in-service activities.
4. Be included in an adjunct faculty recognition program.
5. Receive, upon request, a season pass to athletic events.
6. Be eligible for the paid leave for adjuncts benefit program (PLA).
 - a. Adjunct faculty will be given the equivalent of .80 hours of PLA per equated credit hour taught each semester (as of 10th day) front loaded. For example, an adjunct faculty teaching a 3-credit hour course would earn 2.40 hours of PLA for that semester.
 - b. Adjunct faculty must notify their supervisor in advance of their absence. The leave time can be used for any reason.
 - c. Adjunct faculty must complete the absence form when requesting PLA. Adjunct faculty must use PLA in 2-hour increments. Leave time can only be submitted for a semester in which they are an active employee scheduled to teach with the College.
 - d. PLA will not be paid out at separation of employment or the end of the term.
 - e. Adjunct faculty who also work at the College in a full-time capacity are excluded from paid leave, as they already receive this benefit.
 - f. In accordance with Item #11 above, adjuncts will receive a corresponding reducing in pay for absences from class and for whom a substitute is assigned if they are without PLA to cover their absence.
 - g. No carryover will be permitted between academic years.

Non-Paid Clinical Instructors/Supervisors Incentives

Non-paid clinical instructors/supervisors will:

Be eligible for a one-semester-hour, nontransferable tuition waiver upon request for 120 clock hours of non-paid clinical supervision provided at a clinical site per year. Clinical instructors/supervisors are responsible for all registration and course fees. The waiver must be requested within one calendar year of the semester or term in which the waiver credit was earned.

Board Policy No. 05.05

Adopted November 9, 1998
Revised April 11, 2005
Revised April 8, 2013
Revised May 12, 2014
Revised December 12, 2016. Effective January 1, 2017.
Revised December 11, 2017-
Revised August 12, 2024

LAKE LAND COLLEGE

MEMO

To: Dr. Josh Bullock, President
From: Dr. Valerie Lynch, Vice President for Student Services
Date: Monday, July 29, 2024
Subject: Proposed Changes to Board Policies Regarding Transcript/Diploma Withholdings

I am writing to request your consideration for waiving first reading and approving the proposed changes to four Board of Trustees policies during the upcoming Board meeting on August 12, 2024. The policies in question are as follows:

1. Policy 06.38 - Course Materials Rental
2. Policy 11.13 - Traffic Regulations and Parking
3. Policy 10.35 - Collection of Non-Sufficient Funds Checks
4. Policy 10.29 - Collection of Tuition and Fees on Delinquent Accounts, Registration Holds, and Withholding of Transcripts

These policies are being revised to reflect our current practices, following the update made to Policy 10.29 in August 2023. The prior update included a comprehensive list of reasons for which we can no longer withhold transcripts due to student debt.

In light of proposed legislation and governing body requirements, which is moving towards prohibiting the withholding of academic records for any purpose, it is essential that we update our policies accordingly. The proposed changes to Policies 06.38, 11.13, and 10.35 are necessary because they currently reference transcripts/diplomas or Policy 10.29 specifically. Aligning these policies with the new legislative direction ensures that our practices remain compliant and transparent.

Given the importance of these updates and to ensure timely implementation, I am respectfully requesting that the Board waive the first reading and approve the proposed changes as final during the August 12, 2024, meeting. This will allow us to promptly align our policies with current practices and legislative trends.

Thank you for your attention to this matter and for your continued support of our efforts to maintain and enhance the integrity of our institutional policies.

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, 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~~ Students 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 August 14, 2023
[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 s.s. 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.

~~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. Academic transcripts and diplomas will not be withheld for delinquent student accounts. All current and former students are able to request their academic transcripts and be awarded earned credentials regardless of financial student account status with the College. 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:~~

- ~~complete a job application;~~
- ~~transfer from one institution of higher education to another;~~
- ~~apply for State, federal or institutional financial aid;~~
- ~~join the United States Armed Forces or Illinois National Guard; or~~
- ~~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.~~

Board Policy No. 10.29

~~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 withheld 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 August 14, 2023

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~~ As stated in Board Policy 10.29, students will not be allowed to register ~~due to owing a debt (such as any NSF fees) to the College and graduation certificates will be held until the amount is paid in full in cash or with a money order.~~ In addition, if, after all due diligence has been completed, the balance is still unpaid, the Comptroller is authorized to employ a collection agency in the collection of delinquent accounts. An additional collection fee may be added to the unpaid balance for the services of the collection agency.

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

11.13

Traffic Regulations and Parking

The President will recommend to the Board of Trustees parking and traffic regulations on lots and roadways, which are owned and maintained by the College.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

Adopted November 9, 1998

Revised April 14, 2014

Revised August 8, 2022

Revised August 14, 2023

[Revised](#)

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: John Woodruff, Vice-President for Business Services

DATE: July 22, 2024

RE: Update to Board Policies 11.02 and 11.04

On April 19, 2024, the U.S. Department of Education released the final 2024 amendments to regulations implementing Title IX of the Education Amendments of 1972, requiring application of the amended requirements to complaints of sex discrimination regarding alleged conduct that occurs on or after August 1, 2024.

The amended Title IX regulations necessitate changes in our institutional policies and procedures for addressing sex-based misconduct, including claims of sex discrimination and sex-based harassment. The amendments also include new provisions specific to pregnancy and related conditions.

At their July 11, 2024, meeting the Board approved related revisions to Board Policies 11.01 *Equal Opportunity Notice of Non-Discrimination* and 11.04.01 *Prohibiting Sex Discrimination*. Additionally, I would like to present the following proposed revisions to the Board of Trustees at their meeting on August 12, 2024:

- Board Policy 11.04 *Discrimination and Harassment* - Proposed revisions attached.
- Board Policy 11.02 *Grievance Procedures for Equal Employment* – Delete this policy. As noted in Board Policy 11.01 *Equal Opportunity Notice of Non-Discrimination*, “Procedures for reporting or filing complaints regarding conduct that may constitute discrimination or harassment, including sex discrimination under Title IX, can be obtained through Counseling Services or Human Resources.” It is recommended that the procedures consistently be separate from policy for all three Board Policies: 11.01, 11.04., and 11.04.01.
- Update references to the revised policy names as needed throughout the Board Policy Manual.

In presenting these proposed revisions to the Board of Trustees at their meeting on August 12, 2024, I would like to ask for first and final reading so that we may move forward in meeting the requirements established by the Department of Education.

Thank you.

Recommended motion: Approve as presented the recommended updates to Board Policy 11.04 – *Discrimination and Harassment* and deletion of Board Policy 11.02 – *Grievance Procedures for Equal Employment*.

11.04

Discrimination and Harassment

Lake Land College is committed to maintaining a working and learning environment in which all individuals are treated with respect and dignity. Faculty, staff and students have a right to work and learn in an atmosphere that promotes equal opportunity and prohibits discriminatory practices. The College is committed to providing a safe and respectful environment and prohibits discrimination and harassment based on race, traits of race, color, sex, age, religion, national origin, ancestry, physical or mental disability, association with a person with a disability, marital status, military status, sexual orientation, gender identity, gender-related identity and expression, sex stereotypes, sex characteristics, pregnancy or related conditions, parental status, order of protection status, unfavorable discharge from military service, work authorization status, citizenship status, or any other basis of discrimination precluded by applicable federal and state statutes, or acts or threats of violence from students, employees, elected officials or third parties including visitors, vendors, consultants and contractors. ~~Traits of race includes, but is not limited to, hair texture and protective hairstyles such as braids, locks and twists, per Public Act 102-1102 Create a Respectful and Open Workplace for Natural Hair (CROWN) Act, which amended the definition of "race" in the Illinois Human Rights Act effective January 1, 2023.~~

Definitions

Unlawful harassment includes unwelcome verbal, written or physical conduct by any one person toward another person based on that person's race, traits of race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, sex, age, religion, national origin, ancestry, physical or mental disability, association with a person with a disability, marital status, military status, sexual orientation, gender identity, gender-related identity and expression, sex stereotypes, sex characteristics, pregnancy or related conditions, parental status, pregnancy, order of protection status, unfavorable discharge from military service, work authorization status, citizenship status, or any other basis of discrimination precluded by applicable federal and state statutes, and that has the purpose and effect of creating a hostile or offensive work or academic environment. Lake Land College prohibits and will not tolerate any such harassment or discrimination.

Board Policy**11.04**

Examples of behavior that would be considered to be unlawful harassment include but are not limited to the following:

1. Racial, ethnic, or sexual slurs or jokes, whether communicated verbally, in writing or electronically.
2. The use of racial or ethnic nicknames or stereotyping.
3. Vulgar, offensive or obscene language, noises or gestures.
4. Display of vulgar, offensive, explicit or obscene pictures, photographs, cartoons, materials or web sites.
5. Verbal or physical acts or threats of violence including, but not limited to, aggression, hate crimes, bullying, cyber bullying, cyber intimidation, domestic violence, stalking, or intimidation.
6. Actions of ~~sex-based misconduct including, but not limited to~~ sex discrimination which includes discrimination and harassment on the basis of sex, including on the basis of sexual orientation, gender identity, gender-related identity and expression, sex stereotypes, sex characteristics, pregnancy or related conditions, parental status, ~~sex-based~~ harassment, sexual violence, domestic violence, dating violence ~~and~~ stalking, and other sex-based misconduct as addressed in Board Policy 11.04.01 Prohibiting Sex Discrimination. Sex-Based Misconduct.

Employees and students must report all incidents of unlawful harassment. Anyone who believes that he or she is being harassed by a student, employee or third party at the College, or believes that their employment or academic career is being adversely affected by such conduct should immediately report such concerns. Employees should report concerns of harassment to their supervisor, next level administrator, another administrator, or the Director of Human Resources. Students should report such concerns to the Director of Human Resources/Title IX

Board Policy**11.04**

Coordinator or the Vice President for Student Services. In addition, individuals covered by this policy have a right to file claims of sexual discrimination and harassment with the Illinois Department of Human Rights and/or the Equal Employment Opportunity Commission (EEOC).

Retaliation

No individual making a complaint, whether formal or informal, will be retaliated against, even if a complaint made in good faith is not substantiated. Witnesses involved in any complaint of harassment will also be protected from retaliation. Whistleblower protections are also available under the State Officials and Employees Ethics Act, the Whistleblower Act, and/or the Illinois Human Rights Act.

Retaliation Charge

A student or employee who believes he or she has been subjected to any form of retaliation after filing a complaint or being a witness under this policy may file a complaint of retaliation.

False or Malicious Complaints

It is a form of harassment to file a knowingly false or malicious complaint of harassment or to knowingly provide false information in the course of an investigation of such complaint. Such conduct is considered a violation of this Discrimination and Harassment Policy and will subject an employee or student to disciplinary action.

Supervisory Responsibility

Supervisors must strive to maintain a harassment-free College environment by promoting professionalism and by addressing harassment promptly.

Supervisors will address any observed or reported incident or complaint of harassment with seriousness and must take prompt action, whether or not a formal written complaint has been filed. Supervisors must

Board Policy 11.04

immediately consult the Director of Human Resources regarding any harassment complaint reported to them.

Sanctions and Disciplinary Action

Individuals found to have violated this Policy shall be subject to corrective and disciplinary action up to and including termination from employment, dismissal and/or exclusion from the College and its property. Additionally, an individual who engages in retaliation under the Ethics and Whistleblower Acts may also be subject to fines and/or penalties.

Special Circumstances

Complaints by an elected official (trustee) against another elected official shall be submitted to the Director of Human Resources. The Director of Human Resources shall, in consultation with legal counsel for the College, ensure that an independent review is conducted with respect to such allegations.

Prompt Investigation and Confidentiality

Complaints of unlawful harassment are serious violations of College policy. Once a complaint of unlawful harassment has been made, the College has an obligation to promptly investigate the matter. The College will take prompt remedial action to address a substantiated complaint of unlawful harassment. All investigations into claims of unlawful harassment will be conducted respectfully. Every reasonable effort will be made to preserve confidentiality, to the extent practicable. However, in the course of an investigation, it will be necessary to discuss the complaint with the claimed offender, other persons who may have relevant information, and those with a legitimate need to know.

The College will establish, implement and publish procedures implementing this policy

Board Policy 11.04

Adopted November 9, 1998
Revised May 10, 2004
Revised May 9, 2005
Revised May 9, 2011
Revised September 12, 2016
Revised January 8, 2018
Revised February 10, 2020
Revised September 14, 2020
Revised March 13, 2023
Revised July 11, 2024

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
August 12, 2024**

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

Kreke, Allyssa	10/14/24-1/12/25
Parks Parton, Toni	7/15/24-10/4/24

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

Alexander, Amber	7/15/24-8/15/24
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Dust, Holly	Tutor - Bachelor's Degree	7/22/24
	Primary Position Adj Faculty Math/Science	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Peterson, Jennifer	Dual Credit Instructor	7/1/24

Part-time

Althaus, Jon	Adjunct Faculty Agriculture Division	8/19/24
Carlen, Austin	Physical Plant Assistant	7/15/24
Carlin, Nathaniel	Newspaper Editor - Student Newspaper	7/9/24
Rienbolt, Lacey	Adjunct Faculty Humanities Division	8/16/24
Short, Elizabeth	Allied Health BNA Clinical Instructor (hourly)	7/29/24
Simpson, Brooke	Newspaper Editor - Student Newspaper	7/10/24
Smith, Alison	Volleyball Assistant Coach	7/15/24
Smith, Chad	Police Officer	7/20/24
Tracy, Kailyn	Newspaper Editor - Student Newspaper	7/16/24
Walker, Alyssa	Fitness Center Specialist	6/17/24
Young, Rachel	Adjunct Faculty Business Division	8/16/24

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Ali, Iffat	Chemistry Instructor (Retired)	8/1/24
Birdwell, Jodi	Art Instructor (Retired)	8/1/24
Donelson, Marissa	Correctional Career Technology Instructor	7/31/24

Kessler, Tynia	Division Chair Business/Bus Ins (Retired)	8/1/24
Lindley, Gary	Elec Engineer Tech Instr/Coordinator (Retired)	8/1/24
Miller, Dawn	Correctional Career Technology Instructor	8/9/24
Nolen, William	Correctional Horticulture Instructor	7/2/24
Olmsted, Salisa	Division Chair Hum & Comm/ /Eng Ins (Retired)	8/1/24
Pender, Amber	Correctional Warehousing Instructor	8/2/24
Steaman, William	Correctional Occupations Instructor	6/28/24
Van Dyke, Jon	Dean of Enrollment Student Success (Retired)	6/27/24

Part-time

Allee, Sydney	Admissions and Records Data Entry Assistant	7/16/24
Allen, Rick	Dual Credit Coordinator	4/18/24
Beecham, Tinley	Part-Time Groundskeeper	8/1/24
Burney, Rylie	Fitness Center Specialist	5/14/24
Chapman, Tyler	Fitness Center Specialist	5/11/24
Collie, Paige	Fitness Center Specialist	5/20/24
Craig, Lydia	Adjunct Faculty Humanities Division	8/1/24
Hill, Kirk	Tutor - Student Learning Assistance Center	5/3/24
Hyatt, Josey	Student Assistance Specialist	1/4/24
Morlen, Andrew	Part-Time Groundskeeper	4/11/24
Parrott, Janet	Library Assistant - Technical Services	6/27/24
Paulson, Daniel	Assistant Softball Coach Unpaid Volunteer	7/10/24
Potter, Jay	Volleyball Assistant Coach	6/25/24
Samuelson, Lauryn	Perkins Student Worker	3/16/24
Sullivan, Laura	Dual Credit Coordinator	4/18/24
Swinkunas, Christopher	Perkins Student Worker	6/6/24
Waggoner, Alexander	Tutor - Student Learning Assistance Center	5/2/24

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Bruhn, James	Correctional Career Tech Inst Robinson	7/9/24
	Transfer from Correctional Career Tech Inst Lawrence	
Groennert, Harvey	Associate Dean Correctional Prog Southwest	7/22/24
	Transferring from DOC Special Projects Manager	