

Lake Land College

District No. 517

Board of Trustees
Agenda and Board Book
August 18, 2025
Regular Meeting No. 704



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**

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

Strategic Priority Motto: Education that fits your life.



Regular Meeting No. 704
Monday, August 18, 2025, 6:00 p.m.
Effingham Technology Center, Room 108, 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 14, 2025, Regular Meeting.
2. Approval of Minutes of July 14, 2025, Closed Session.
3. Approval of Agenda of August 18, 2025, 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](#).

Public Hearing on Fiscal Year 2026 Operating Budget.

Refer to: <https://www.lakelandcollege.edu/wp-content/laker-documents/laker/bot/2026%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. Larry Lilly |
| D. Buildings & Site | Mr. Gary Cadwell |
| E. Foundation | Mr. Larry Lilly |

F. Student Report
G. President's Report

Mr. Jay Bliler
Dr. Josh Bullock

Business Items.

Non-Action Items.

Topic	Board Book Page Number(s)
1. Effingham Education and Regional Extension Center Updates.	
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Action Items.

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3. Approval of MOU with the Lake Land College Faculty Association.	43-45
4. Approval of Emergency Purchase for HVAC Compressors at the Effingham Technology Center (ETC).	46-48
5. Approval of Organizational Charts.	49-56
6. Approval of TORT Plan.	57-66
7. Approval of Resolution No. 0825-001 to Adopt Fiscal Year 2026 Operating Budget. Refer to: https://www.lakelandcollege.edu/wp-content/laker-documents/laker/bot/2026%20Budget.pdf .	67-68
8. Approval of Annual Renewal of the College's Microsoft A5 License.	69-72
9. Approval of Renewal for Dark Trace Cyber Security Agreement.	
10. Approval of Renewal with NeoGov for HR Solutions Software.	73-75

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| 11. Approval of Bid for Field House Wall Panel and Soffit Panel Installation Project. | 76-77 |
| 12. Approval of Purchase from Pocket Nurse for a Demo Dose Med Dispense Unit for the Allied Health Program. | 78-80 |
| 13. Approval of Purchase from Pocket Nurse for Non-functional Teaching Headwalls for the Allied Health Program. | 81-82 |
| 14. Approval of Purchase for Educational Support Bundles from Assessment Technologies Institute for the Allied Health Program. | 83-97 |
| 15. Acceptance of June 2025 Financial Statements. | 98-108 |
| 16. Closed Session.
Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), closed session is called to discuss the appointment, employment, compensation, performance or dismissal of specific employees. | |

[Return to Open Session - Roll Call]

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| 17. Appointment of Vice President for Student Services as Discussed in Closed Session. | |
| 18. Approval of Human Resources Report as Discussed in Closed Session. | 109-111 |

Other Business. (Non-action)

Adjournment.

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



Regular Board Meeting No. 703
Board and Administration Center, Room 011
Mattoon, IL
July 14, 2025

Minutes

Call to Order.

Chair Wright called the July 14, 2025, 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. Thomas Wright, Chair; Mr. Gary Cadwell; Mr. Chuck Deters; Mr. Larry D. Lilly, Secretary; Mr. Scott Montgomery; Ms. Doris Reynolds; Ms. Denise Walk, Vice-Chair; and Student Trustee Jay Bliler.

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

Others Present:

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

Approval of Consent Items.

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

1. Approval of Minutes of June 9, 2025, Regular Meeting.
2. Approval of Minutes of June 9, 2025, Closed Session.
3. Approval of Agenda of July 14, 2025, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	820,798.81
Building Fund	\$	163,706.49
Site & Construction Fund	\$	563,982.13
Bond & Interest Fund	\$	500.00
Auxiliary Services Fund	\$	53,344.25
Restricted Purposes Fund	\$	467,511.35
Working Cash Fund	\$	-
Audit Fund	\$	7,000.00
Liability Insurance Fund	\$	29,219.60
Student Accts Receivables	\$	88,016.97
Total	\$	2,194,079.60

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 11, 2024, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk reported the administration continues to watch for new bills so they can update policies when needed.

Resource & Development.

Trustee Reynolds, Committee Chair, said the Committee did not meet since the last regular Board meeting.

Finance.

Trustee Lilly, Committee Chair, said the Committee met on July 10 regarding items which will be discussed later in the agenda.

Buildings & Site.

Trustee Cadwell, Committee Chair, said the Committee did not meet since the last regular Board meeting.

Foundation.

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

- Please save the date for the 4th annual Foundation & Alumni Awards celebration on Thursday, October 23rd. We'll be recognizing our 2025 Foundation & Alumni award recipients at this event.
- The 2025-2026 Foundation scholarship application reopened June 1st and will remain open the month of August for any students who didn't apply for the first round.

Student Report.

Student Trustee Bliler reported that since the last meeting of the board, the Student Government Association hosted a Red Cross Blood Drive on June 18, 2025. He said that members of the SGA, Student Activity Board, and Navigator News also completed leadership training with Mr. Tim Duffy. The topic of our discussion was increasing attendance at student events, which is consistent with the goal of the organizations in Student Life to increase student involvement and club participation. He said the training went well and many of us gained valuable ideas and inspiration for increasing student involvement both on and off campus. Mr. Bliler said students from the SGA, SAB, and Navigator News are also looking forward to attending the Grand Opening of the Effingham Technology Center on July

30 and preparations are still underway in Student Life to welcome students back to campus for the fall semester on Welcome Day.

President's Report.

Dr. Bullock gave the following updates:

- The College received \$1.5 million in June from the Illinois Department of Corrections for the FY 2025 outstanding balance. A balance of \$482,826 remains outstanding with IDOC.
- The College received no payments from the Illinois Department of Juvenile Justice (IDJJ) in June for the FY 2025 outstanding balance. A total of \$44,014 remains outstanding with IDJJ.
- In June, the College received payments from the State of Illinois for FY 2025 credit hour reimbursement of \$352,776 and equalization of \$574,383. Both credit hour reimbursement and equalization are paid in full for FY 2025.
- The College received no property tax payments in June.

Business - Non-action Items.

Athletic Department Honors.

Mr. Bill Jackson, Director of Athletics, provided a brief presentation on the many accomplishments of our student athletes in the past year. Trustees received a detailed listing of these accomplishments. During the meeting, he provided an overview of the report, and a few members, as well as their coaches from the volleyball, softball and baseball teams, attended to present their district, regional, and/or national plaques.

Presentation of FY 2026 Budget.

Trustees reviewed the proposed FY 2026 Budget Book and heard a presentation from Mr. John Woodruff, Vice President for Business Services, regarding the FY 2026 Budget. Trustees learned the FY 2026 operating budget (Fund 1 and Fund 2) was being presented as a balanced budget with estimated income of \$60,790,628 and corresponding expenditures of this same amount. Mr. Woodruff noted that this is a decrease from the FY 2025 estimated income of \$61,049,472, and he highlighted the areas for the income decreases, including credit hour reimbursement and equalization from the State of Illinois. Dr. Bullock and Mr. Woodruff answered various questions by Trustees. Dr. Bullock said approval of the FY 2026 Budget will be requested during the August 18, 2025, regular Board meeting, and that the proposed FY 2026 Budget must be displayed for public comment for at least 30 days prior to final approval by the Board.

Trustee Lilly 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 2026 Budget as presented.

Grants Annual Report.

Ms. Jean Anne Highland, Chief of Staff, provided highlights of the Grants Annual Report provided by Dr. Beth Craig, Grants Writer and Coordinator. Trustees received a copy of this report.

Sunsetting of the FY 2023-2027 Strategic Plan and Final Report.

Ms. Highland highlighted progress for various strategic initiatives featured in the Strategic Plan Bi-Annual Report and how the college will transition to our bold new vision and strategic plan centered around our motto, "*Education that Fits Your Life.*"

Monthly Data Point Discussion – Updated of Key Metrics for Student Success.

Ms. Lisa Cole, Director of Data Analytics, highlighted some of the metrics that the college closely monitors for long-term improvements and student success goals.

Guided Pathways Strategic Enrollment Management Plan Updates.

Ms. Pam Hartke, Associate Dean of Recruitment & Enrollment Management, provided highlights of this Report and the overall progress of this plan.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock reminded the Trustees that the Effingham Technology Center (ETC) Grand Opening is set for Wednesday, July 30, 2025, with a dedication ceremony at 5:30 p.m. and open house from 3 p.m. to 7 p.m. Dr. Bullock reminded members there will be a Buildings and Site Committee meeting on Thursday, August 14th at 8 a.m. for a review of our campus master planning. He also reminded the Trustees that the August Board meeting will be held on the third Monday of the month, August 18, 2025, at the Effingham Technology Center due to timing requirements for presenting and then approving the FY Budget.

Action Items

Approval of Revised Guidelines for Athletic Scholarships.

President Bullock presented on a request from Mr. Jackson for the Board to approve a revision to the Athletic Scholarship Guidelines. Trustees received a copy of these Guidelines. Dr. Bullock reported that the National Junior College Athletic Association (NJCAA) recently released updates regarding the number of Athletic Scholarships allowed for NJCAA baseball programs, increasing the number of annual scholarships from 24 to 30 scholarships effective immediately.

Trustee Deters moved and Trustee Reynolds seconded to accept as presented revisions to the Athletic Scholarship Guidelines, allowing additional baseball program Athletics Scholarships in accordance with the National Junior College Athletic Association (NJCAA) Guidelines and increasing the number of annual baseball scholarships from 24 to 30, effective immediately.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Acceptance of Grants.

Ms. Highland presented on a memo from Dr. Beth Craig, Grants Writer and Coordinator, requesting that the Board accept the following grants:

- A Pipeline for the Advancement of the Healthcare Workforce Program (PATH) Grant in the amount of \$360,104.54 from the Illinois Community College Board (ICCB). The purpose of this grant is to create, support, and expand the opportunities of individuals to enter into or advance their careers in the healthcare industry by obtaining credentials, certificates, and degrees.
- An Illinois Public Risk Fund (IPRF) Safety Grant in the amount of \$18,777. IPRF administers our workers compensation program. The purpose of this grant is to ease the burden of safety-related expenses.
- A five-year grant from the TRIO Student Support Services (SSS) program, with the first-year award at \$286,109. This grant program was established to increase the retention and graduation rates of students who are traditionally underrepresented in higher education, which includes low-income, first-generation, and students with disabilities.
- A supplemental funding grant in the amount of \$78,186.63 from the Illinois Green Economy Network (IGEN). This grant opportunity was established to fund eligible projects that are related to energy efficiency or renewable energy, including equipment, installation, or upgrade projects. The eligible projects had to be completed with College funds spent during the fiscal year between the dates of July 1, 2024 and May 31, 2025. Thus, acceptance of these grant funds will be used to reimburse the College for energy-efficiency projects that have already been completed.

Trustee Reynolds moved and Trustee Walk seconded to accept as presented the following grants:

- A Pipeline for the Advancement of the Healthcare Workforce Program (PATH) Grant in the amount of \$360,104.54 from the Illinois Community College Board (ICCB).
- An Illinois Public Risk Fund (IPRF) Safety Grant in the amount of \$18,777.
- A five-year grant from the TRIO Student Support Services (SSS) program, with the first-year award at \$286,109.
- A supplemental funding grant in the amount of \$78,186.63 from the Illinois Green Economy Network (IGEN).

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Acceptance of May 2025 Financial Statements.

Trustees reviewed the May 2025 Financial Statements and a memorandum from Mr. Woodruff, Vice President for Business Services, that highlighted the Financial Statements and significant variances.

Trustee Deters moved and Trustee Montgomery seconded to approve as presented the May 2025 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Declaration of Surplus Item(s) or Equipment.

Mr. Woodruff requested the Board declare as surplus the following items or equipment which have become obsolete and no longer have value to the College:

- Ammunition from the Police Department that is no longer needed and was originally purchased for use by part-time officers, including 1,250 rounds of 45 caliber bullets and 504 rounds of 40 caliber bullets.
- Various furniture items from the Kluthe Center that are no longer needed, including 18 panels and 2 Nova lecterns.

Trustee Cadwell moved and Trustee Walk seconded to declare as surplus the following items or equipment and grant authorization to dispose of these items in a manner most beneficial to Lake Land College:

- Ammunition from the Police Department that is no longer needed and was originally purchased for use by part-time officers, including 1,250 rounds of 45 caliber bullets and 504 rounds of 40 caliber bullets.
- Various furniture items from the Kluthe Center that are no longer needed, including 18 panels and 2 Nova lecterns.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of RAMP Document.

Trustees heard a recommendation from Mr. Woodruff for the Board to approve the FY 2027 Resource Allocation Management Plan (RAMP) documents and the recommendation to approve these applications for submission to ICCB. He said funding is being requested within one project title - Renovation of Existing Campus Buildings. Mr. Woodruff said this includes the rehabilitation of the Northeast Classroom Building, the Northwest Classroom Building, the West Building, and the Lake Land College Library. He said if the Renovation of Existing Buildings Project were approved and appropriated, the total local match would be \$3,743,400 for the Northwest Classroom Building remodel, \$3,825,000 for the Northeast Classroom Building remodel, \$5,100,000 for the West Building remodel, and \$4,080,000 for the Library remodel.

Trustee Deters moved and Trustee Montgomery seconded to approve as presented the College's FY 2027 RAMP application packet for submission to the Illinois Community College Board.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Three-Year Agreement for Tableau from Salesforce.

Trustees heard a recommendation from Ms. Highland for the Board to approve a three-year agreement with Salesforce for Tableau+ at an annual cost of \$61,200, for the period June 25, 2025, through June 24, 2028. Trustees received the proposed quote and agreement. She said that although our current contract has technically expired, they are providing us with a 30-day grace period to seek Board approval for the new contract.

Trustee Cadwell moved and Trustee Walk seconded to approve as presented a three-year agreement with Salesforce for Tableau+ at an annual cost of \$61,200, for the period June 25, 2025, through June 24, 2028.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Purchase of Whiteboards and the Cost for Related Installation for the Effingham Technology Center (ETC).

Mr. Woodruff recommended the Board approve the quote from Office Essentials of St. Louis, Missouri, for the purchase of Whiteboards and ancillary pieces for installation within ETC classrooms in the total amount of \$107,148.55 and pre-approval of the labor cost for installation not to exceed \$30,000. Trustees received the detailed quote from Office Essentials and a map showing the locations for the Whiteboards on levels 1 and 2 of the ETC. Mr. Woodruff noted that the Whiteboards will serve a dual purpose as both a dry-erase board and a projector screen. He said that a bid was not required per Board Policy 10.22 (#4. E), because Office Essentials is part of the State of Illinois contract pricing through the Omnia Consortium.

Trustee Walk moved and Trustee Deters seconded to approve as presented the quote from Office Essentials of St. Louis, Missouri, for the purchase of Whiteboards and ancillary pieces for installation within ETC classrooms, in the total amount of \$107,148.55, and pre-approval of the labor cost for installation not to exceed \$30,000.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Purchase of Microscopes for the Effingham Technology Center.

Dr. Ike Nwosu, Vice President for Academic Services, presented a recommendation from Mr. Mike Rudibaugh, Math and Science Division Chair, for the Board to approve the purchase of 24 new Leica DM500 microscopes and associated power cables from Fisher Science Education, in the amount of \$43,406.64, for use at the Effingham Technology Center science lab. Trustees received the quote from this vendor.

Trustees learned that per Board Policy 10.22 (#4. K.), a competitive bid is not required for this purchase because Fisher Science Education is an OMNIA source provider for contracted pricing with the State of Illinois.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the purchase of 24 new Leica DM500 microscopes and associated power cables from Fisher Science Education of Pittsburgh, PA, in the amount of \$43,406.64, for use at the Effingham Technology Center science lab.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Renewal of Contract for Educational Services at the IYC Harrisburg Juvenile Center.

Trustees reviewed a memorandum from Mr. Brandon Young, Dean of Correctional Programs, and heard a recommendation from Dr. Bullock for the Board to approve the renewal agreement with the Illinois Department of Juvenile Justice for the period July 1, 2025 through June 30, 2028, so the College may continue providing educational services at the Illinois Youth Center Harrisburg Juvenile Center. Trustees also reviewed the proposed contract renewal.

Trustee Reynolds moved and Trustee Walk seconded to approve the renewal of the contract with the Illinois Department of Juvenile Justice for educational services to be provided at the Illinois Youth Center (IYC) Harrisburg Juvenile Center for the period July 1, 2025 through June 30, 2028.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Contract Renewal with the Lake Land College Paraprofessional Association.

Trustees heard a presentation from Ms. Dustha Wahls, Director of Human Resources, regarding the proposed contract with the Lake Land College Paraprofessionals Association for the period July 1, 2025, through June 30, 2028. Ms. Wahls highlighted changes from the most recently expired contract. Trustees reviewed details of the contract and learned that the Paraprofessional Association recently ratified the proposed contract.

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented the contract with the Lake Land College Paraprofessionals Association for the period July 1, 2025, through June 30, 2028.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Contracts with Cengage for Digital Course Content.

Trustees reviewed a request from Mr. Woodruff for the Board to approve two separate contracts or sales agreements with Cengage, headquartered in Boston, Massachusetts, for the College to be able to provide our students with digital course content. Trustees were presented with both contracts.

Mr. Woodruff said the contracts are for two separate periods, including the current period of August 8, 2024, through August 8, 2025, and for the future period of August 8, 2025, through August 7, 2026. He said pricing for both the current and future agreements is based on total student subscribers and with the current contract based upon \$90.42 per subscription, we anticipate the final total to not exceed \$68,267.10 with 755 subscribers. Mr. Woodruff said for the future agreement, we are choosing an option based on 500 subscribers with a total cost of \$50,250. He said as we progress through the academic terms, and if we realize we will exceed this user rate, then we will request additional cost approval from the Board.

Mr. Woodruff said a bid was not necessary per Board Policy 10.22 (#4. F.)

Trustee Walk moved and Trustee Montgomery seconded to approve as presented the current contract or sales agreement with Cengage that expires August 8, 2025 at a cost not to exceed \$68,267.10 and also approve the renewal of the Cengage contract for the period August 8, 2025, through August 7, 2026 for \$50,250, with the commitment to obtain Board approval should student subscriptions exceed 500. Both contracts enable the College to provide students with access to digital course content and a library of digital tools.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Purchase for Upgrades to the Electrical System Supporting Generators at the College's Main Campus.

Mr. Woodruff presented a request for the Board to approve the replacement of the computer and associated electronics used to manage the main campus generators at a total cost of \$253,230 with Altorfer, the authorized Caterpillar repair service. The proposal from Altorfer was provided to the Trustees.

Mr. Woodruff highlighted the basis for this recommendation, including recent loss-of-power events at the College and the failure of our current computer and associated electronics to signal the generators to turn on. Trustees also learned that a bid was not necessary per Board Policy 10.22 (#4. E. and F.).

Trustee Lilly moved and Trustee Cadwell seconded to approve as presented the replacement of the computer and associated electronics used to manage the main campus generators at a total cost of \$253,230 with Altorfer, the authorized Caterpillar repair service.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Renewal of Vertiv Agreement for Data Center UPS.

Mr. Woodruff presented a request for the Board to approve a three-year support agreement with Dell for the Vertiv uninterruptible power supply (UPS) system, in the amount of

\$34,578.00, for the period commencing on July 24, 2025. Trustees received the quote and proposed scope of work from Dell.

Mr. Woodruff reported that Vertiv is the College's current provider of our UPS system, and that he and the ISS team have discovered that by working through Dell they can obtain a cheaper rate for this service. He noted that the proposed agreement includes comprehensive preventative maintenance and emergency response services for our critical power infrastructure. He also noted that this support is essential to maintaining system uptime, ensuring battery reliability, and preventing power-related disruptions in campus operations. The proposed agreement also provides annual preventative maintenance and 24/7 emergency service for the College's backup power system.

Mr. Woodruff said that the total cost for this three-year renewal agreement is \$34,578.00, as quoted by Dell, and that a one-year agreement would cost the college \$12,502.38. This will result in a savings of approximately \$2,900 with the three-year agreement. He noted that a bid was not necessary per Board Policy (#4. E. and F.).

Trustee Walk moved and Trustee Reynolds seconded to approve a three-year support agreement with Dell for the Vertiv uninterruptible power supply (UPS) system, in the amount of \$34,578.00, for the period commencing on July 24, 2025.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Closed Session.

7:38 p.m. – Trustee Cadell moved and Trustee Walk seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (2) to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College and to consider collective negotiating matters between the public body and its employees or their representatives.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Return to Open Session - Roll Call

8:25 p.m.

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

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

Approval of Grievance Settlement Agreement with the Lake Land College Faculty Association (LLCFA) as Discussed in Closed Session.

Trustee Walk moved and Trustee Deters seconded to approve the proposed Grievance Settlement Agreement with the Lake Land College Faculty Association (LLCFA) related to program director pay. This followed discussion on this topic held in closed session.

Approval of Administration's Recommendation to Terminate the Employment of a Support Staff Member as Discussed in Closed Session.

Trustee Cadwell moved and Trustee Reynolds seconded to approve the Administration's recommendation to terminate the employment of Mr. Nate Dragovan, Marketing Specialist, effective July 14, 2025. This followed discussion on this topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of the Human Resources Report.

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 Montgomery motioned and Trustee Walk seconded to approve as presented the following standard Human Resources Report.

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

Garcia, Robert
Sines, James

5/14/25-6/9/25
7/1/25-9/22/25

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

Stuttle, Tammie

5/24/25-7/13/25

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Hewitt, Paul	Adjunct Faculty Business Division	6/5/25
	Primary position Application Engineer	
Salami, Aisha	Student Services Intern	5/27/25
	Primary position Newspaper Editor	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Brozis, Sophia	Adm and Records Commencement Asst	5/16/25
	Primary position College Work-Study	
Catt, Dannielle	Summer College for Youth Assistant	6/23/25
	Primary position Com Learning Instructor	
Craig, Bethany	CBI Trainer	6/23/25
	Primary position Grants Writer and Cord	
Croft, Hank	Test Proctor, Tutor Student Learning Assist	5/15/25
	Primary position Carl Perkins Tutor	
Dust, Holly	Tutor-Bachelor	7/23/24
	Primary position Adj Faculty Math/Science	
Ennis, Emily	Tutor - Disability Services	5/15/25
	Primary position Tutor - Student Learning Asst	
Fatheree, Dustyn	Adjunct Faculty Humanities Division	5/16/25
	Primary position Director of Adult Education	
Fisher, Kerry	Adult Education Adjunct Faculty	
	Primary position Allied Health BNA Adj	
Green, Bennett	Adm and Records Commencement Asst	5/16/25
	Primary position Perkins Student Worker	
Hodges, John	Director of Intramurals	6/25/25
	Primary position Basketball Scorers/Timers	
Horton, Jesse	Tutor - Bachelor's Degree	5/15/25
	Primary Position Adj Reading Inst	
Johnson, David	Intramural Official	6/25/25
	Primary position Health and PE Instructor	

Kasera, Noella	Newspaper Editor, Student Services Intern	5/15/25
	Primary position Bookstore Rush Worker	
Kaufman, Rachel	Fitness Center Specialist	6/25/25
	Primary position Asst Softball Coach	
Naroze, Mark	Newspaper Editor - Student Newspaper	2/13/25
	Primary position College Work Study	
Perkins, Alexandria	Tutor-Disability Services	5/13/25
	Primary position College Work-Study	
Robison, Walter	Technical Training Specialist - CBI	6/25/25
	Primary position Applied Engineering Inst	
Tawdros, Nermine	IEL Instructor	6/19/25
	Primary position Assessment Coordinator	
Watkins, Crystal	Adult Education Instructor	6/25/25
	Primary position Adult Education Specialist	
White, Lee	Tutor - Disability Services	5/15/25
	Primary position Tutor - Student Learning Asst	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Reel, Adam	Dual Credit Instructor	6/26/25
Full-time		
Bond, Katheranne	Enrollment Specialist	7/21/25
Orris, Taylor	Enrollment Specialist	7/15/25
Peebles, Grant	Correctional Career Technology Instructor	6/9/25
Stephens, Tanner	Data Analyst& Data Warehouse Coordinator	7/21/25
Part-time		
Burton, Wade	Technical Support Assistant - Info Security	6/16/25
Earnest, Jefferson	Adjunct Faculty Technology Division	8/25/25
Metzger, Abigail	Newspaper Editor - Student Newspaper	8/25/25
Smyser, Trevor	Technical Support Assistant	6/9/25

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Allen, Amanda	Director of Annual Giving & Alumni Relations	7/8/25
Freshour, Kristine	Correctional Horticulture Instructor	6/3/25
Richards, Tyler	Correctional Horticulture Instructor	6/23/25
Part-time		
Bergstrom, Cooper	Print Shop Technician Assistant	8/13/24

Bowers, Keira	Special Needs Note Taker	2/12/25
Branson, Gary	Retiree Incentive Program	6/4/25
Bushur, Maria	Adult Education Instructor	5/23/24
Coad, Samantha	IDOC CPR Instructor	6/30/25
Cukle, Fedra	Print Shop Technician Assistant	5/9/25
Davis, Charleece	Part-Time Groundskeeper	5/15/25
Finks, Patricia	Adjunct Faculty Humanities Division	5/12/25
Fitzgerald, Andrew	Adjunct Faculty Technology Division	12/8/23
Fuller, Chloe	Newspaper Editor - Student Newspaper	3/18/25
Gaslain, David	Adm and Records Commencement Asst	5/16/25
Hincapie Alzate, Samuel	Print Shop Technician Assistant	5/13/25
Hoene, Gage	Tutor - Student Learning Assistance Center	1/31/25
Holley, Susie	Lab Student Assistant	11/26/24
Hopper, Avery	Special Needs Note Taker	3/28/25
Huston, Ruby	Adult Education Instructor	12/16/24
Juneau, Gary	Adjunct Faculty Math and Science Division	3/7/25
Kambobe, Pamela	International Student Ambassador	10/23/24
Latch, Jacob	Print Shop Technician Assistant	5/22/25
Moran, Macy	Agriculture Education Intern	6/21/25
Msoni, McKay	International Student Ambassador	10/15/24
Mufalo, Ifunga	Bookstore Rush Worker	10/2/24
Porter, Janice	Part-Time Groundskeeper	5/22/25
Reichert, Jacob	Special Needs Note Taker	12/6/24
Richards, Sydney	Fitness Center Specialist	9/6/24
Rincon Rojas, Jean	Student Services Intern	1/10/25
Rubin, Talianna	Tutor - Student Learning Assistance Center	5/14/25
Skowronski, Emma	Newspaper Editor - Student Newspaper	4/4/25
Smith, Alison	Volleyball Assistant Coach	11/22/24
Spencer, Audri	Part-Time Groundskeeper	5/29/25
Stolz, Cheryl	Adjunct Faculty Humanities Division	12/6/24
Strode, Celestia	Tutor - Student Learning Assistance Center	5/14/25
Taylor, Mackenzie	Recruitment & Enrollment Mgt Assistant	6/19/25
Trier, Slater	Print Shop Technician Assistant	8/8/24
Wirth, Krishna	Newspaper Editor - Student Newspaper	4/23/25

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time Tenure Track		
Young, Rachel	Business Instructor	8/22/25
	Transferring from Adj Faculty Business	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

Ms. Highland noted that the administration had been collaborating with a valued community partner in recent months for potential naming rights of the nursing simulation lab at the Effingham Technology Center (ETC) in exchange for a significant donation to the College via the Foundation. She stated that if the College receives the written commitment from this partner prior to the July 30, 2025, ETC Grand Opening, then the Administration would like to include signage noting a “future naming” for the nursing simulation lab at the ETC by the time of the event Grand Opening. Dr. Bullock asked if any Trustee disagreed with this proposed signage. There were no expressed objections. Ms. Highland further stated that if the College receives this financial commitment from this community partner that the Administration would still start the process for official Board Approval of this naming rights request per Board Policy 11.10.

There was no additional discussion.

Adjournment.

Trustee Cadwell moved and Trustee Reynolds seconded to adjourn the meeting at 8:35 p.m.

There was no further discussion.

Motion carried by unanimous voice vote.

Approved by:

Board Chair

Board Secretary

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

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



Center for Business & Industry

2025 Board of Trustees Report

- Program Metrics
- Financial Performance
- Strategic Positioning
- FY 2026 Strategic Focus & Performance Indicators
- Questions



Center for Business & Industry

PROGRAM METRICS

- CDL:
 - 201 Students in 11 Course Offerings
 - 30 Business Partners
- Community Learning:
 - 171 students in 11 Course Offerings
 - 191 students in 17 Teens with Tools
- Manufacturing Lab:
 - 299 Students
 - 15 Business Partners
- Traffic Safety:
 - 1049 Students in 3 Course Offerings



Center for Business & Industry

FINANCIAL PERFORMANCE

- Combined Revenue: \$788,756.07
 - CBI: \$334,503.07
 - CDL: \$454,253.00
- Grant Funding: \$504,660
 - ICCB Non-Credit Strat. 2024-25: \$120,000
 - FMCSA CVMOST FY25: \$131,000
 - ICCB Taking Back the Trades #3: \$150,000
 - ICCB Non-Credit Strat. 2025-26: \$103,660



Center for Business & Industry APPRENTICESHIPS

- 2025 Numbers
 - 2 Completed (KC Summers, Montessori Kids Universe)
 - 2 Continuing (North American Lighting, JB Esker)
- Fall 2025 Newly Registered Programs
 - HVAC (CR Neff, LIFT)
 - Early Childhood Education (Stevens Industries)
 - C.N.A., L.P.N., R.N. (Lincoln Healthcare Group)
 - Construction Craft Laborer (F & C Concrete)
- Pending Programs
 - Flex N Gate (3)
 - 3Z Printing (2)
 - Stevens Industries (1)



Center for Business & Industry

STRATEGY & KPI'S

- Strategic Focus
 - Scaling
 - Employer Integration
 - Technology Enhancement
 - Revenue Diversification
- Key Performance Indicators
 - Budget Changes
 - Course Scaling
 - Long-Term Planning

Center for Business & Industry

2025 Board of Trustees Report



Thank You



MEMO

TO: Dr. Josh Bullock & Board of Trustee Members

FROM: Christi Donsbach, CFRE - Executive Director for College Advancement

CC:

DATE: July 30, 2025

RE: Foundation Recommendation for Naming of Nursing Simulation Lab at ETC

In recognition of the outstanding generosity and enduring partnership of HSHS St. Anthony's Memorial Hospital, the Lake Land College Foundation respectfully recommends naming the Nursing Simulation Lab at the Effingham Technology Center the HSHS St. Anthony's Memorial Hospital High Fidelity Simulation Lab, celebrating their vital role in advancing our mission and shaping the future of healthcare education at Lake Land College.

The Lake Land College Foundation is happy to share that funds were committed and designated to be used to purchase equipment for the Effingham Technology Center Nursing Simulation Lab, Room #223, by a significant gift from HSHS St. Anthony's Memorial Hospital. The pledge was received in July of 2025.

Lake Land College deeply values its long-standing and meaningful partnership with HSHS St. Anthony's Memorial Hospital. Their continued financial investment in our Allied Health programs reflects a shared commitment to advancing healthcare education and workforce development in our region. HSHS St. Anthony's is not only a generous supporter but also a vital employer of Lake Land College graduates, especially in nursing and allied health. The success of our alumni at HSHS St. Anthony's is a testament to the high-quality education they received at the College.

In addition, many HSHS St. Anthony's team members, both alumni and non-alumni, contribute their time and expertise to Lake Land through service on advisory councils, guest lectureships, and leadership roles on formal boards. Their involvement enriches the student experience and strengthens the connection between education and practice. Their support is both impactful and extremely appreciated.

The generosity of HSHS St. Anthony's Memorial Hospital on Lake Land College will be felt by Allied Health students, alumni, staff, and faculty for many years. We are proud to recommend this named space in recognition of HSHS St. Anthony's Memorial Hospital and in celebration of our shared mission to provide outstanding educational and employment opportunities in the communities we serve. Therefore, in accordance with Lake Land College Board of Trustees Policy 11.10, along with the 2025 Lake Land College Updated Named Spaces Planner, the Lake Land College Foundation recommends naming the Nursing Simulation Lab at the Effingham Technology Center in honor of HSHS St. Anthony's Memorial Hospital. According to policy 11.10.07, the corporate naming shall generally be for a period of ten years upon approval.

Thank you for your consideration, and please feel free to let me know if you have any questions.

Calendar of Events

Thursday, August 14, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011
Monday, August 18, 2025	5 p.m. – Board Dinner – Effingham Technology Center, Effingham, IL 6 p.m. – Board Meeting – Effingham Technology Center, Effingham, IL
Friday, August 22, 2025	Fall 2025 Opening Day 7:30 a.m.-8:45 a.m. Field House
Thursday, September 4, 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, September 8, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 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, October 13, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, November 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, November 10, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 4, 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, December 8, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011

MEMO

TO: Jean Anne Highland, Chief of Staff

FROM: Beth Craig, Grants Writer and Coordinator

CC: Lynn Breer, Director of Institutional Research and Reporting

DATE: August 4, 2025

RE: Acceptance of Association of Community College Trustees (ACCT) Scaling
Apprenticeship in Community Colleges grant

Lake Land College has received a Scaling Apprenticeship in Community Colleges grant from the Association of Community College Trustees (ACCT). The funding for this one-year project will be a stipend for \$15,000. This opportunity was established by ACCT to work with ten selected community colleges across the United States in order to develop registered apprenticeship programs for at least two non-traditional occupations. Lake Land College will be working to develop apprenticeship programs in advanced manufacturing and healthcare. In addition, colleges will also receive virtual training, tools, and the opportunity to attend an in-person convening in November 2025.

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

Recommended motion: Accept as presented a \$15,000 stipend from the Association of Community College Trustees (ACCT) for the Scaling Apprenticeship in Community Colleges program.

MEMO

TO: Board of Trustees

FROM: Jean Anne Highland, Chief of Staff

CC: President Bullock

DATE: July 24, 2025

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

Please find attached proposed revisions to Board Policy 07.28.01 – *Student Code of Conduct and Disciplinary Procedures*.

Per a legal update from Robbins Schwartz, Congress recently enacted the Stop Campus Hazing Act (the "Act") by amending the Jeanne Clery Campus Safety Act (the "Clery Act"). The Act imposes new requirements on institutions receiving federal student aid, including community colleges. These requirements increase transparency, prevention, and accountability regarding campus hazing. The key requirements include:

- Annual security report to include hazing incidents.
- Hazing policy statements.
- Campus hazing transparency report and publication.

Relevant to community colleges, this Act is applicable for all of our student clubs and athletic teams.

Please note that our Campus Police and Student Services Unit have already been coordinating with ISS to ensure our hazing procedures are posted on the Campus Police and Student Right to Know web pages. Additionally, they are coordinating to provide the required training and reporting.

Because various components of this law took effect January 1, 2025 and July 1, 2025, we respectfully ask the Board to waive first reading and approve the proposed revisions for adoption of the College's policy on hazing at the August 18, 2025 regular Board meeting.

Recommended motion: Waive first reading and approve proposed revisions to Board Policy 07.28.01 – *Student Code of Conduct and Disciplinary Procedures*.

Attachment

Student Code of Conduct and Disciplinary Procedures

The Student Code of Conduct seeks to support student engagement in learning and leadership and prevent interference with educational opportunities by maintaining an orderly, safe, educational environment. The purpose of the Code is to give students general notice of prohibited behaviors and ensure that students do not engage in conduct that disrupts the educational environment and the normal operations of the College.

The Student Code of Conduct should not be equated to state or federal criminal codes. The Code, grounded in procedural fairness, is focused on disciplined and courteous truth-seeking, not adversarial procedures. Lake Land College requires that in all situations, students be informed of the charges against them and be given a fair opportunity to refute the charges.

Actions or activities that constitute violations of the Student Code of Conduct will result in appropriate disciplinary action. Violations of the Student Code of Conduct include but are not limited to the following:

1. Violations of the Academic Integrity Code. (See Board Policy 07.28.02 - Academic Integrity Code.)
2. Violations of federal, state or local law which occur on College property or in the course of a College sponsored activity. Such violations are also subject to referral to the College's Police Department and/or other civil authorities for investigation and action.
3. Attempted or actual theft or unauthorized possession of College property or services or the property or services of others.
4. Illegal or unauthorized possession, use of, being under the influence of, or distribution of drugs or alcoholic beverages on any College property or at College-sponsored activities.
5. Illegal or unauthorized possession of firearms, look-alike weapons, or dangerous chemicals or explosives on College

property or at College-sponsored activities or use of such items, even if legally possessed, in a manner that harms, threatens, or causes fear to others.

6. Intentional damage to or destruction of College property or of property on College premises belonging to others.
7. Reckless driving and parking a student vehicle in authorized areas. (See Board Policy 11.13 - Traffic Regulations and Parking.)
8. Inciting, encouraging or participating in a riot on College property or at a College-sponsored activity.
9. Unauthorized possession, duplication or use of keys or other access devices to any College premises, or unauthorized entry to, or use of, secured College premises.
10. Behavior by any student, in or out of class, which for any reason materially disrupts the class work of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the College.
11. Verbal abuse, threats, intimidation, harassment and/or other conduct which threatens or endangers the life or safety of any person.
12. Threatening, attempting or committing physical violence against any person, endangering the health and safety of any person, or causing reasonable apprehension of such harm.
13. Any verbal, written, electronic, or physical behavior, such as a disparaging comment, epithet, slur insult or other expressive behavior, that is directed at a particular person or a group of persons, and which creates an environment wherein the verbal or physical behavior is inherently likely to provoke a violent reaction whether or not it actually does so.

14. Hazing, harassment or actions of a sexual nature which create an intimidating, hostile or offensive working or educational environment. (See Board Policy 11.04 - Anti-Harassment and 11.04.01 – Prohibiting Sex-Based Misconduct. See Campus Police web page or Student Right to Know web page for procedures on hazing prevention and compliance.)

Hazing is defined as any act committed as part of a person's initiation into or continued membership in a student organization that:

- Endangers the mental or physical health or safety of another person,
- Causes humiliation, intimidation, or degradation,
- Is intended to cause physical or psychological harm,
- Is a condition for acceptance or continued affiliation with a group,
- Includes but is not limited to forced consumption of substances, sleep deprivation, physical abuse, or coerced participation in illegal or unethical activities.

15. Substantially and materially interfering with the freedom of expression of others.
16. Failure to comply with the directions of College employees and other College officials, including law enforcement officials, and their authorized agents acting in the performance of their duties.
17. Actions which obstruct, disrupt or physically interfere with the use of College premises, buildings, rooms or hallways, or a refusal to vacate a building, street, sidewalk, driveway or other facility of the College when directed to do so by a College official.
18. Misrepresentation or falsification of any official records required of the student by the College.
19. Participation in the name of the College in any non-sanctioned activities.
20. Misusing, altering or fabricating a Lake Land College ID Card.

21. Intentionally furnishing false information to the College or any College official.
22. Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.
23. Violations of other published College regulations, procedures or policies published in print or available electronically on the Lake Land College website, including but not limited to policies related to computer/technology use, campus demonstrations, smoking or use of tobacco products, eating/drinking and regulations governing student organizations.

Lake Land College reserves the right to take necessary and appropriate action to protect the safety and wellbeing of the College community. Such action may include disciplinary sanctions for actions or activities not committed on College property if, at the sole discretion of the College, the best interest of the College, student body and education processes is served or such actions cause or can reasonably be expected to cause a material or substantial disruption to the educational environment or the normal operations of the College or infringe on the rights of other members of the College community.

In the event of disruptive activities occurring on campus or at College-sponsored activities, staff will immediately request assistance from the Lake Land College Police Department and/or proper law enforcement agencies, and those involved will be subject to arrest and/or College disciplinary action.

The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class, or dismissal on disciplinary grounds, must follow the Disciplinary Procedures described as part of this Code.

Disciplinary Procedures

When the Vice President for Student Services is presented with sufficient evidence to indicate a student is suspected of violating rule(s) of the Student Code of Conduct, the Vice President will notify the accused student in writing of the alleged violation and either:

1. Inform the student of the proposed sanctions to be imposed based on the allegations of misconduct and offer the opportunity for the student to accept the sanctions without a required meeting. This occurs only when the proposed sanctions do not include administrative withdrawal, suspension or dismissal, or
2. Require the student to appear in the office of the Vice President for Student Services at a time and date specified to review the evidence of the violation and allow the student an opportunity to respond to the allegations.

Any written notice issued to the student will be delivered in person or deposited in the United States mail or registered mail addressed to the student's last known address. The last known address shall be that address as reported to the Admissions and Records Office at the time of the student's last enrollment.

If, after the meeting between the student and the Vice President for Student Services, or after the student fails to request or appear at such a meeting, the Vice President for Student Services is satisfied that the violation occurred as alleged, the Vice President shall notify the student and shall impose a penalty by means of a written notice. One or more of the following penalties may be imposed:

1. Reprimand: Notice, orally or in writing, that the student is, or has, violated the Student Code of Conduct, and continuation or repetition of violations may be cause for more severe disciplinary action.
2. Academic Sanction: Student may receive a reduced or failing grade in the course(s) and/or disenrollment from the course or academic program.
3. Disciplinary Probation: Student is placed on probation for a designated period of time. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation,

or any other violation of the Code during the period of probation, may result in suspension or dismissal from the College.

4. Loss of Privileges: Student is prohibited from participating in, scheduling, or attending extracurricular activities of the College for a designated period of time.
5. Restitution: Student is required to make repayment to the College or to an affected party for damages resulting from violation of this Code.
6. Discretionary Sanctions: Work assignments, fines, participation in educational sessions, service to the College or other related assignments as assigned by the Vice President for Student Services.
7. Administrative Withdrawal: Student may be withdrawn from one or more College courses.
8. Suspension: Exclusion from classes and other College activities for a specific time period not to exceed one calendar year. Petition for readmission at the end of the time period must be made through the Student Conduct Review Board.
9. Dismissal: Exclusion from classes and other activities for one calendar year or longer. If a student wishes to be admitted after the end of the designated time period of dismissal, the student must petition the Student Conduct Review Board for readmission. Students who re-enter the College and do not meet the conditions required by the Student Conduct Review Board may be permanently dismissed.

The student, by written notice from the Vice President for Student Services, shall be informed of the charges and actions to be taken and given ten (10) calendar days to notify the Vice President for Student Services in writing if he/she wishes a formal hearing on the charges and actions by a Student Conduct Hearing Board.

If the student does not submit a written request for a formal hearing to the Office of the Vice President for Student Services within ten (10) calendar

days, no hearing shall be held, the penalty proposed by the Vice President for Student Services shall be imposed, and the action shall be considered final.

If the student requests a formal hearing by the Student Conduct Hearing Board, he/she will be notified of the time, place and the process for the hearing. The Student Conduct Hearing Board shall consist of five (5) members: two (2) students, two (2) faculty members and one (1) administrator or staff member. An additional staff member shall be identified to serve as the presiding officer.

The hearing shall be private and closed to the public unless otherwise agreed by College officials and the accused student.

At the hearing, the Vice President for Student Services will present the charges against the student and will make a recommendation concerning the type of discipline to be imposed. The student will be allowed to present his/her case and have witnesses present oral statements on his/her behalf. The student may have an attorney present or an advisor of his/her choice to advise him/her but not to act as a spokesperson for the student. The College may also have its attorney present. Any party to the hearing may present witnesses subject to questioning by the Student Conduct Hearing Board. All procedural questions are subject to the final decision of the presiding officer.

The function of the Student Conduct Hearing Board shall be to determine whether or not the student violated the Code and the appropriate penalty. A verbatim record (i.e., tape recording) of the proceedings shall be taken and made available to College officials and the student. The decision of the Student Conduct Hearing Board will be determined by a majority vote of the membership, with all deliberations private, without the presence of the student, the Vice President for Student Services, attorneys or other parties.

If it is found that the student did not violate the Code, all record of charges, documentary evidence and statements shall be destroyed, with only the verbatim record retained. If it is found that the student did violate the Code, the Student Conduct Hearing Board shall determine the exact disciplinary penalty and provide written notification to the Vice President for Student Services and the student of its decision. The penalty may

include any of the sanctions previously identified in this policy and may be more or less severe than the sanctions imposed by the Vice President for Student Services. The decision of the Student Conduct Hearing Board is considered final.

Students may be accountable both to civil authorities and to the College for acts that constitute violations of federal, state or local laws and of this Code. Disciplinary action at the College will normally proceed during the pendency of criminal proceedings and will not be subject to challenges on the grounds that criminal charges involving the same incident have been dismissed, reduced or are still pending.

Interim Suspension

The Vice President for Student Services may suspend a student from the College for an interim period pending disciplinary or criminal proceedings, or medical evaluation. The interim suspension shall become immediately effective without prior notice or a hearing before the Student Conduct Hearing Board whenever there is evidence that the continued presence of the student at the College poses a substantial and immediate threat to him/herself or to others or to the stability and continuance of normal College functions. Upon issuance of an interim suspension, the student will be provided written notification identifying the Code of Conduct violations, imposing the terms of the interim suspension and outlining the investigation, hearing, and appeal process. A student suspended on an interim basis shall be given a prompt opportunity to either appear personally before the Vice President for Student Services, or designee, or to submit a written appeal or evidence in relation to the following issues only: (1) The reliability of the information concerning the student's conduct, including the matter of his/her identity, and (2) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on College premises poses a substantial and immediate threat to him/herself or to others or to the stability and continuance of normal College functions. During the interim suspension, the student is not permitted to be on campus or at any College activities.

Adopted May 13, 2013
Revised September 12, 2016
Revised December 11, 2017
Revised August 10, 2020
Revised



MEMO

TO: Dr. Josh Bullock, President

FROM: Dr. Ike Nwosu, Vice President of Academic Services

CC: Casey Reynolds, President, Lake Land College Faculty Association

DATE: August 6, 2025

RE: MOU for Integration of Dean of Instruction Responsibilities in the Faculty Contract

I would like to request that the Board of Trustees accept the Memorandum of Understanding (MOU) between Lake Land College and Lake Land College Faculty Association.

Academic Services is undergoing a restructuring effort to more effectively support institutional strategic initiatives and to enhance day-to-day academic operations for faculty and division chairs. As part of this process, the Board earlier approved the creation of the Dean of Instruction position. We now seek to formalize a set of responsibilities that have been delegated to the Dean by the Vice President for Academic Services.

Several of these responsibilities carry contractual implications. In order to address these appropriately, Academic Services has collaborated with faculty union leadership to develop the attached MOU. The MOU clarifies the role of the Dean of Instruction with respect to contractual duties that impact faculty, and provides specific interpretation for 16 articles where the term "*Vice President for Academic Services*" will now be understood to mean either the "*Vice President for Academic Services or the Dean of Instruction.*" A 17th article will now be understood as the "*appropriate vice president or designated administrator*" from previously, the "*appropriate vice president.*"

I respectfully request that the Board approve the proposed clarifications and interpretations as outlined in the attached MOU at the August 2025 regular Board meeting, in order to support the effective implementation of the Dean of Instruction position.

Recommended Motion: Approve as presented, the recommended MOU as developed between Lake Land College and Lake Land College Faculty Association, effective immediately, to clarify the interpretation of references to the "*Vice President for Academic Services*" as used in the current CBA between the Parties.

Your consideration of this request is greatly appreciated.

MEMORANDUM OF UNDERSTANDING

This **MEMORANDUM OF UNDERSTANDING** (the "MOU") is entered into this 6th day of August 2025, between the Board of Trustees of Lake Land College (the "College") and the Lake Land College Faculty Association IFT-AFT, Local 2296, AFL-CIO (the "Union") (collectively, the "Parties").

WHEREAS, the College and the Union have previously executed a collective bargaining agreement (the "CBA"), effective Academic Year(s) 2023-2024, 2024-2026, 2025-2026

WHEREAS, the Parties desire to enter into an agreement to clarify the interpretation of references to the "Vice President for Academic Services" as used in the current CBA between the Parties.

THEREFORE, The Parties agree that any of the following specific references in the CBA to the "Vice President for Academic Services" shall be interpreted to mean the "Vice President for Academic Services or the Dean of Instruction." This includes these specific sections of the CBA:

- *Article II. Conditions of Employment; Section A Load, sub-section d (Reassignment of ECH for summer if no load)*
- *Article II. Conditions of Employment; Section A Load, sub-section 2 (Soliciting feedback on division chairs)*
- *Article II. Conditions of Employment; Section B Overload, sub-section 5 (Approval of low enrollment sections)*
- *Article II. Conditions of Employment; Section B Overload, sub-section 5 (Waiver of course cancellation for low enrollment)*
- *Article II. Conditions of Employment; Section D Selection of Courses, sub-section e (Repeat of waiver of course cancellation for low enrollment)*
- *Article II. Conditions of Employment; Section E Course Exceptions, sub-section d (Maximum section size and limited section sizes approval)*
- *Article II. Conditions of Employment; Section F Alternative Modalities, sub-section 1 (Approval of online section size for first time teaching online course)*
- *Article II. Conditions of Employment; Section F Alternative Modalities, sub-section 3 (Approval of additional online sections with demand)*
- *Article II. Conditions of Employment; Section F Alternative Modalities, sub-section 6 (Exceptions to delivery modes approvals)*
- *Article II. Conditions of Employment; Section F Alternative Modalities, sub-section 7 (Approval of documented proposal for designating hybrid course)*
- *Article II. Conditions of Employment; Section G Advisees (Direction of advisee assignments with division chairs)*
- *Article III. Salary Guidelines; Section D Summer Term and Intersession (Summer rotation plan approval)*
- *Article III. Salary Guidelines; Section E Independent Study (Independent study approval)*
- *Article III. Salary Guidelines; Section E Independent Study (Payment in special circumstances of incomplete independent study)*
- *Article III. Salary Guidelines; Section J Course Development, sub-section 1 (Approval of new course development pay)*

- *Article III. Salary Guidelines; Section J Course Development, sub-section 2 (Approval of online course development pay)*

THEREFORE, The Parties agree that of the following specific reference in the following article below to the "appropriate vice president" shall be interpreted to mean the "appropriate vice president or designated administrator." This includes the following specific section of the CBA:

- *Article III. Salary Guidelines; Section N Travel Policy, sub-section 3a (Prior approval for mileage reimbursement)*

This clarification is intended to facilitate effective and timely administrative processes and does not alter any substantive rights or obligations of either Party under the existing CBA.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding on the dates set forth below.

**LAKE LAND COLLEGE
FACULTY ASSOCIATION
IFT-AFT, Local 2296, AFL-CIO**

By: 
Union President

Date: 6 Aug 2025

LAKE LAND COLLEGE

By: _____
Lake Land College Board of Trustees

Date: _____

MEMO

TO: Dr. Jonathan Bullock, President

FROM: John Woodruff, Vice President Business Services

DATE: August 12, 2025

RE: Emergency HVAC Project – ETC Building

Sometime over the weekend of July 19th, we lost a pair of compressors in the second rooftop unit in the Effingham Technology Center. Back in May, we had replaced 2 pairs of compressors. This will make the 3rd set. With the impending dedication (7/30) and extreme heat, it was imperative to replace the compressors and restore cooling capacity. Also, we have one building tenant to maintain HVAC service for.

Davis-Houk Mechanical, Inc., our regular maintenance provider for HVAC-related items with Lake Land, provided the attached quote that includes the replacement of one pair of 26-ton capacity compressors along with installation, miscellaneous parts, and refrigerant. The total cost would be \$35,426 and would restore the facility to 100% cooling capacity. Due to the weight and location of the compressors, a crane will need to be brought in to complete the work, adding to the complexity and timing of the situation.

Board policy 10.22. (#4.M) allows a bid exception by stating *“if an emergency exists, the normal bid process can be bypassed.”* Additionally, per Board Policy 10.23, both the Board Chair and Board Secretary have approved this emergency purchase, but their approval must be followed by approval of $\frac{3}{4}$ of the Board of Trustees.

Recommended motion: Approve as presented an emergency expenditure of \$35,426 for the replacement of the failed 26-ton compressor pair at the Effingham Technology Center with Davis Houk Mechanical, Inc.



1801 East University Avenue
Urbana, Illinois 61802
P. 217-239-0040
F. 217-239-0042

PROPOSAL

Prepared For: Lake Land College

by: Cole Hurt

Date: 7/23/2025

Project: 1201 Althoff Dr, Effingham, IL

We hereby submit estimates and specifications for:

****Scope of Work: Replacement of Compressors in RTU#2**

- Obtain two replacement compressors (26-ton capacity each).
- Remove refrigerant from the existing system.
- Schedule a crane to replace the compressors.
- Remove the failed compressors and expansion valves.
- Install new compressors and expansion valves.
- Replace contactors on both circuits receiving new compressors.
- Conduct a leak test on the new compressors and the affected piping.
- Evacuate the system according to the manufacturer's specifications.
- Charge the system with new refrigerant.
- Test the operation of the system and dispose of the old equipment.

Total Cost: \$35,426.00

Thirty-five thousand four hundred twenty-six dollars and no cents.

Exclusions not specified above:

1. Overtime
2. Other Scopes: Electrical / Fire Protection
3. Painting
4. Any/all roof work including penetrations, patching, insulation, and flashing
5. Ceiling removal/replacement
6. Cutting & patching
7. Wall openings
8. Concrete pads
9. Structural framing/supports
10. P&P Bonds
11. Temporary HVAC
12. Duct cleaning



1801 East University Avenue
Urbana, Illinois 61802
P. 217-239-0040
F. 217-239-0042

PROPOSAL

AGREEMENT AND ACCEPTANCE

Payment to be made as follows: As work is in progress and within 20 days of our invoice. All material is guaranteed to be specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above our estimate. All agreements contingent upon strikes, accidents or delays are beyond our control. Owner is to carry fire, tornado, and other necessary insurance. Our workers are fully covered by workers' compensation insurance. Davis-Houk reserves the right to withdraw this proposal if it is not accepted within 15 days of the date above.

Authorized signature

ACCEPTANCE OF PROPOSAL – the above prices, specifications and conditions are satisfactory and are hereby accepted. DHM is authorized to proceed with the work as specified. Payment will be made as outlined above.

Accepted By

Signature

Date

Signature

Date

MEMO

TO: Dr. Josh Bullock, President

FROM: John Woodruff, Vice President for Business Services

CC:

DATE: August 7, 2025

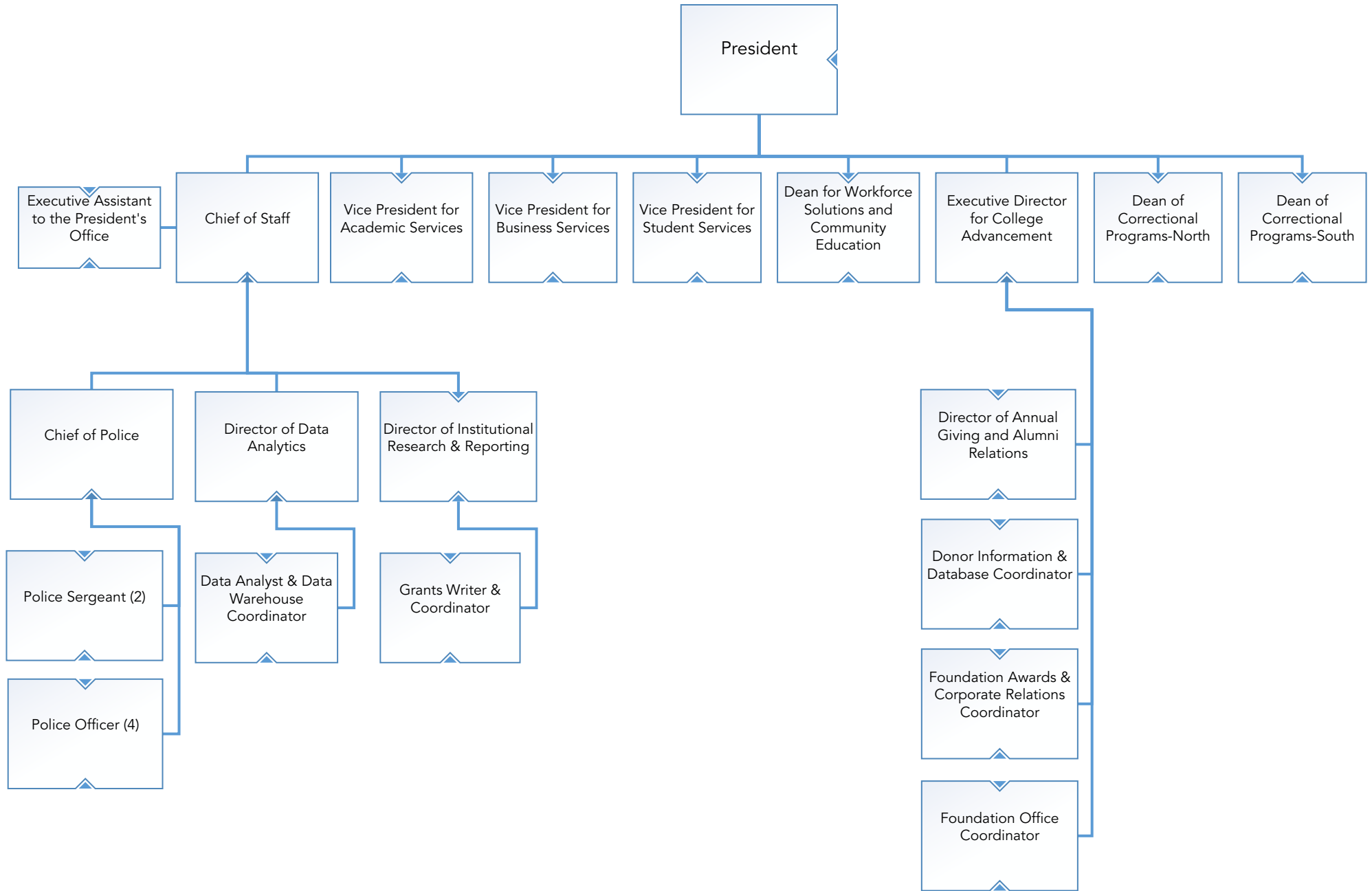
RE: Organizational Charts

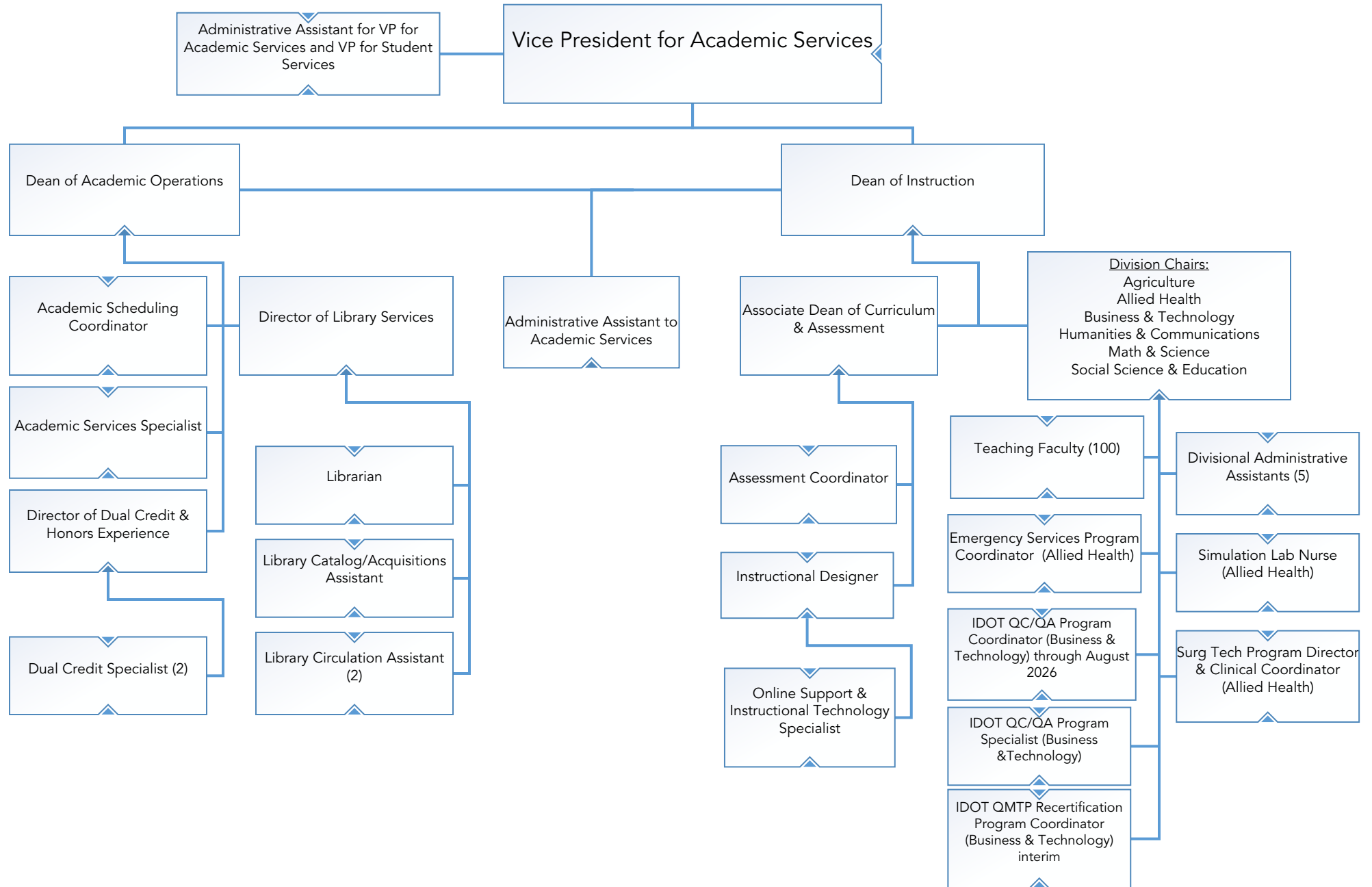
It is customary for the Board of Trustees to approve the organizational charts that exist at the start of each fiscal year. Enclosed are the organizational charts associated with the start of fiscal year 2026 that align with the proposed fiscal year 2026 budget. Notes related to any changes to the organizational charts over last year's charts:

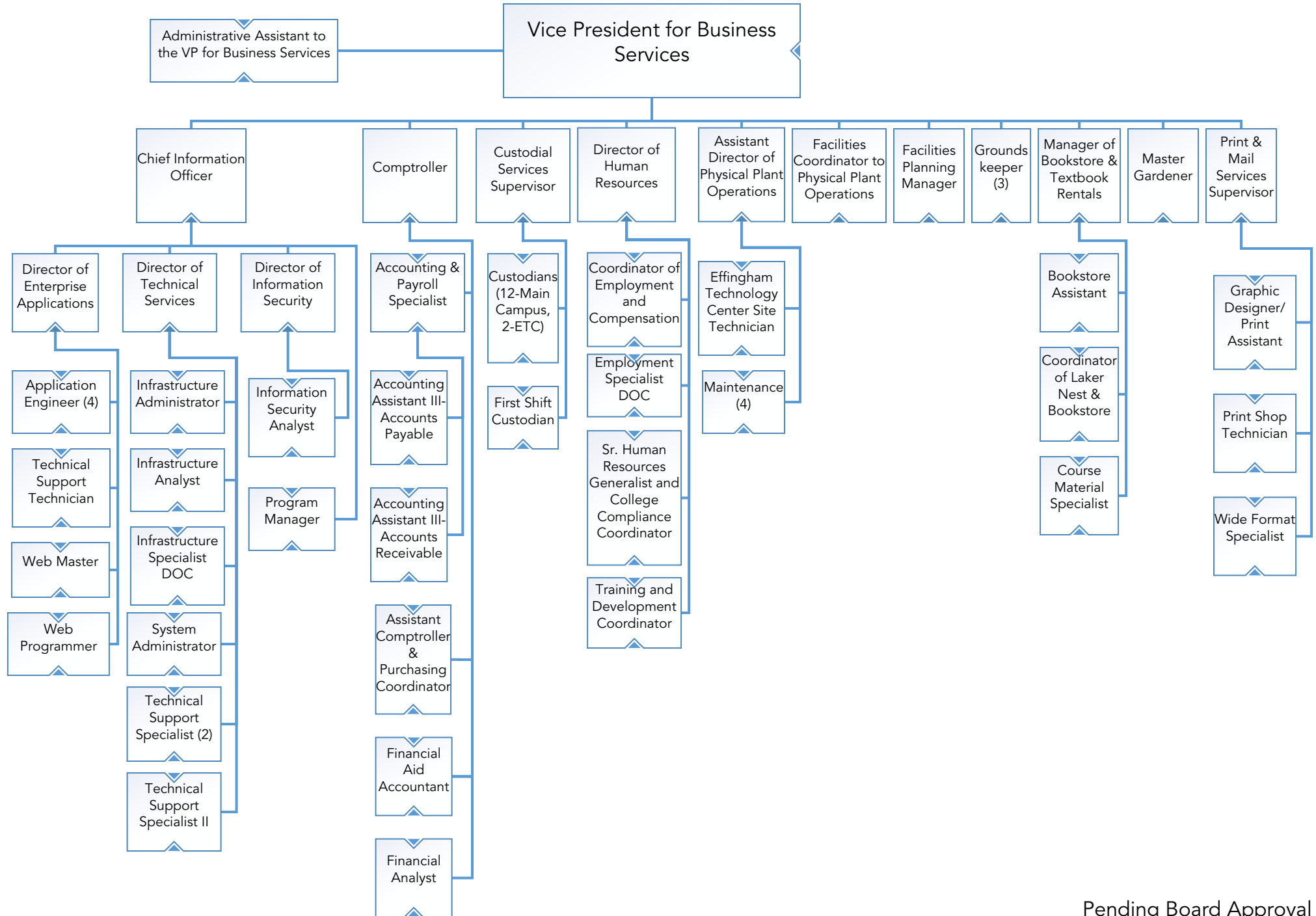
- President's Office – No significant changes.
- President – Department of Corrections – No significant changes.
- Vice President for Academic Services – This org chart details the approved alignment of Academic Services with the inclusion of the Dean of Instruction position.
- Vice President for Business Services – No significant changes.
- Vice President for Student Services – This org chart includes minor alignment/reporting structure changes to better align student support responsibilities.

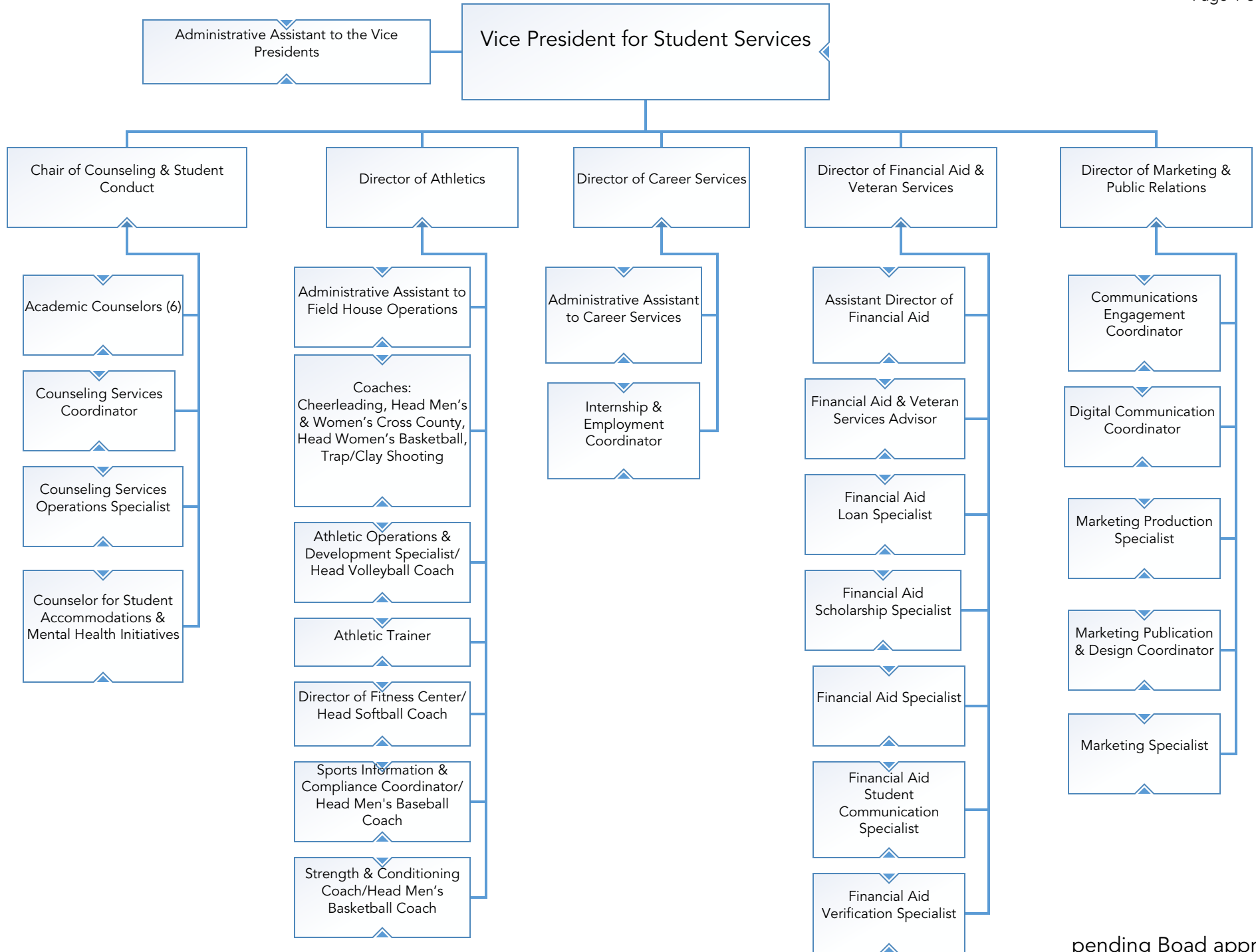
Recommendation:

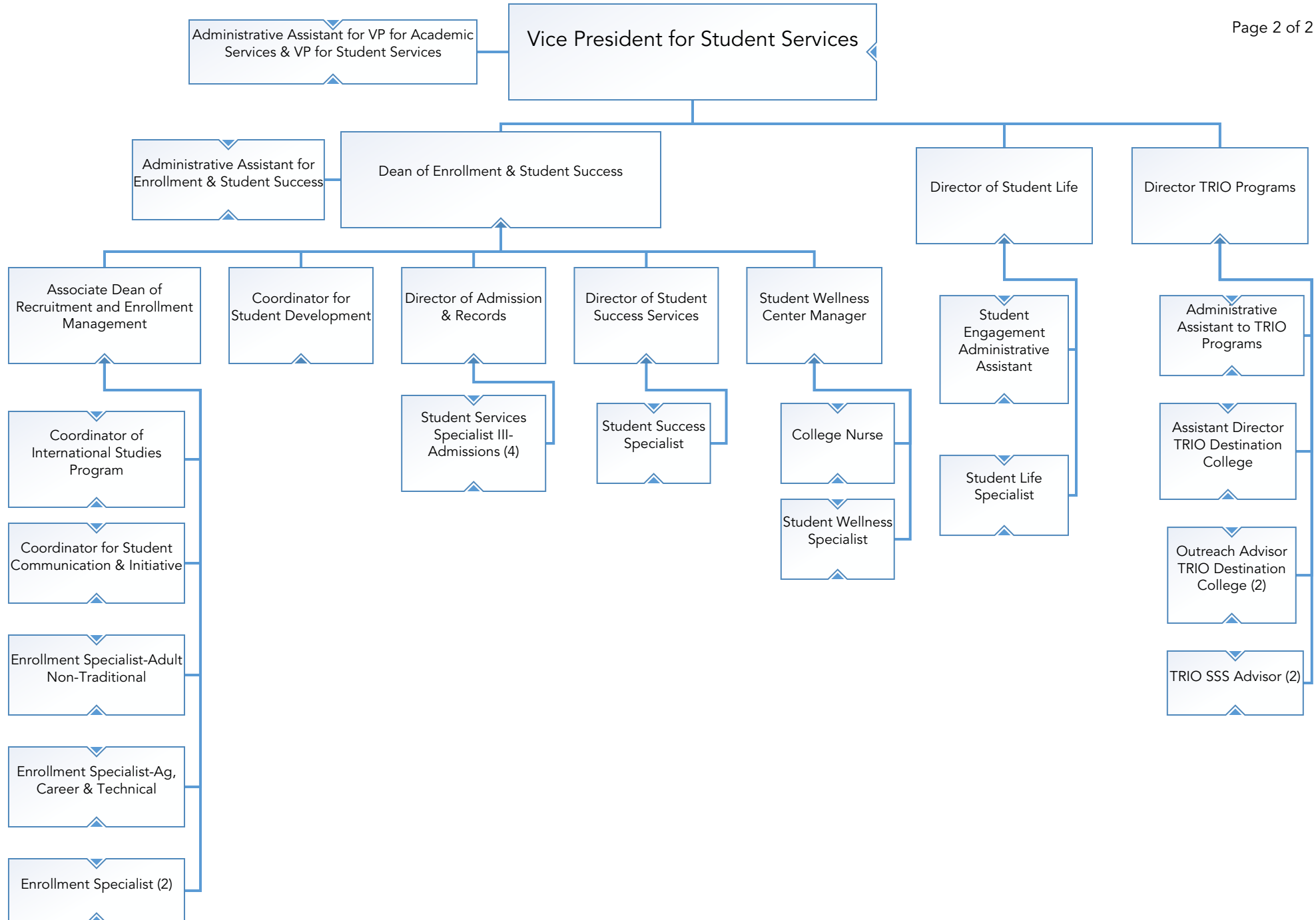
Approve as presented the Organizational Charts effective July 1st, fiscal year 2026.

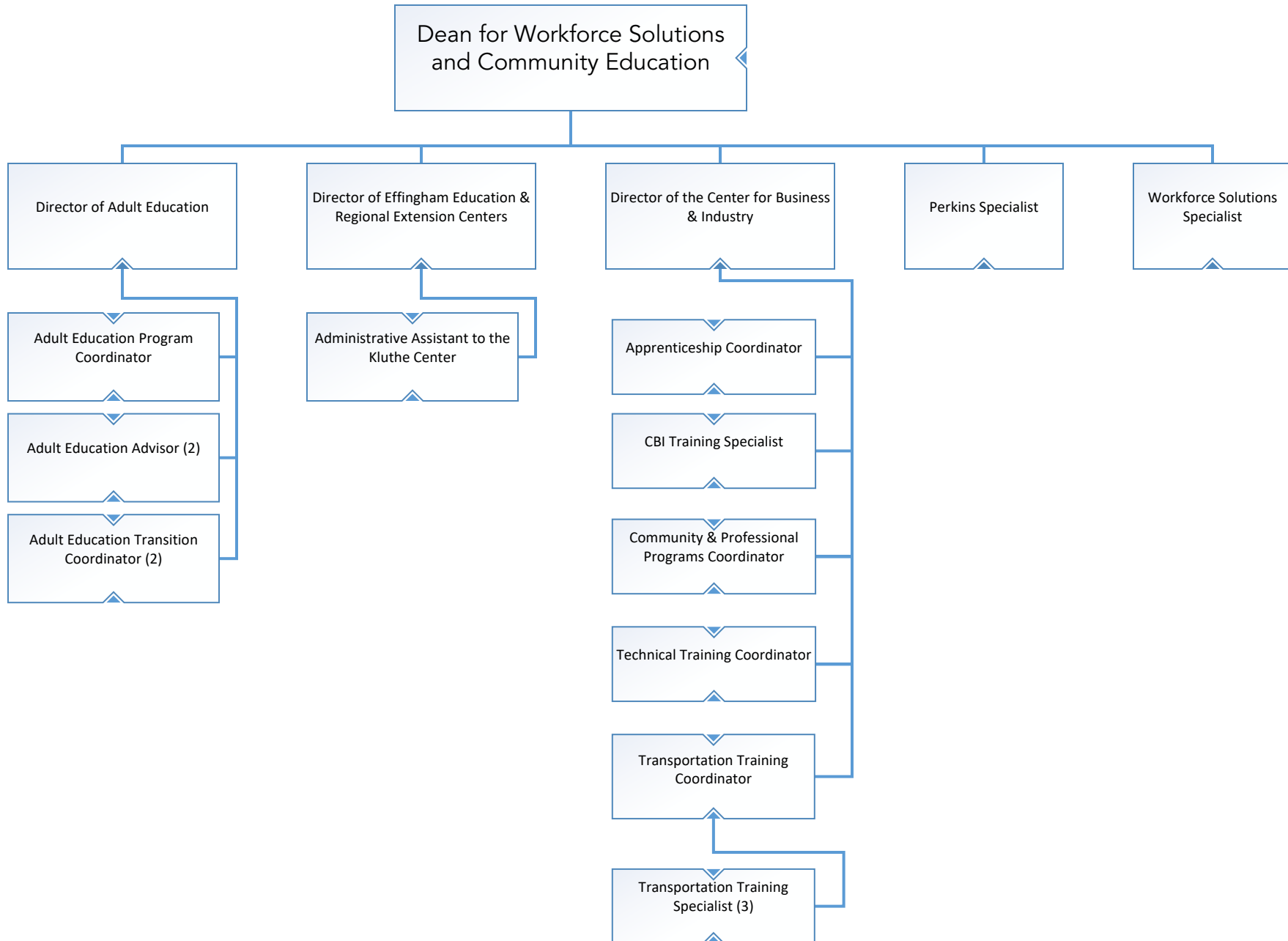


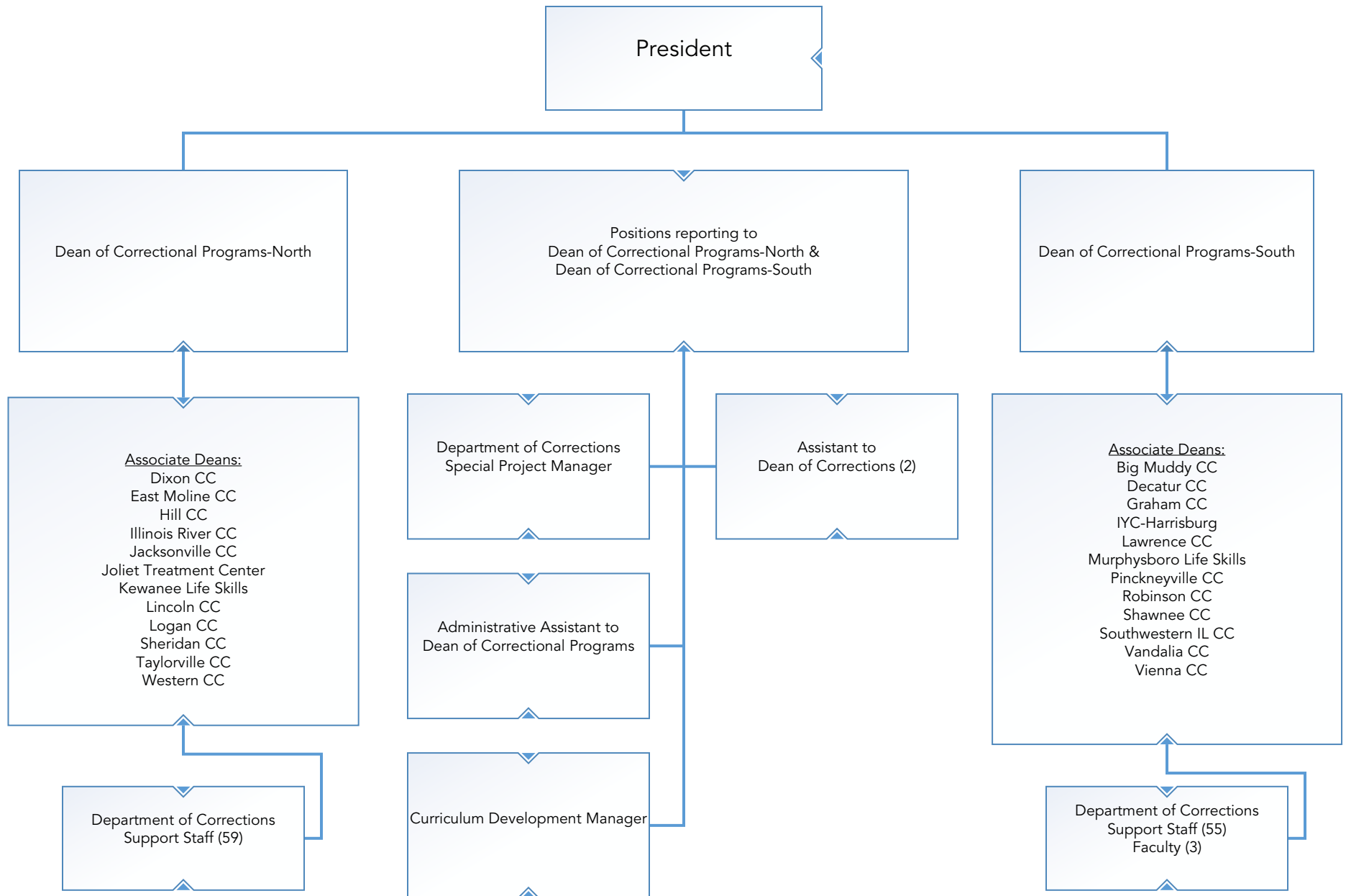












MEMO

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

FROM: Dustha Wahls, Director of Human Resources

DATE: July 22, 2025

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 FY2026 which resulted in modifications to job titles only.

Recommended motion: Approve as presented the FY2026 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 their time engaged in tort prevention related activities including supervision and auditing of loss and casualty insurance claims.
Sr. Human Resources Generalist and College Compliance Coordinator	50%	The Sr. Human Resources Generalist spends an estimated 50% of their time working on issues directly related to tort liability. These responsibilities include safety audits, accident, health; Worker's Compensation Pathogens training. He/she ensures the appropriate reports are filed, follows up with claimants and processes Worker's Compensation paper work for employees. This position also coordinates with the hospital for the CDL drug screening pool. This position is also the Deputy Title IX Coordinator for the college.
Training & Development Coordinator	50%	The Training & Development Coordinator spends an estimated 50% of their time working on issues directly related to tort liability. These responsibilities include coordinating the delivery and content of organization wide annual training in compliance with college policy and laws; coordinates and tracks safety training, such as forklift, utility cart training, and Blood Borne Pathogens training. This position also serves as a Title IX Investigator.
Custodians	5%	Custodians spend an estimated 5% of their time working on issues directly related to tort liability. Examples of these tasks include looking for trip hazards, mopping spills, picking up obstacles that block aisles in class rooms and putting out wet floor signs to warn of slip hazards. These risk management responsibilities are assigned in addition to non-tort related tasks such as general cleaning, room set ups, emptying trash, vacuuming, cleaning walls and base boards and stocking paper towels.

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

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

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

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

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

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

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

MEMO

TO: Dr. Josh Bullock, President
FROM: John Woodruff, Vice President for Business Services
CC:
DATE: August 7, 2025
RE: Fiscal Year 2026 Budget

Following the required budgetary process, on Thursday, July 10, 2025, we met with the Finance committee and presented the proposed fiscal year 2026 budget in detail.

With Finance Committee support and recommendation, the Accounting Team presented the fiscal year 2026 budget for First Reading to the Board of Trustees during the regular BOT meeting on Monday, July 14, 2025. In parallel to the BOT presentation and as required by Board Policy, we displayed the budget for public review and comment, which began the required 30-day display period.

Having received no public questions/comments related to the fiscal year 2026 budget, we're presenting the fiscal year 2026 budget for approval. There have been no changes to the budget as originally presented. We are presenting Resolution 0825-001 for approval.

Recommendation:

Approve as presented, Resolution No. 0825-001 to adopt the fiscal year 2026 Operating Budget.

Board of Trustees Lake Land College

Resolution No. 0825-001

Date 08/18/2025

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 2025 - 2026 BUDGET

For fiscal year beginning July 1, 2025 and ending June 30, 2026.

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 18th day of August 2025, 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, 2025 and ending June 30, 2026.

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	\$ 55,286,502
Operations & Maintenance	5,504,126
Operations & Maintenance (Restricted)	9,803,571
Bond and Interest	6,761,400
Auxiliary Enterprises	4,883,373
Restricted Purposes	32,824,234
Audit	164,098
Liability, Protection, & Settlement	2,442,745
TOTAL	\$117,670,049

Approved:

Board Chairman

Board Secretary

MEMO

TO: John Woodruff, Vice President for Business Services

FROM: David Stewart, Chief Information Officer

DATE: August 4, 2025

RE: Approval for annual renewal of the Microsoft A5 license

Strategically, the decision has been made, with Board approval, that Lake Land College would utilize the suite of tools provided by Microsoft. The renewal of the Microsoft A5 license is a comprehensive suite that includes Office 365 applications, Advanced Threat Protection, Advanced Compliance, Power BI Pro, and Microsoft Teams. These tools are crucial for maintaining our current technological infrastructure/backbone network including redundancy assistance. The Microsoft network tools are critical in assisting with security compliance/cybersecurity prevention and are essential applications (Word, Excel, Teams, Power Point, etc.) utilized consistently by our students and staff.

ISS is seeking approval to renew the Microsoft A5 license for the College. The renewal cost is \$122,908.94 and will maintain services September 1, 2025 – August 31, 2026.

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

Recommended motion: Approve as presented the proposed renewal of the College's Microsoft A5 license with CDW at a total amount of \$122,908.94 for the renewal period September 1, 2025 through August 31, 2026.



Thank you for choosing CDW. We have received your quote.

Hardware

Software

Services

IT Solutions

Brands

Research Hub

QUOTE CONFIRMATION

JAMES WESTENDORF,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PMSH802	7/14/2025	MS RENEWAL LAKELAND	2022046	\$122,908.94

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Microsoft 365 A5 - subscription license - 1 user Mfg. Part#: AAD-38400-12mo UNSPSC: 43231513 Electronic distribution - NO MEDIA Contract: Sourcewell 121923 CDWG-Software (121923)	830	5419414	\$127.85	\$106,115.50
Microsoft SQL Server Standard Edition - license & software assurance - 1 se Mfg. Part#: 228-04437 UNSPSC: 43232304 Electronic distribution - NO MEDIA Contract: Sourcewell 121923 CDWG-Software (121923)	8	2379935	\$92.12	\$736.96
Microsoft Windows Server Standard Edition - License & Software Assurance Mfg. Part#: 9EM-00562 UNSPSC: 43233004 Electronic distribution - NO MEDIA Contract: Sourcewell 121923 CDWG-Software (121923)	40	4325202	\$7.51	\$300.40
Microsoft Windows Server Datacenter Edition - license & software assurance Mfg. Part#: 9EA-00039 UNSPSC: 43233004 Electronic distribution - NO MEDIA Contract: Sourcewell 121923 CDWG-Software (121923)	95	4325198	\$47.00	\$4,465.00
Microsoft Office Project Professional - license & software assurance - 1 PC Mfg. Part#: H30-00237 UNSPSC: 43231507 Electronic distribution - NO MEDIA Contract: Sourcewell 121923 CDWG-Software (121923)	50	2355600	\$65.80	\$3,290.00
Microsoft SQL Server Standard Core Edition License & Software Assurance	4	2670099	\$368.52	\$1,474.08

QUOTE DETAILS (CONT.)

Mfg. Part#: 7NQ-00302

UNSPSC: 43232304

Electronic distribution - NO MEDIA

Contract: Sourcewell 121923 CDWG-Software (121923)

[Microsoft Advanced Audit AddOn - subscription license - 1 license](#)

850

7547394

\$5.63

\$4,785.50

Mfg. Part#: 8LC-00004-12MO

Electronic distribution - NO MEDIA

Contract: Sourcewell 121923 CDWG-Software (121923)

[Microsoft Visio Pro for Office 365 \(Plan A2\) - subscription license - 1 use](#)

50

2968438

\$28.19

\$1,409.50

Mfg. Part#: P4U-00001-12MO

UNSPSC: 43231507

Electronic distribution - NO MEDIA

Contract: Sourcewell 121923 CDWG-Software (121923)

[Microsoft 365 A5 - subscription license - 1 user](#)

33200

5419400

\$0.01

\$332.00

Mfg. Part#: AAD-38405-B-12mo

UNSPSC: 43231513

Electronic distribution - NO MEDIA

Contract: Sourcewell 121923 CDWG-Software (121923)

SUBTOTAL \$122,908.94**SHIPPING** \$0.00**SALES TAX** \$0.00**GRAND TOTAL** **\$122,908.94****PURCHASER BILLING INFO****Billing Address:**

LAKE LAND COMMUNITY COLLEGE

ACCOUNTS PAYABL

5001 LAKE LAND BLVD

MATTOON, IL 61938-9366

Phone: (217) 234-5412**Payment Terms:** NET 30 Days-Govt/Ed**DELIVER TO****Shipping Address:**

LAKE LAND COMMUNITY COLLEGE

JAMES WESTENDORF

5001 LAKE LAND BLVD

MATTOON, IL 61938-9366

Shipping Method: ELECTRONIC DISTRIBUTION**Please remit payments to:**

CDW Government

75 Remittance Drive

Suite 1515

Chicago, IL 60675-1515

**Sales Contact Info****Kelsey Baker** | (877) 626-4474 | kelsey.baker@cdwg.com**Need Help?**

My Account



Support



Call 800.800.4239

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at

<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

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MEMO

TO: John Woodruff, Vice President for Business Services

FROM: David Stewart, Chief Information Officer

CC: Dustha Wahls, Director of Human Resources

DATE: August 7, 2025

RE: NEOGOV Annual Subscription Renewal

ISS recommends the renewal of our annual enterprise license agreement with NEOGOV to continue providing critical HR-related services such as onboarding, forms management, position control, learning management, and single sign-on functionality. NEOGOV's platform integrates with our HRIS and supports automation and compliance efforts across HR functions.

This renewal consolidates multiple previously separate NEOGOV services into a single co-terminus agreement, streamlining both billing and management of the services. Historically, these services were purchased at different times with staggered renewal dates. The total cost of the agreement for the subscription term from August 19, 2025 through August 18, 2026 is \$58,843.94, based on an effective employee count of 384. This pricing includes a comprehensive suite of tools that facilitate streamlined human resources processes and compliance, including:

- Insight Subscription: \$15,105.41
- eForms Subscription: \$19,060.77
- Onboard Subscription: \$12,410.86
- Learn Subscription (5/14/2026–8/18/2026): \$6,056.46
- Single Sign-On Subscription: \$1,727.22
- Position Control Integration: \$2,226.00
- New Hire – IN to HRIS (FTP): \$2,148.32
- Background Check Integration – Alliance2020: \$108.90

This enterprise license allows access for all employees up to the licensed threshold (pricing based on 384 employees), supporting equitable access to professional development and onboarding systems. The contract terms include annual recurring billing with Net 60 payment terms.

This is exempt from bidding per Board Policy 10.22 (#4.F.).

Recommended motion:

Approve the agreement from NEOGOV of El Segundo, California in the amount of \$58,843.94 for enterprise subscription services including onboarding, eForms, learning management, HRIS integration, and background check services. The agreement term is August 19, 2025 to August 18, 2026.

THIS IS NOT AN INVOICE

Contract Records		Order Details	
Account Number:	A-697894	Order #:	Q-400911
Customer:	Lake Land College (IL)	Valid Until:	8/19/2025
Effective Employee Count:	384		
Sales Rep:	Salesforce Administrator		

Customer Contact		Shipping Contact	
Billing Contact:	Lake Land College (IL) Tony Sharp	Shipping Contact :	Lake Land College (IL) Tony Sharp
Billing Address:	5001 Lake Land Blvd Mattoon, IL 61938	Shipping Address:	5001 Lake Land Blvd Mattoon, IL 61938
Billing Contact Email:	tsharp1@lakelandcollege.edu	Shipping Contact Email:	tsharp1@lakelandcollege.edu
Billing Phone:	217-234-5545	Shipping Phone:	217-234-5545

Payment Terms		Notes:
Payment Term:	Net 60	
PO Number:		

Subscription Service

8/19/2025 - 8/18/2026 - Sync Dates

Item	Type	Start Date	End Date	Qty.	License Type	Total (USD)
New Hire - IN to HRIS (ftp)	Recurring	8/19/2025	8/18/2026	1	Quantity Based	\$2,148.32
Insight Subscription	Recurring	8/19/2025	8/18/2026	384	Employee Based	\$15,105.41
eForms Subscription	Recurring	8/19/2025	8/18/2026	384	Employee Based	\$19,060.77
Single Sign On Subscription	Recurring	8/19/2025	8/18/2026	384	Employee Based	\$1,727.22
Position Control Integration	Recurring	8/19/2025	8/18/2026	1	Quantity Based	\$2,226.00
Onboard Subscription	Recurring	8/19/2025	8/18/2026	384	Employee Based	\$12,410.86
Learn Subscription	Recurring	5/14/2026	8/18/2026	384	Employee Based	\$6,056.46
Background Check Integration Subscription - Alliance2020	Recurring	7/25/2026	8/18/2026	1	Quantity Based	\$108.90
8/19/2025 - 8/18/2026 - Sync Dates TOTAL:						\$58,843.94

This price does NOT include any sales tax. Total in USD

Additional Terms and Conditions

License Terms: Enterprise license denotes that Customer has purchased an enterprise wide license up to the employee count specified above. User based license denotes that Customer has purchased the number of licenses set forth in the quantity column. Item count denotes the number of items that Customer has licensed as set forth in the quantity column.

Payment Terms: All invoices issued hereunder are **due upon the invoice due date**. If the Order is for a period longer than one year, the fees for the first period shown shall be invoiced immediately and the fees for future years/periods shall be invoiced annually in advance of each 12 month period shown on the Order, but regardless of the billing cycle, Customer is responsible for the fees for the entire Order. The fees set forth in this Service Order are exclusive of all applicable taxes, levies, or duties imposed by taxing authorities and Customer shall be responsible for payment of any such applicable taxes, levies, or duties. All payment obligations are non-cancellable, and all fees paid are non-refundable. Payment for services ordered hereunder shall be made to Governmentjobs.com, Inc., (D/B/A NEOGOV).

Terms & Conditions: This Order Form creates a legally binding contract on the parties. Unless otherwise agreed in a written agreement between GovernmentJobs.com, Inc. (D/B/A/ NEOGOV), parent company of PowerDMS, Inc., Cuehit, Inc., Ragnasoft LLC (D/B/A/ PlanIT Schedule), and Design PD, LLC (D/B/A Agency360) (collectively, "**NEOGOV**") and Customer, this Order Form and the services to be furnished pursuant to this Order Form are subject to the terms and conditions set forth here: <https://www.neogov.com/service-specifications>. The Effective Date (as defined in the terms and conditions) shall be the Subscription Start Date.

Special Condition:

Your signature below constitutes acceptance of terms herein and contractual commitment to purchase the items listed above.

Accepted and Agreed By Authorized Representative of:
Lake Land College (IL)

Signature: _____

Printed Name: _____

Title: _____

Date _____

THE INFORMATION AND PRICING CONTAINED IN THIS ORDER FORM IS STRICTLY CONFIDENTIAL.

MEMO

TO: John Woodruff, Vice President for Business Services

FROM: Jeremy Moore, Facilities Planning Manager

DATE: August 7, 2025

RE: Approval of Bid for Additional Fieldhouse Roof Panels

As part of ongoing improvements to campus facilities, the College recently solicited bids for the installation of red metal panels over the existing white cement fiberboard at the Fieldhouse entrance canopies. This enhancement is intended to align the canopies' appearance with the planned pitched roof.

This work was excluded from the original roof replacement project due to preliminary concerns regarding potential asbestos in the existing materials. Comprehensive testing has since been conducted on all materials at the three entrance canopies, confirming they are asbestos-free. As a result, no abatement measures will be required, and the project may proceed as planned.

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

Name	Total
KREILING ROOFING PEORIA, ILLINOIS	\$257,836.00
HENSON ROBINSON SPRINGFIELD, ILLINOIS	\$325,000.00

Recommended motion: Approve the bid from Kreiling Roofing of Peoria, IL, in the amount of \$257,836 for the installation of metal panels at the entrance canopies of the Fieldhouse.



Lake Land College
Field House Wall Panel & Soffit Project

Company Name	Bid Security	Addenda Acknowledge	Plywood Replacement	Wood Nailer Replacement	Bid Amount
Henson Robinson	Y	N	600 sq.ft.	\$25.00 board/ ft.	\$325,000.00
Kreiling Roofing	Y	Y	\$300 sq.ft.	\$5.00 board/ft.	\$257,836.00

MEMO

TO: Ike Nwosu, Vice President for Academic Services

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

CC: Madge Shoot, Comptroller

DATE: August 8, 2025

RE: Pocket Nurse Demo Dose Med Dispense C-Series Base and Supply

Medication administration is a critical skill routinely performed by Nurses throughout every shift, often times representing the majority of their work day. With increased attention to patient safety, acute care facilities have transitioned from storing medication in traditional cabinetry to safeguarding them in pyxis stations. Utilization of a Med Dispense unit is very similar to the industry utilized pyxis stations and allows faculty to teach safe and effective medication administration while promoting clinical competence in students enrolled in Nursing Programs.

The attached quote for 1 Demo Dose Med Dispense Unit (EA 06-93-6304) to be purchased for the Effingham Technology Center, Nursing Labs. Installation will be completed by College Facility Planning Department.

This request will utilize the OMNIA cooperative purchasing contract with Pocket Nurse, and therefore external bidding is not required.

Recommended motion:

Approve as presented purchase of 1 Demo Dose Med Dispense Unit (EA 06-93-6304) from Pocket Nurse Simulation and Education Supplies, of Monaca, PA, in the amount of \$ 43,197.00 with funding from the Pipeline for Advancement of the Healthcare Workforce, PATH Grant.



Pocket Nurse®

Simulation & Education Supplies

610 Frankfort Rd. Monaca, PA 15061

Bill to: Lake Land College IL
5001 Lake Land Blvd
Mattoon, IL 61938

Phone: (217) 234-5001
Ship to: Lake Land College IL
5001 LAKE LAND BLVD
MATTOON, IL 61938-9366

Phone: (217) 234-5415
Attn: Receiving

Quote

Quote Number : 1459689-0

Customer# : 014971

Quote Date : 08/06/2025

Expire Date : 10/05/2025

Quoted To : R. Walker

Entered By : Eric Pursh

Terms : NET 30

Shipping Method : Ground

Ship Acct# :

Send Purchase Order To:
Accnt Mgr: REGION 2
Email: cs@pocketnurse.com
Phone: 1-800-225-1600

Line	Qty	U/M	Item #	Description	Price	Per	Extension
0001	1	EA	06-93-6304	Demo Dose® Med Dispense® C-Series Base and Supply	43,197.00	EA	43,197.00
Item Notes							
Features: (6) Standard drawers (3.28" W) (9) Double drawers (7.4" W) Matrix drawer Bulk storage on bottom of the unit Each drawer can be configured to hold up to (7) different line items or (1) controlled substance (same as a typical hospital unit) Preloaded simulation software that can be modified as your needs change Includes 15" touch screen computer and barcode scanner Includes Demo Dose® sample pack of simulated medications (ships separately) Specifications: Steel frame construction with polymer drawers and doors Microban® antimicrobial infused surfaces inhibit the spread of bacteria 61" H x 27" W x 22" D Power Requirements: 120V AC minimum 10 amp receptacle (red plug preferred) Configurable for 230V AC, minimum 5 amp service, use IEC-320 type C13 cord set +PLUS C Series Side Storage Cabinet: (3) Shelves (1) Locking door Supplies in cabinet not included							

Continued on next page....





Pocket Nurse®

Simulation & Education Supplies

610 Frankfort Rd. Monaca, PA 15061

Quote

Quote Number : **1459689-0**

Customer# : 014971

Quote Date : 08/06/2025

Expire Date : 10/05/2025

Line	Qty	U/M	Item #	Description	Price	Per	Extension
37" H x 21.25" W x 20.12" D							
Pricing includes delivery, installation, and training							
0002	1	EA	06-93-3597	Demo Dose® Sample Pack	0.00	EA	0.00
SubTotal							43,197.00

Please view complete terms and conditions at www.pocketnurse.com/default/terms_and_conditions/
All orders are subject to a service charge based on minimum merchandise totals.
All orders paid by credit card will be subject to a 3% fee.



MEMO

TO: Ike Nwosu, Vice President for Academic Services

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

CC: Madge Shoot, Comptroller

DATE: August 12, 2025

RE: Pocket Nurse Simulation and Education Supplies

Allied Health Programs give high priority to creating learning environments that mirror real-world health care settings. This promotes a smoother transition from the academic environment to real world situations. Equipping labs with current simulated educational supplies supports the movement from classroom to patient bedside.

The attached quote is for 12 Non-Functional Teaching Headwalls (EA 04-71-6167) to be purchased for the Effingham Technology Center. Eleven of these units will be installed into the Basic Nurse Assisting Lab and one will be installed in the dedicated Core classroom. Installation will be completed by College Facility Planning Department.

This request will utilize the OMNIA cooperative purchasing contract with Pocket Nurse, and therefore external bidding is not required.

Recommended motion:

Approve as presented purchase of 12 Non-Functional Teaching Headwalls (EA 04-71-6167) with Accessories from Pocket Nurse Simulation and Education Supplies, of Monaca, PA, in the amount of \$29,662.52 with funding from the Pipeline for Advancement of the Healthcare Workforce, PATH Grant.



Pocket Nurse®

Simulation & Education Supplies

610 Frankfort Rd. Monaca, PA 15061

Bill to: Lake Land College IL
5001 Lake Land Blvd
Mattoon, IL 61938

Phone: (217) 234-5001
Ship to: Lake Land College
5001 LAKE LAND BLVD
MATTOON, IL 61938-9366

Phone: (217) 234-5415
Attn: RACHAEL WALKER

Quote

Quote Number : 1459374-0

Customer# : 014971

Quote Date : 08/05/2025

Expire Date : 10/04/2025

Quoted To : R. Walker

Entered By : Eric Pursh

Terms : NET 30

Shipping Method : Ground

Ship Acct# :

Send Purchase Order To:
Accnt Mgr: REGION 2
Email: cs@pocketnurse.com
Phone: 1-800-225-1600

Line	Qty	U/M	Item #	Description	Price	Per	Extension
0001	12	EA	04-71-6167	Non-Func Teaching Headwall w/Accessories	2,305.71	EA	27,668.52
Item Notes							
Ideal for creating a realistic simulation environment, this non-functional wall-mounted SlimRail simulated headwall is cost effective and easy to install and maintain. This horizontal teaching headwall includes a range of accessories to provide a realistic clinical appearance for simulations.							
Integrated Fixtures:							
Duplex Receptacles: red and ivory							
Gas Outlets:							
Vacuum							
Air							
Oxygen							
Specifications:							
Surface mount and simulation rail: 30" L							
Mounting hardware not included							
Includes Headwall Accessories:							
Oxygen flowmeter							
Medical air flowmeter							
Vacuum regulator with tubing nipple "T"							
(2) Humidifiers							
(2) Nasal cannulas							
Suction tubing							
SubTotal							27,668.52

Please view complete terms and conditions at www.pocketnurse.com/default/terms_and_conditions/

All orders are subject to a service charge based on minimum merchandise totals.

All orders paid by credit card will be subject to a 3% fee.

Shipping & Handling 1,994.00



MEMO

TO: Ike Nwosu, Vice President for Academic Services

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

CC: Madge Shoot, Comptroller

DATE: August 11, 2025

RE: Board of Trustee Approval for ATI Instructional Products

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

I am requesting for approval from the Board of Trustee approval for nine ATI product payments for students in the Licensed Practical Nurse (LPN), LPN to Associate Degree in Nursing (ADN), and ADN programs for FY2026. The total requested payment of up to \$290,225.00 will be paid out in the estimated segmented amounts of:

- \$8,958.00, \$17,916.00 & \$17,916.00 – LPN to ADN Cohort
- \$33,000.00 & \$33,000.00 – LPN Cohort
- \$37,462.50*, \$52,255.00, \$37,462.50* & \$52,255.00 – ADN Cohort

*Quotation 0526 on 2/7/24 is for \$49,950.00 however due to student attrition for the specific cohort, the actual final payment requested for is \$37,462.50.

All expenses will be paid out of funds already budgeted for these products in our FY26 budget.

Please note that a bid is not required per Board Policy since the products are from ATI Instructional Products who are the sole source provider of the proprietary assessment software.

Please feel free to follow up with me on any questions.

Recommended Motion: Approve as presented the purchase of educational support bundles for LPN, LPN to ADN, and ADN students of up to a total amount of \$290,225.00 from Assessment Technologies Institute, LLC, of Chicago, for use by the Allied Health Nursing Programs.



Client Executive: Tierney O'Brien
Phone:
Email: Tierney.O'Brien@atitesting.com

Bill To:
 Cassandra Porter
 5001 Lake Land Blvd
 Mattoon, IL 61938
 United States

Ship To:
 Cassandra Porter
 5001 Lake Land Blvd
 Mattoon, IL 61938
 United States

Customer: Lake Land College ADN
Customer ID: 7973
Quote Date: 3/7/2025

Installment Schedule

Expected Invoice Date	Est. # of Students	Installment Price Per Student	Installment Amount
1226 PN-RN - Institution Pay			
October 2025	24	\$746.50	\$17,916.00
June 2026	24	\$746.50	\$17,916.00
Est. Cohort Total: \$35,832.00			
0527 - Institution Pay			
August 2025	70	\$746.50	\$52,255.00
December 2025	70	\$746.50	\$52,255.00
August 2026	70	\$746.50	\$52,255.00
December 2026	70	\$746.50	\$52,255.00
Est. Cohort Total: \$209,020.00			
0526 PN-RN - Institution Pay			
July 2025	12	\$746.50	\$8,958.00
Est. Cohort Total: \$8,958.00			

*Estimated number of students at time of quoting. This number is subject to change based on enrollment updates.

Estimated Tax	\$0.00
Payment Terms	Net 30



ATI Resources Included

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

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

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

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

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



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

This ATI Quote/Order Confirmation, and the purchase and use of ATI Resources noted herein, are subject to and governed by the General Terms appearing below.



ATI Quote General Terms

Intellectual Property. All assessments, review modules, computer software programs, and other material provided to the institution named on the first page ("Customer") through this ATI Quote, including all updates, upgrades, and new versions thereto, are and remain the intellectual property of Assessment Technologies Institute, LLC ("ATI") or its licensors and are protected under the rights granted by copyright law. Products that are owned by a party other than ATI (e.g. BoardVitals and EducatingNurses.com) are licensed to Customer under terms of the product owner specified in the product name. ATI's names, and the names of its products and services, or the names of its licensor's products and services, are trademarks and service marks belonging to ATI or its licensors. All rights are reserved by ATI and/or its licensors. No part of the products and services may be resold, copied, reproduced, recorded, distributed, or disclosed, in whole or in part, without written permission of ATI. Customer's right to use any products comprised of computer software programs will be web-based only and will not be installed on Customer's servers. Upon Customer's signature of this ATI Quote, below, ("Order Confirmation"), Customer is committing to the purchase described herein and is authorized to use those ATI products and services which are specified in this ATI Quote, for use by Customer's enrolled students, administrators, preceptors, faculty and staff, subject to payment of the corresponding fee(s) due and payable to ATI. Except as noted herein, Customer will not grant access to any other person without ATI's written permission. Customer's access to and use of separate ATI products and/or services not specified in this ATI Quote will require a separate ATI Quote and the payment of additional fees to ATI. If Customer misuses any ATI product or fails to comply with ATI requirements regarding ATI exam administration and security, ATI reserves the right, through written notice, to terminate Customer's use of ATI products and/or services.

Enrollment Count; Invoicing. Customer agrees that, on or before class start date (first day of classes) for each cohort accessing the ATI products specified in this ATI Quote, Customer will send to ATI, via an email, Customer's estimated student enrollment count for each applicable cohort. If Customer is on a payment plan with ATI, Customer agrees to provide its estimated student enrollment count at least seven (7) calendar days before each scheduled class start date for each term/semester. ATI will invoice Customer based on each such estimated student enrollment count. If ATI does not receive Customer's estimated student enrollment count via email as described herein, solely to avoid interruption in students' access to ATI products and services, ATI reserves the right to invoice Customer based on ATI's reasonably estimated projection of Customer's student enrollment count, as determined by Customer's past enrollments (or, if Customer is a new client to ATI, based on estimates Customer has provided to ATI). In the event the estimated student enrollment count changes within thirty (30) days of receipt of invoice (electronic or hard copy), Customer may request via email a one-time enrollment count adjustment ("Rebill") from ATI via an email providing the actual enrollment count, provided that, in all cases, Customer is obligated to inform ATI, and agrees that it shall inform ATI, if the actual student enrollment exceeds the estimated student enrollment previously reported to ATI. In each such instance of Rebill, ATI will adjust Customer's invoice to account for the updated enrollment count, which will include (i) an invoice for additional invoiced amounts due to ATI if the number of students in the actual student enrollment count increased over the estimated student enrollment count or (ii) a credit for amounts invoiced in excess of the actual student enrollment count. If Customer fails to email ATI with an actual student enrollment count within thirty (30) days of receipt of an invoice (electronic or hard copy) based on estimated student enrollment count, Customer agrees that ATI may, in its sole discretion, either (i) consider the estimated student enrollment count, as previously invoiced, to be Customer's actual student enrollment count and no adjustment to Customer's ATI account will be made, or (ii) issue an invoice to Customer based on Customer's actual student enrollment count, as indicated in ATI systems. Nothing herein shall relieve Customer of its obligation to report to ATI and pay ATI for increased student enrollment in all applicable cohorts. If Customer is only ordering shippable products, shipment will happen in conjunction with invoicing of customer's order. ATI will invoice Customer for such products upon shipment.

Repeat Students: If Customer purchases access to any ATI bundle of products and services (such as ATI Complete, Optimal, Supreme, Basic, or CARP) for any cohort(s) specified in this ATI [Quote] and requires any student from a cohort to repeat a course, term, or semester with a different cohort (each referred to as a "Repeat Student"), then, in addition to the cost noted in this ATI [Quote], the Customer will pay ATI's current additional rate for each Repeat Student ("Repeat Student Rate"). This Repeat Student Rate covers the Repeat Student's use of ATI products and services during the repeated course, term, or semester. After this period, the Customer shall pay ATI the standard per-student cost applicable to other students in the Repeat Student's new cohort. For clarity, students that use ATI's Virtual-ATI services (for an additional 12 weeks) are not considered "Repeat Students" under this section.

Customer Purchase Orders. Customer Purchase Orders. If a purchase order is required by Customer to make payment, then Customer will provide a purchase order to ATI at the same time Customer provides ATI with its student enrollment count for each payment period under this ATI Quote, provided that, (i) any preprinted terms on Customer's purchase orders shall be superseded by and replaced with these General Terms; and (ii) Customer's failure to provide a purchase order within the time period specified herein shall not delay ATI's invoicing or Customer's payment of all applicable invoices in accordance with these General Terms.

Customer Payment. All ATI invoices are due and payable net 30 calendar days from the invoice date, however, based on Customer's credit history, ATI reserves the right to require advance payment of all or a portion of any ATI Quote. Any amounts which are not paid when due shall bear interest at three percent (3%) per month or the maximum legal rate, if less, provided that the foregoing interest will not apply if Customer is a Public Entity (defined below). ATI also reserves the right to suspend or terminate online access to ATI products, cease ATI services, and stop ATI shipments to Customer in the event any payment is more than 30 calendar days overdue to ATI and ATI will not be liable for any claims or expenses relation to such termination or suspension. Shipping and handling costs, as well as any tax owed by Customer, will be added to the purchase amount. If Customer is tax-exempt, Customer shall provide Customer's tax-exempt certificate prior to invoicing by ATI. The fee for any student transferring into a cohort after commencement of said cohort shall be prorated based on the number of terms/semesters of such cohort and ATI will adjust Customer's balance to account for any necessary additional invoiced amounts due to ATI.

ATI Remote Proctoring Services. If Customer is ordering ATI Remote Proctoring Services under this ATI Quote, ATI proctored assessments administered by Customer may be proctored with use of ATI Remote Proctoring Services described at <https://atitesting.com/remote-proctoring-terms/>. Also, for test security purposes, if Customer is ordering use of ATI Capstone and/or Virtual-ATI, Customer's administration of ATI Capstone assessments and Virtual-ATI assessments will require that Customer utilize ATI's Remote Proctoring Services. ATI Remote Proctoring Services are an additional measure of test security designed to enhance the overall integrity of the testing process for ATI's proctored exams and, accordingly, use of ATI Remote Proctoring Services does not relieve Customer of its proctoring obligations or duty to ensure a secure test environment when administering ATI assessments.

Miscellaneous. For purposes of this ATI Quote, the term "Public Entity" refers to any ATI customer that is an institution which operates as part of a government (state, community, local) agency or entity organized under applicable state law. This ATI Quote is governed by the laws of the State of Kansas, unless Customer is a Public Entity, in which case, governing law will be the laws of the state where Customer's primary facility is located. Although disagreements rarely arise, any issues not resolved to Customer's satisfaction will be resolved by arbitration under the laws of the State of Kansas, provided that this clause will not apply to any Public Entity. While every effort has been made to make ATI products and services error-free and as complete and accurate as possible, ATI assumes no liability for errors or omissions in ATI products and services, and provides the products and services, as-is without warranty. SIMILARLY, NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE IS PROMISED, EXPRESS OR IMPLIED, WITH RESPECT TO ANY ATI PRODUCT OR SERVICE. ATI SHALL NOT BE LIABLE



FOR UNAUTHORIZED USE OF ATI PRODUCTS OR SERVICES, OR ALTERATION, THEFT, OR DESTRUCTION OF CUSTOMER'S DATA, FILES OR PROGRAMS. ATI DOES NOT ASSUME, AND HEREBY EXPRESSLY DISCLAIMS, ANY RESPONSIBILITY FOR, OR WARRANTY REGARDING, CUSTOMER'S ABILITY TO SATISFY OR MEET ANY ACCREDITATION REQUIREMENTS. CUSTOMER IS SOLELY AND EXCLUSIVELY RESPONSIBLE FOR MONITORING AND VERIFYING INPUT TO THE ATI PRODUCTS AND SERVICES (INCLUDING WITHOUT LIMITATION NURSING PROGRAM DATA) AND FOR DETERMINING THE ACCURACY, COMPLETENESS OR APPROPRIATENESS OF ANY FINANCIAL, CLINICAL OR MEDICAL INFORMATION OR OTHER OUTPUT PROVIDED BY ATI PRODUCTS AND SERVICES. To stay current and better address the needs of our customers, ATI reserves the right to change the content of our products and services at any time, without notice. THE LIABILITY OF ATI, ITS LICENSORS AND SUPPLIERS AND THEIR RESPECTIVE AFFILIATES, UNDER THIS ATI QUOTE, ACTUAL OR IMPLIED, IS LIMITED TO THE FEES PAID BY CUSTOMER TO ATI FOR THE PRODUCTS AND SERVICES ORDERED IN THIS ATI QUOTE. Other general information regarding Customer's order of ATI products and services is at: <http://www.atitesting.com/ordering-information.aspx>. All subsequent orders with ATI will be governed by these General Terms, unless Customer signs a separate ATI Quote for any such order(s).

ATI Products and Services used for Program Administration. Certain ATI products and services are provided for use by Customer's nursing program administration and not by Customer's students. In connection with such use, Customer agrees to: (i) comply with all laws regarding posting of personally identifiable information and Customer's program data in connection with use of ATI products and services; (ii) be responsible for maintaining access to such ATI products and services, which will include tracking log-in accounts and ensuring that adequate security precautions are in place to protect username and password information for such accounts; and (iii) assume full responsibility for all aspects of Customer's nursing program's licensure, credentialing and accreditation; ATI assumes no responsibility for any aspect of the foregoing.

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

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

High-Stakes Use; Compliance with Laws and Standards:

(a) ATI discourages use of ATI products, services and assessments as the sole criterion to determine student advancement, graduation, or readiness to sit for any licensure exam ("High-Stakes Use"). ATI disclaims any and all responsibility, liability or obligation in connection with any High-Stakes Use, policy or practice by Customer. Customer shall defend, indemnify and hold harmless ATI and its affiliates, directors, employees, agents, successors and assigns from and against any claim, liability, damage, cost or expense arising out of or related to Customer's High-Stakes Use of any ATI products, services or assessments, provided that, the foregoing indemnification obligation shall not apply to Customer if Customer is a Public Entity.

(b) IT IS THE SOLE AND EXCLUSIVE RESPONSIBILITY OF CUSTOMER TO ENSURE CUSTOMER'S USE OF ATI PRODUCTS AND SERVICES IS COMPLIANT WITH LAWS, REGULATIONS, POLICIES, ACCREDITATION REQUIREMENTS AND STANDARDS APPLICABLE TO CUSTOMER; ATI DISCLAIMS ANY OBLIGATION OR LIABILITY ARISING OUT OF CUSTOMER'S FAILURE TO SO COMPLY.

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Electronic Signature: Customer agrees that its electronic signature, below, is the legal equivalent and as valid as Customer's handwritten signature on this ATI Quote. The individual signing on behalf of Customer, below, represents and confirms that he/she is authorized to sign this ATI Quote on behalf of Customer and that his/her electronic signature constitutes Customer's agreement with the terms herein.

Customer's Order Confirmation

Accepted by: _____

Date: _____

Signature of Customer's Authorized Representative



Client Executive: Tierney O'Brien
Phone:
Email: Tierney.O'Brien@atitesting.com

Bill To:
 Cassandra Porter
 5001 Lake Land Blvd.
 Mattoon, IL 61938
 United States

Ship To:
 Cassandra Porter
 5001 Lake Land Blvd
 Neal Hall 002
 Mattoon, IL 61938
 United States

Customer: Lake Land College PN
Customer ID: 13297
Quote Date: 3/7/2025

Installment Schedule

Expected Invoice Date	Est. # of Students	Installment Price Per Student	Installment Amount
0726 - Institution Pay			
August 2025	50	\$660.00	\$33,000.00
December 2025	50	\$660.00	\$33,000.00
Est. Cohort Total: \$66,000.00			

*Estimated number of students at time of quoting. This number is subject to change based on enrollment updates.

Estimated Tax	\$0.00
Payment Terms	Net 30



ATI Resources Included

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

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

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

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Enrollment Count; Invoicing. Customer agrees that, on or before class start date (first day of classes) for each cohort accessing the ATI products specified in this ATI Quote, Customer will send to ATI, via an email, Customer's estimated student enrollment count for each applicable cohort. If Customer is on a payment plan with ATI, Customer agrees to provide its estimated student enrollment count at least seven (7) calendar days before each scheduled class start date for each term/semester. ATI will invoice Customer based on each such estimated student enrollment count. If ATI does not receive Customer's estimated student enrollment count via email as described herein, solely to avoid interruption in students' access to ATI products and services, ATI reserves the right to invoice Customer based on ATI's reasonably estimated projection of Customer's student enrollment count, as determined by Customer's past enrollments (or, if Customer is a new client to ATI, based on estimates Customer has provided to ATI). In the event the estimated student enrollment count changes within thirty (30) days of receipt of invoice (electronic or hard copy), Customer may request via email a one-time enrollment count adjustment ("Rebill") from ATI via an email providing the actual enrollment count, provided that, in all cases, Customer is obligated to inform ATI, and agrees that it shall inform ATI, if the actual student enrollment exceeds the estimated student enrollment previously reported to ATI. In each such instance of Rebill, ATI will adjust Customer's invoice to account for the updated enrollment count, which will include (i) an invoice for additional invoiced amounts due to ATI if the number of students in the actual student enrollment count increased over the estimated student enrollment count or (ii) a credit for amounts invoiced in excess of the actual student enrollment count. If Customer fails to email ATI with an actual student enrollment count within thirty (30) days of receipt of an invoice (electronic or hard copy) based on estimated student enrollment count, Customer agrees that ATI may, in its sole discretion, either (i) consider the estimated student enrollment count, as previously invoiced, to be Customer's actual student enrollment count and no adjustment to Customer's ATI account will be made, or (ii) issue an invoice to Customer based on Customer's actual student enrollment count, as indicated in ATI systems. Nothing herein shall relieve Customer of its obligation to report to ATI and pay ATI for increased student enrollment in all applicable cohorts. If Customer is only ordering shippable products, shipment will happen in conjunction with invoicing of customer's order. ATI will invoice Customer for such products upon shipment.

Repeat Students: If Customer purchases access to any ATI bundle of products and services (such as ATI Complete, Optimal, Supreme, Basic, or CARP) for any cohort(s) specified in this ATI [Quote] and requires any student from a cohort to repeat a course, term, or semester with a different cohort (each referred to as a "Repeat Student"), then, in addition to the cost noted in this ATI [Quote], the Customer will pay ATI's current additional rate for each Repeat Student ("Repeat Student Rate"). This Repeat Student Rate covers the Repeat Student's use of ATI products and services during the repeated course, term, or semester. After this period, the Customer shall pay ATI the standard per-student cost applicable to other students in the Repeat Student's new cohort. For clarity, students that use ATI's Virtual-ATI services (for an additional 12 weeks) are not considered "Repeat Students" under this section.

Customer Purchase Orders. Customer Purchase Orders. If a purchase order is required by Customer to make payment, then Customer will provide a purchase order to ATI at the same time Customer provides ATI with its student enrollment count for each payment period under this ATI Quote, provided that, (i) any preprinted terms on Customer's purchase orders shall be superseded by and replaced with these General Terms; and (ii) Customer's failure to provide a purchase order within the time period specified herein shall not delay ATI's invoicing or Customer's payment of all applicable invoices in accordance with these General Terms.

Customer Payment. All ATI invoices are due and payable net 30 calendar days from the invoice date, however, based on Customer's credit history, ATI reserves the right to require advance payment of all or a portion of any ATI Quote. Any amounts which are not paid when due shall bear interest at three percent (3%) per month or the maximum legal rate, if less, provided that the foregoing interest will not apply if Customer is a Public Entity (defined below). ATI also reserves the right to suspend or terminate online access to ATI products, cease ATI services, and stop ATI shipments to Customer in the event any payment is more than 30 calendar days overdue to ATI and ATI will not be liable for any claims or expenses relation to such termination or suspension. Shipping and handling costs, as well as any tax owed by Customer, will be added to the purchase amount. If Customer is tax-exempt, Customer shall provide Customer's tax-exempt certificate prior to invoicing by ATI. The fee for any student transferring into a cohort after commencement of said cohort shall be prorated based on the number of terms/semesters of such cohort and ATI will adjust Customer's balance to account for any necessary additional invoiced amounts due to ATI.

ATI Remote Proctoring Services. If Customer is ordering ATI Remote Proctoring Services under this ATI Quote, ATI proctored assessments administered by Customer may be proctored with use of ATI Remote Proctoring Services described at <https://atitesting.com/remote-proctoring-terms/>. Also, for test security purposes, if Customer is ordering use of ATI Capstone and/or Virtual-ATI, Customer's administration of ATI Capstone assessments and Virtual-ATI assessments will require that Customer utilize ATI's Remote Proctoring Services. ATI Remote Proctoring Services are an additional measure of test security designed to enhance the overall integrity of the testing process for ATI's proctored exams and, accordingly, use of ATI Remote Proctoring Services does not relieve Customer of its proctoring obligations or duty to ensure a secure test environment when administering ATI assessments.

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Electronic Signature: Customer agrees that its electronic signature, below, is the legal equivalent and as valid as Customer's handwritten signature on this ATI Quote. The individual signing on behalf of Customer, below, represents and confirms that he/she is authorized to sign this ATI Quote on behalf of Customer and that his/her electronic signature constitutes Customer's agreement with the terms herein.

Customer's Order Confirmation

Accepted by: _____

Date: _____

Signature of Customer's Authorized Representative



Client Executive: Tierney O'Brien

Phone:

Email: Tierney.O'Brien@atitesting.com

Bill To:

5001 Lake land Blvd
Mattoon, IL 61938
US

Ship To:

5001 Lake land Blvd
Mattoon, IL 61938
US

Customer: Lake Land College ADN

Customer ID: 7973

Quote Date: 2/27/2024

Installment Schedule

Expected Invoice Date	Est. # of Students	Installment Price Per Student	Installment Amount
1225 PN-RN - Institution Pay			
September 2024	24	\$693.75	\$16,650.00
Est. Cohort Total: \$16,650.00			
0526 - Institution Pay			
August 2024	72	\$693.75	\$49,950.00
December 2024	72	\$693.75	\$49,950.00
August 2025	72	\$693.75	\$49,950.00
December 2025	72	\$693.75	\$49,950.00
Est. Cohort Total: \$199,800.00			
0525 PN-RN - Institution Pay			
June 2024	12	\$693.75	\$8,325.00
Est. Cohort Total: \$8,325.00			

*Estimated number of students at time of quoting. This number is subject to change based on enrollment updates.

Estimated Tax	\$0.00
Payment Terms	Net 30



ATI Resources Included

ATI Enhanced or Remote Proctoring
Engage Maternal Newborn RN
Engage Pediatrics RN
RN ATI Comprehensive Live NCLEX Review
RN BoardVitals
RN e-books
RN Review Modules
Setup Fee

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

ATI Essentials RN - Module B:
Civility Modules
Dosage & Calc Tutorial
RN Dosage & Calc Proctored Assessments
Engage Fundamentals RN
Pharm Made Easy
Skills Modules
Engage Community & Public Health RN
Engage Mental Health RN
Engage Adult Medical Surgical RN

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

ATI Essentials RN - Module C:
EHRTutor
HealthAssess



Nurse's Touch

Nurse's Touch Informatics and Technology Practice Assessment

RN Real Life Clinical Reasoning Scenarios

Virtual Clinicals Swift River

ATI Essentials RN - Assessment Module Proctored:

RN Assessment & Remediation (9 content areas)

RN Comprehensive Predictor

Critical Thinking Entrance/Exit exams

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Miscellaneous. For purposes of this ATI Quote, the term "Public Entity" refers to any ATI customer that is an institution which operates as part of a government (state, community, local) agency or entity organized under applicable state law. This ATI Quote is governed by the laws of the State of Kansas, unless Customer is a Public Entity, in which case, governing law will be the laws of the state where Customer's primary facility is located. Although disagreements rarely arise, any issues not resolved to Customer's satisfaction will be resolved by arbitration under the laws of the State of Kansas, provided that this clause will not apply to any Public Entity. While every effort has been made to make ATI products and services error-free and as complete and accurate as possible, ATI assumes no liability for errors or omissions in ATI products and services, and provides the products and services, as-is without warranty. SIMILARLY, NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE IS PROMISED, EXPRESS OR IMPLIED, WITH RESPECT TO ANY ATI PRODUCT OR SERVICE. ATI SHALL NOT BE LIABLE FOR UNAUTHORIZED USE OF ATI PRODUCTS OR SERVICES, OR ALTERATION, THEFT, OR DESTRUCTION OF CUSTOMER'S DATA, FILES OR PROGRAMS. ATI DOES NOT ASSUME, AND HEREBY EXPRESSLY DISCLAIMS, ANY RESPONSIBILITY FOR, OR WARRANTY REGARDING, CUSTOMER'S ABILITY TO SATISFY OR MEET ANY ACCREDITATION REQUIREMENTS. CUSTOMER IS SOLELY AND EXCLUSIVELY RESPONSIBLE FOR MONITORING AND VERIFYING INPUT TO THE ATI PRODUCTS AND SERVICES (INCLUDING WITHOUT LIMITATION NURSING PROGRAM DATA) AND FOR DETERMINING THE ACCURACY, COMPLETENESS OR APPROPRIATENESS OF ANY FINANCIAL, CLINICAL OR MEDICAL INFORMATION OR OTHER OUTPUT PROVIDED BY ATI PRODUCTS AND SERVICES. To stay current and better address the needs of our customers, ATI reserves the right to change the content of our products and services at any time, without notice. THE LIABILITY OF ATI, ITS LICENSORS AND SUPPLIERS AND



THEIR RESPECTIVE AFFILIATES, UNDER THIS ATI QUOTE, ACTUAL OR IMPLIED, IS LIMITED TO THE FEES PAID BY CUSTOMER TO ATI FOR THE PRODUCTS AND SERVICES ORDERED IN THIS ATI QUOTE. Other general information regarding Customer's order of ATI products and services is at: <http://www.atitesting.com/ordering-information.aspx>. All subsequent orders with ATI will be governed by these General Terms, unless Customer signs a separate ATI Quote for any such order(s).

ATI Products and Services used for Program Administration. Certain ATI products and services are provided for use by Customer's nursing program administration and not by Customer's students. In connection with such use, Customer agrees to: (i) comply with all laws regarding posting of personally identifiable information and Customer's program data in connection with use of ATI products and services; (ii) be responsible for maintaining access to such ATI products and services, which will include tracking log-in accounts and ensuring that adequate security precautions are in place to protect username and password information for such accounts; and (iii) assume full responsibility for all aspects of Customer's nursing program's licensure, credentialing and accreditation; ATI assumes no responsibility for any aspect of the foregoing.

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

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

High-Stakes Use; Compliance with Laws and Standards:

(a) ATI discourages use of ATI products, services and assessments as the sole criterion to determine student advancement, graduation, or readiness to sit for any licensure exam ("High-Stakes Use"). ATI disclaims any and all responsibility, liability or obligation in connection with any High-Stakes Use, policy or practice by Customer. Customer shall defend, indemnify and hold harmless ATI and its affiliates, directors, employees, agents, successors and assigns from and against any claim, liability, damage, cost or expense arising out of or related to Customer's High-Stakes Use of any ATI products, services or assessments, provided that, the foregoing indemnification obligation shall not apply to Customer if Customer is a Public Entity.

(b) IT IS THE SOLE AND EXCLUSIVE RESPONSIBILITY OF CUSTOMER TO ENSURE CUSTOMER'S USE OF ATI PRODUCTS AND SERVICES IS COMPLIANT WITH LAWS, REGULATIONS, POLICIES, ACCREDITATION REQUIREMENTS AND STANDARDS APPLICABLE TO CUSTOMER; ATI DISCLAIMS ANY OBLIGATION OR LIABILITY ARISING OUT OF CUSTOMER'S FAILURE TO SO COMPLY.

Controlling Terms: The terms in this ATI Quote supersede and replace the terms in all prior ATI Quotes and will govern existing and future Customer cohorts using ATI products and services.

Live Review and Virtual-ATI: If Customer is ordering ATI Live NCLEX Review services, Customer's use of these services is subject to terms found at <https://atitesting.com/live-review-terms-and-conditions/>. If Customer is ordering ATI Virtual-ATI services, Customer's use of these services is subject to terms found at <https://atitesting.com/docs/default-source/product-integration/nclex-services/virtual-ati/virtual-ati-terms.pdf>.

Electronic Signature: Customer agrees that its electronic signature, below, is the legal equivalent and as valid as Customer's handwritten signature on this ATI Quote. The individual signing on behalf of Customer, below, represents and confirms that he/she is authorized to sign this ATI Quote on behalf of Customer and that his/her electronic signature constitutes Customer's agreement with the terms herein.

Customer's Order Confirmation

DocuSigned by:

Accepted by:

63990EE9A7EB4E2...

Signature of Customer's Authorized Representative

Date: 4/2/2024 | 11:39 AM CDT

MEMO

TO: Dr. Josh Bullock, President

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

DATE: August 12, 2025

RE: June FY25 Financial Statement Summary

Please find below a summary of June's actual results compared to the approved budget. As we have reached the end of fiscal year 2025, it is important to note that these are unaudited results. At this time, there are no results, concerns, or indications that I'm aware of that would create cause for concern with the fiscal audit 2025 underway.

June - Noteworthy Events Impacting Results

- Excess Revenue over Expenditures – We finished June unfavorably at \$2.09M, which includes \$1.37M of funds transferred out, which is reflective of year-end transfers to other funds from Fund1/2.
- Revenue – Revenue for June was favorable at \$218.5K. YTD, we're unfavorable by \$676K, which is an improvement of about \$221K over May. \$102K is associated with a CPPRT payment we received, and \$109K is related to the Marshall location year-end donation recognized as an in-kind gift. The CPPRT payment reduced the YTD budgetary gap to just over \$371,000.
- Expenditures – June monthly figures reflect year-end adjustments related to the audit that is underway, the past practice of trueing up the budget at year-end, along with the movement of expenses incurred in FY2025 that should be reflected in FY2026, where the revenue exists. Importantly, we finished the year favorable \$2.5M with expenditures to budget.
- Funds – There are no noteworthy events reflected in the Q4 individual funds.

Recommended motion: Approve as presented the June 2025 Financial Statements.

	June		YTD	
	<u>Actual V. Budget</u>		<u>Actual V. Budget</u>	
Total Revenue	\$218,538	●	(\$675,730)	●
Local Services	\$102,391	●	(\$267,483)	●
ICCB Credit Hour Grant	(\$14,247)	●	(\$543,939)	●
ICCB Equalization Grant	\$0	●	\$0	●
Other State Sources	\$85,679	●	(\$139,424)	●
Tuition & Fees	(\$37,127)	●	(\$63,836)	●
Other Revenue	(\$29,296)	●	\$148,838	●
Total Expenditures	\$2,013,102	●	\$3,213,363	●
Salaries & Wages	(\$1,301,167)	●	\$1,109,191	●
Employee Benefits (overall)	\$435,391	●	\$147,901	●
Instructional	(\$460,126)	●	\$252,426	●
Academic Support	(\$520,878)	●	(\$85,306)	●
Student Services	(\$153,282)	●	\$492,035	●
Public Service/Continuing Education	(\$666)	●	\$321,306	●
Operations & Maintenance	(\$150,209)	●	\$625,682	●
Institutional Support	(\$2,015,722)	●	\$917,695	●

● Favorable

● Unfavorable - No Concerns at this time.

● Unfavorable - Concerned

Other Funds	<u>YTD - FY25</u>		<u>YTD - FY25</u>		<u>YTD - FY25</u>	
	<u>Revenues</u>		<u>Expenditures</u>		<u>Net Excess</u>	
Fund 03 - Op. & Maint. Restricted Fund	\$10,005,399	●	\$3,808,579	●	\$12,966,204	●
Fund 04 - Bond & Interest Fund	\$84,027	●	(\$576,539)	●	(\$492,512)	●
Fund 05 - Auxiliary & Enterprise Fund	(\$574,453)	●	\$135,400	●	(\$439,053)	●
Fund 06 - Restricted Fund	(\$11,900,564)	●	\$11,929,372	●	\$28,808	●
Fund 11 - Audit Fund	\$3,135	●	\$96	●	\$3,231	●
Fund 12 - Tort Fund	\$25,011	●	(\$167,037)	●	(\$142,026)	●

* Note - Financial amounts noted are the variance of actuals to budget.

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY24 Final Audited Numbers	FY25 Annual Budget
Revenues:										
102,391	-	102,391	Local Sources	11,988,495	12,255,978	(267,483)	-2.18%	11,748,084	11,748,084	12,255,978
250,988	265,235	(14,247)	ICCB Credit Hour Grant	3,897,018	4,440,957	(543,939)	-12.25%	4,911,960	4,911,960	4,440,957
574,383	574,383	0	ICCB Equalization Grant	6,892,600	6,892,600	-	0.00%	7,054,330	7,054,330	6,892,600
136,299	50,620	85,679	Other State Sources	1,132,822	1,272,246	(139,424)	-10.96%	1,020,390	1,020,389	1,272,246
-	818	(818)	Tuition	7,978,767	8,186,725	(207,958)	-2.54%	7,871,510	7,871,510	8,186,725
70,685	106,994	(36,309)	Fees	4,059,851	3,915,729	144,122	3.68%	4,001,134	4,001,134	1,685,452
84,616	113,911	(29,296)	Other Revenue	1,834,290	1,685,452	148,838	8.83%	2,132,002	2,139,472	3,915,729
111,137	-	111,137	Gift in Kind	190,113	-	190,113	0.00%	227,623	227,623	-
1,330,499	1,111,962	218,538	Total Revenues	37,973,957	38,649,687	(675,730)	-1.75%	38,967,033	38,974,502	38,649,687
Expenditures:										
Instructional										
117,686	(480,113)	(597,799)	Salary and Wages	10,992,668	10,660,542	(332,126)	-3.12%	10,975,703	11,590,569	10,660,542
179,410	394,094	214,684	Employee Benefits	2,217,299	2,433,060	215,761	8.87%	2,190,878	2,186,614	2,433,060
21,614	1,994	(19,620)	Contractual Services	498,941	669,937	170,996	25.52%	449,167	448,616	669,937
77,266	15,387	(61,879)	General Materials and Supplies	720,865	875,650	154,785	17.68%	688,721	758,016	875,650
10,765	23,593	12,828	Travel and Meeting Expenses	92,291	177,139	84,848	47.90%	83,929	84,029	177,139
324	-	(324)	Fixed Charges	78,877	99,375	20,498	20.63%	55,410	55,410	99,375
13,015	5,000	(8,015)	Capital Outlay	94,072	31,735	(62,337)	-196.43%	216,190	139,191	31,735
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	-	-	-	0.00%	79,000	-	-
420,081	(40,045)	(460,126)	Total Instructional	14,695,012	14,947,438	252,426	1.69%	14,738,997	15,262,445	14,947,438
Academic Support										
74,938	(186,438)	(261,376)	Salary and Wages	592,684	526,799	(65,885)	-12.51%	667,721	667,665	526,799
18,669	(174,395)	(193,064)	Employee Benefits	217,385	4,776	(212,609)	-4451.62%	156,213	155,882	4,776
-	-	-	Contractual Services	-	-	-	0.00%	-	-	-
19,693	(10,129)	(29,822)	General Materials and Supplies	249,269	458,500	209,231	45.63%	211,693	211,727	458,500
1,015	(35,600)	(36,615)	Travel and Meeting Expenses	29,543	13,500	(16,043)	-118.84%	35,588	35,588	13,500
-	-	-	Fixed Charges	-	-	-	0.00%	-	-	-
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	-	-	-	0.00%	-	-	-
114,316	(406,562)	(520,878)	Total Academic Support	1,088,881	1,003,575	(85,306)	-8.50%	1,071,215	1,070,862	1,003,575
Student Services										
217,823	301,107	83,284	Salary and Wages	2,092,028	2,702,692	610,664	22.59%	2,149,633	2,144,939	2,702,692
55,933	(138,303)	(194,236)	Employee Benefits	677,000	514,830	(162,170)	-31.50%	527,728	546,565	514,830
-	-	-	Contractual Services	11,297	13,477	2,180	16.18%	10,906	10,906	13,477
18,950	26,826	7,876	General Materials and Supplies	127,476	176,604	49,128	27.82%	107,167	107,167	176,604
26,006	(24,200)	(50,206)	Travel and Meeting Expenses	113,202	104,435	(8,767)	-8.39%	111,854	99,089	104,435
-	15,000	15,000	Fixed Charges	-	15,000	15,000	0.00%	-	-	15,000
-	(15,000)	(15,000)	Other Expenditures	14,000	-	(14,000)	100.00%	14,850	14,850	-
318,712	165,430	(153,282)	Total Student Services	3,035,003	3,527,038	492,035	13.95%	2,922,138	2,923,515	3,527,038
Public Service/Cont Ed										
54,365	54,373	7	Salary and Wages	522,267	706,838	184,571	26.11%	472,854	472,854	706,838
10,303	6,823	(3,480)	Employee Benefits	95,856	79,937	(15,919)	-19.92%	75,054	56,217	79,937
10,610	4,000	(6,610)	Contractual Services	44,258	68,000	23,742	34.91%	64,156	64,382	68,000
20,472	28,420	7,948	General Materials and Supplies	107,525	223,239	115,714	51.83%	108,125	108,832	223,239
2,067	4,317	2,250	Travel and Meeting Expenses	33,951	47,404	13,453	28.38%	20,331	20,631	47,404
9,609	8,828	(782)	Fixed Charges	119,611	119,290	(321)	-0.27%	104,500	104,500	119,290
-	-	-	Capital Outlay	14,933	15,000	67	0.45%	13,195	17,571	15,000
-	-	-	Other	-	-	-	0.00%	4,676	-	-
-	-	-	G/K	-	-	-	0.00%	300	-	-
107,427	106,761	(666)	Total Public Service/ Cont Ed	938,402	1,259,708	321,306	25.51%	863,191	844,987	1,259,708
Operations & Maintenance										
112,804	229,799	116,995	Salary and Wages	1,168,739	1,654,418	485,679	29.36%	1,180,744	1,180,744	1,654,418
32,498	40,275	7,777	Employee Benefits	365,578	471,834	106,256	22.52%	384,727	384,727	471,834
104,643	9,888	(94,755)	Contractual Services	628,218	388,827	(239,391)	-61.57%	748,264	502,268	388,827
64,424	2,500	(61,924)	General Materials and Supplies	333,548	252,000	(81,548)	-32.36%	326,639	314,848	252,000
280	-	(280)	Travel and Meeting Expenses	571	7,290	6,719	92.17%	501	501	7,290
109,137	90,750	(18,387)	Fixed Charges	127,671	104,000	(23,671)	-22.76%	18,342	122,282	104,000
220,281	134,194	(86,087)	Utilities	1,441,649	1,764,078	322,429	18.28%	1,413,447	1,413,447	1,764,078
18,000	(183,915)	(201,915)	Capital Outlay	192,917	-	(192,917)	100.00%	10,800	10,800	-
660	189,027	188,367	Contingency Funds	3,134	245,259	242,125	98.72%	820	820	245,259
-	-	-	G/K	-	-	-	0.00%	103,940	-	-
662,727	512,518	(150,209)	Total Operation and Maint	4,262,024	4,887,706	625,682	12.80%	4,188,226	3,930,438	4,887,706
Institutional Support										
947,620	305,342	(642,278)	Salary and Wages	3,813,291	4,039,579	226,288	5.60%	4,137,598	4,127,416	4,039,579
(508,706)	95,004	603,711	Employee Benefits	897,124	1,113,707	216,583	19.45%	1,115,505	1,104,149	1,113,707
387,103	19,814	(367,288)	Contractual Services	1,547,580	1,612,503	64,923	4.03%	1,602,436	1,602,266	1,612,503
250,476	426,205	175,729	General Materials and Supplies	1,134,702	1,935,520	800,818	41.37%	997,723	999,183	1,935,520
8,911	12,055	3,144	Travel and Meeting Expenses	150,072	272,059	121,987	44.84%	151,827	146,392	272,059
126,574	1,925	(124,649)	Fixed Charges	143,191	194,004	50,813	26.19%	15,940	15,940	194,004
496	100,000	99,504	Capital Outlay	118,704	263,450	144,746	54.94%	1,097,420	728,741	263,450
314,511	(638,679)	(953,190)	Contingency Funds	754,697	191,061	(563,636)	-295.00%	1,199,303	1,661,929	191,061
7,930	(801,536)	(809,466)	Other	484,686	49,175	(435,511)	-885.63%	972,783	564,066	49,175
938	-	(938)	Strategic Initiatives	109,317	400,000	290,683	100.00%	367,958	367,958	400,000
-	-	-	One Time Budget Requests	-	-	-	0.00%	-	-	-
-	-	-	G/K	-	-	-	0.00%	43,383	-	-
1,535,853	(479,870)	(2,015,722)	Total Institutional Support	9,153,363	10,071,058	917,695	9.11%	11,701,875	11,318,039	10,071,058
(216)	1,287,566	1,287,782	Scholarships, grants, waivers	598,041	1,287,566	689,525	100.00%	557,598	553,838	1,287,566
3,158,900	1,145,798	(2,013,102)	Total Expenditures	33,770,726	36,984,089	3,213,363	8.69%	36,043,240	35,904,124	36,984,089
(1,828,401)	(33,837)	(1,794,564)	Revenue Less Expenditures	4,203,231	1,665,598	2,537,633	152.36%	2,923,793	3,070,378	1,665,598
1,365,760	1,665,598	299,838	Transfers Out:	1,365,760	1,665,598	299,838	0.00%	2,041,251	2,047,014	1,665,598
Excess of Revenues over Expenditures & Transfers										
(3,194,161)	(1,699,435)	(2,094,402)		2,837,470	-	2,237,795	152.36%	882,542	1,023,364	-

Current Month				Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget Variance
1,525,236.62	224,069.86	(1,301,166.76)	Salary and Wages	19,181,676.89	20,290,868.00	1,109,191.11
(211,891.95)	223,499.38	435,391.33	Employee Benefits	4,470,242.61	4,618,144.00	147,901.39
523,969.97	35,696.28	(488,273.69)	Contractual Services	2,730,293.88	2,752,744.00	22,450.12
451,280.82	489,208.86	37,928.04	General Materials and Supplies	2,673,384.18	3,921,513.00	1,248,128.82
49,043.98	(19,835.48)	(68,879.46)	Travel and Meeting Expenses	419,629.37	621,827.00	202,197.63
245,644.98	101,502.59	(144,142.39)	Fixed Charges	469,349.20	516,669.00	47,319.80
220,281.14	134,193.95	(86,087.19)	Utilities	1,441,648.98	1,764,078.00	322,429.02
31,511.33	(78,915.00)	(110,426.33)	Capital Outlay	420,626.20	310,185.00	(110,441.20)
315,171.24	(449,652.00)	(764,823.24)	Contingency Funds	757,830.98	436,320.00	(321,510.98)
8,651.91	(816,536.00)	(825,187.91)	Other Expenditures	1,206,043.53	449,175.00	(756,868.53)
3,158,900.04	(156,767.56)	(3,315,667.60)	Total	33,770,725.82	35,681,523.00	1,910,797.18

Lake Land College
FY2025 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2024 Budgeted
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>	
Salary and Wages - Instructional	\$10,992,668	\$10,660,542	(\$332,126)	\$10,660,542
Salary and Wages - Acad. Support	\$592,684	\$526,799	(\$65,885)	\$526,799
Salary and Wages - Stud. Svcs	\$2,092,028	\$2,702,692	\$610,664	\$2,702,692
Salary and Wages - Public Svc.	\$522,267	\$706,838	\$184,571	\$706,838
Salary and Wages - Maintenance	\$1,168,739	\$1,654,418	\$485,679	\$1,654,418
Salary and Wages - Inst. Support	\$3,813,291	\$4,039,579	\$226,288	\$4,039,579
Total Salary and Wages	\$19,181,677	\$20,290,868	\$1,109,191	\$20,290,868

Employee Benefits	Year to Date			FY2024 Budgeted
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>	
Employee Benefits - Instructional	\$2,217,299	\$2,433,060	\$215,761	\$2,433,060
Employee Benefits - Acad. Support	\$217,385	\$4,776	(\$212,609)	\$4,776
Employee Benefits - Stud. Svcs	\$677,000	\$514,830	(\$162,170)	\$514,830
Employee Benefits - Public Svc.	\$95,856	\$79,937	(\$15,919)	\$79,937
Employee Benefits - Maintenance	\$365,578	\$471,834	\$106,256	\$471,834
Employee Benefits - Inst. Support	\$897,124	\$1,113,707	\$216,583	\$1,113,707
Total Employee Benefits	\$4,470,243	\$4,618,144	\$147,901	\$4,618,144

Jun-25

Operations & Maint Restricted--Fund 03

Current YTD Actual

Current YTD Budget

Variance

Previous YTD

Annual Budget

Revenues:

Local Sources	2,023,308	1,995,000	28,308	1,898,424	1,995,000
Bond Proceeds	4,935,000		4,935,000		
Debt Cert Proceeds	4,625,000		4,625,000		
Investment Income	417,091		417,091	500,242	
Total Revenues	12,000,399	1,995,000	10,005,399	2,398,665	1,995,000

Expenditures:

Student Center Renovations : Buildi			-		
Construction Proj : Site Improvemen	8,243,859	16,750,000	8,506,141	3,585,835	16,750,000
PHS Projects : Site Improvements	847,773				
New Site: Site Improvements			-	52,219	
Other	4,697,562		(4,697,562)		
Total Expenditures	13,789,195	16,750,000	3,808,579	3,638,054	16,750,000

Excess of Revenues over**Expenditures & Transfers**

(1,788,796)

(14,755,000)

12,966,204

(1,239,389)

(14,755,000)

Jun-25

Bond and Interest--Fund 04

Current YTD Actual

Current YTD Budget

Variance

Previous YTD

Annual Budget

Revenues:

General : Local Taxes	6,749,642	6,597,500	152,142	6,829,874	6,597,500
General : Investment Income	(544)		(544)	(8,597)	
General : Transfer from Other Funds	98,679	166,250	(67,571)	100,245	166,250
Total Revenues	6,847,777	6,763,750	84,027	6,921,522	6,763,750

Expenditures:

Work Cash Bonds : Debt Principal Pa			-		
Work Cash Bonds : Interest on Debt	170,087		(170,087)		
Work Cash Bonds : Other Fixed Charg			-	(1,072)	
Funding Bonds : Debt Principal Paym	6,179,669	6,185,000	5,331	5,885,003	6,185,000
Funding Bonds : Interest on Debt	629,783	575,750	(54,033)	821,440	575,750
Funding Bonds : Other Fixed Charges	1,500	3,000	1,500	1,000	3,000
Funding Bonds : Bond Is	359,249		(359,249)		
Administration : Intere			-		
Total Expenditures	7,340,289	6,763,750	(576,539)	6,706,371	6,763,750

Excess of Revenues over**Expenditures & Transfers**

(492,512)

-

(492,512)

215,151

-

Jun-25

Auxillary Enterprise Fund--Fund 05

	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Ag Judging Activity Fees	7,794	7,150	644	6,500	7,150
Ag Judging Transfer	31,451	31,260	191	23,047	31,260
Auto Shop	-	15,500	(15,500)	-	15,500
Athletics	343,948	1,112,748	(768,801)	896,986	1,112,748
Fitness Center	32,893	55,000	(22,107)	34,429	55,000
Bookstore	586,200	771,084	(184,884)	793,568	771,084
Print Shop	1,199,739	969,000	230,739	1,088,917	969,000
Food Service	62,909	16,800	46,109	13,707	16,800
College Farm	129,205	140,000	(10,795)	216,815	140,000
Comm Choir	-	5,100	(5,100)	-	5,100
Student Life	437,828	315,185	122,643	293,119	315,185
WLKL Radio Activity fees	2,160	1,210	950	1,100	1,210
Transfer for Tuition Waivers	661,457	630,000	31,457	552,106	630,000
Total Revenues	3,495,584	4,070,037	(574,453)	3,920,293	4,070,037
Expenditures:					
Ag Judging	40,209	37,760	(2,449)	29,547	37,760
Auto Shop	-	15,500	15,500	-	15,500
Athletics	1,090,358	1,098,248	7,890	867,407	1,098,248
Fitness Center	65,398	69,500	4,102	64,008	69,500
Bookstore	683,081	1,088,870	405,790	819,363	1,088,870
Print Shop	1,029,831	928,436	(101,395)	923,117	928,436
Food Service	121,836	9,659	(112,177)	8,066	9,659
College Farm	85,702	94,249	8,548	180,275	94,249
Comm Choir	-	5,100	5,100	-	5,100
Student Life	437,828	374,837	(62,992)	293,119	374,837
WLKL Radio	2,160	1,100	(1,060)	225	1,100
Tuition Waivers	661,457	630,000	(31,457)	552,106	630,000
Total Expenditures	4,217,859	4,353,259	135,400	3,737,233	4,353,259
Excess of Revenues over Expenditures & Transfers	(722,275)	(283,222)	(439,053)	183,060	(283,222)

Jun-25	Restricted Purposes Fund--Fund 06				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Adult Ed	578,478	615,459	(36,981)	632,258	615,459
Pathways	-	-	-	532,014	-
Perkins	507,279	516,076	(8,797)	462,570	516,076
WIOA	732,091	3,436,864	(2,704,773)	2,976,788	3,436,864
College Work Study	54,959	65,000	(10,041)	34,970	65,000
GAST	20,000	20,000	-	20,000	20,000
IL Cooperative Work Study	-	-	-	18,005	-
IPRF Grant	12,790	88,000	(75,210)	7,105	88,000
Veterans Services	147,208	520,000	(372,792)	83,595	520,000
ISAC MAP	1,457,658	1,520,000	(62,342)	1,544,206	1,520,000
Department Of Education	6,408,056	10,898,031	(4,489,975)	5,460,427	10,898,031
Direct loans	901,991	2,068,000	(1,166,009)	1,148,493	2,068,000
Corrections	10,284,094	13,704,206	(3,420,113)	8,774,555	13,704,206
Privately Funded Grant	1,326,385	812,752	513,634	2,268,916	812,752
TRIO SSS	302,602	325,137	(22,535)	288,187	325,137
TRIO DC	333,493	378,123	(44,630)	363,562	378,123
Total Revenues	23,067,084	34,967,649	(11,900,564)	24,615,651	34,967,649
Expenditures:					
Adult Ed	578,478	615,459	36,981	632,258	615,459
Pathways	-	-	-	532,014	-
Perkins	507,279	516,076	8,797	462,570	516,076
WIOA	731,455	3,436,864	2,705,409	2,976,788	3,436,864
College Work Study	54,959	65,000	10,041	34,970	65,000
GAST	20,000	20,000	-	20,000	20,000
IL Cooperative Work Study	-	-	-	18,005	-
IPRF Grant	12,790	88,000	75,210	7,105	88,000
Veterans Services	147,208	520,000	372,792	83,595	520,000
ISAC MAP	1,457,658	1,520,000	62,342	1,544,206	1,520,000
Department of Education	6,408,056	10,898,031	4,489,975	5,460,427	10,898,031
Direct loans	901,991	2,068,000	1,166,009	1,148,493	2,068,000
Corrections	10,255,923	13,704,206	3,448,283	8,774,555	13,704,206
Privately Funded Grant	1,326,385	812,752	(513,633)	2,268,916	812,752
TRIO SSS	302,602	325,137	22,535	288,187	325,137
TRIO DC	333,493	378,123	44,630	363,562	378,123
Total Expenditures	23,038,277	34,967,649	11,929,372	24,615,651	34,967,649
Excess of Revenues over Expenditures & Transfers	28,808	-	28,808	-	-

	Jun-25	Audit Fund--Fund 11				
		Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:						
Local Taxes		150,135	147,000	3,135	189,875	147,000
Total Revenues		150,135	147,000	3,135	189,875	147,000
Expenditures:						
Admin Staff Ful		28,333.00	28,224.40	(109)	27,138.84	28,224.40
Support Staff F		18,021.17	31,888.27	13,867	17,260.62	31,888.27
Medical Benefit		9,332.08	14,065.98	4,734	7,806.17	14,065.98
Life Insurance		27.18	31.05	4	27.07	31.05
Audit Services		88,900.00	70,000.00	(18,900)	72,627.00	70,000.00
Printing		-	500.00	500	-	500.00
Total Expenditures		144,613	144,710	96	124,860	144,710
Excess of Revenues over						
Expenditures & Transfers		5,521	2,290	3,231	65,015	2,290

Jun-25	Tort Fund--Fund 12				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	1,465,011	1,440,000	25,011	2,241,962	1,440,000
Misc Income			-	1,000	
Total Revenues	1,465,011	1,440,000	25,011	2,242,962	1,440,000
Expenditures:					
Student Services	129,608	93,972	35,637	92,428	93,972
Operations and Maintenance	233,037	237,989	(4,952)	190,314	237,989
Police Dept	705,979	568,175	137,803	534,866	568,175
Institutional Support	357,272	370,903	(13,631)	146,146	370,903
Fixed Charges-ins	832,359	820,179	12,180	744,868	820,179
Total Expenditures	2,258,255	2,091,218	(167,037)	1,708,623	2,091,218
Excess of Revenues over Expenditures & Transfers	(793,244)	(651,218)	(142,026)	534,339	(651,218)

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
August 18, 2025**

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

Arndt, Serenna

7/14/25-8/28/25

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Johns, Alexis	Newspaper Editor - Student Newspaper Primary Position Student Services Intern	8/5/25
Kegerreis, Andrea	Tutor - Bachelor's Degree Primary Position IEL Instructor	7/7/25
Koontz, Andie	Newspaper Editor - Student Newspaper Primary Position College Work-Study	8/5/25

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Bence, Casey	Student Services Intern Primary Position Communications Assistant	7/29/25
Blackford, Kaylee	Lab Student Assistant Primary Position Special Needs Note Taker	7/17/25
Carlin, Nathaniel	Student Services Intern Primary Position Newspaper Ed Student News	7/29/25
Ferguson, Brooke	Adjunct Faculty Math and Science Division Primary Position Engineering & Drafting	7/17/25
Kanyembo, Natasha	International Studies Student Assistant Student Services Intern Primary Position Bookstore Rush Worker	7/1/25 7/29/25
Manley, Breana	Student Services Intern Primary Position College Work-Study	7/29/25
Maphosa, Emmanuel	International Studies Student Assistant Primary Position Adm & Rec Data Entry Asst	7/1/25
Mtonga, Natasha	International Studies Student Assistant Primary Position Laker Mascot Talent	7/1/25
Nanjela, Lungowe	International Studies Student Assistant Primary Position Bookstore Rush Worker	7/1/25
Salami, Aisha	International Studies Program Assistant Primary Position Newspaper Ed Student News	7/1/25
Zimmerle, Jerad	Adjunct Faculty Math and Science Division Primary Position Adj Faculty Business	7/29/25

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

	Position	Effective Date
Full-time		
Carlisle, Michael	Correctional Construction Occ Instructor	7/21/25
Farmer, Paul	Correctional Office Assistant	7/28/25
Hotze, Erica	Surge Tech Pro Dir & Clinic Coor	8/22/25
McCann, Peggy	Associate Dean of Correctional Programs	7/28/25
Otten, Elizabeth	Correctional Career Technology Instructor	8/5/25
Pedigo, Cody	Correctional Automotive Technology Instructor	7/21/25
Rindlisbach, Grace	Correctional Horticulture Instructor	7/22/25
Spradlin, Lisa	Correctional Office Assistant	8/4/25
Part-time		
Babbs, Shelby	Dual Credit Coordinator	7/31/25
Cook, Jonathan	Tutor - Bachelor's Degree	8/11/25
Johns, Alexis	Student Services Intern	8/5/25
Letner, Deacon	Fitness Center Specialist	7/21/25
Vanneste, Elizabeth	Volleyball Assistant Coach	7/23/25
Will, Joshua	Accounting Assistant	7/22/25

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

	Position	Effective Date
Full-time		
Bennett, Judy	DevReading and Writing Instructor (Retired)	5/12/25
Heinen, Jaci	Correctional Commercial Cooking Instructor	8/6/25
Marler, Kristine	Cosmetology Instructor	8/7/25
Phipps, Cynthia	Business Instructor/ProCoord Acct (Retired)	8/7/25
Riggs, Jeffrey	Correctional Warehousing Instructor	8/15/25
Part-time		
Bauguess, Abigail	Community Learning Instructor	11/7/24
Bohac, Autumn	Adjunct Faculty Allied Health Division	5/12/25
Catt, Dannielle	Summer College for Youth Assistant	3/29/25
Coad, Samantha	IDOC CPR Instructor	6/30/25
Fearday, Erica	Adjunct Faculty Allied Health Division	5/12/25
Henderson, Caden	Lab Student Assistant	5/7/25
Jones, Monica	Community Learning Instructor	11/12/24
Manisa, Benjamin	Student Services Intern	5/15/25
Mason, Ronald	Tutoring Services Specialist	7/3/25
Merry-Niebrugge, Margaret	Clinical Dentist	11/11/24
Rincker, Madilyn	Human Resources Assistant	7/31/25
Robinson, Canyon	Fitness Center Specialist	6/17/25
Schultz, Emma	Adjunct Faculty Allied Health Division	5/12/25
Storm, Janalee	Cosmetology Receptionist	8/5/25
Upton, Joseph	Lab Student Assistant	5/1/24

Watters, Katherine	Community Learning Instructor	1/18/25
Wilson, Paul	Adjunct DOC College Funded Instructor	5/6/24
Woods, Devon	Fitness Center Specialist	5/8/25

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Cole, Bailey	Director of Annual Giving & Allum Relations Transferring from Foundation Awards & Corp	8/19/25
Nohren, Heather	Vice President for Student Services Transferring from Academic Counselor/Chair	8/18/25

Full-time Tenure Track

Haarman, Mindi	Cosmetology Instructor Transferring from Cosmetology Clinical Instructor	8/22/25
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