

# Lake Land College

District No. 517

## Board of Trustees

Agenda and Board Book

February 13, 2023

Regular Meeting No. 674



### 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

# Table of Contents

|   | Page |
|---|------|
| Agenda for February 13, 2023, Regular Meeting                   | 3    |
| Minutes for January 9, 2023, Regular Meeting                    | 6    |
| Supplemental Information for February 13, 2023, Regular Meeting | 17   |

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

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



Regular Meeting No. 674  
Monday, February 13, 2023, 6:00 p.m.  
Board and Administration Center, Room 011, Mattoon

***Agenda***

**I. Routine.**

**A. Call to Order.**

**B. Roll Call.**

**C. Consent Items.**

(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 January 9, 2023, Regular Meeting.
2. Approval of Minutes of January 9, 2023, Closed Session.
3. Approval of Agenda of February 13, 2023, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.  
For summary and details of bills refer to:  
<https://www.lakelandcollege.edu/board-of-trustees/bot-bills/>
5. Destruction of Tape Recording of the August 9, 2021, Closed Session.

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

### III. Committee Reports.

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

### IV. Business Items.

#### A. Non-Action Items.

|  | Board Book<br>Page<br>Number(s) |
|--|---------------------------------|
| 1. Faculty Focus on Advancing Student Success – Contextualizing Courses to Attract Students to Humanities Courses. |                                 |
| 2. Monthly Data Point Discussion – End of Term Enrollment.   | 17-24                           |
| 3. Spring 2023 Tenth Day Enrollment Report.  |                                 |
| 4. Calendar of Events.   | 25-27                           |

#### B. Action Items.

|  | Board Book<br>Page<br>Number(s) |
|--|---------------------------------|
| 1. Approval of Planned Retirement Requests.  | 28                              |
| 2. Approval of One-Year Contract Extension for the Calm App.   | 29-31                           |
| 3. Approval of Recipients for the Following Awards: <ul style="list-style-type: none"> <li>• Distinguished Service Award;</li> <li>• Alumnus Achievement Award;</li> <li>• Retiree Wall of Fame Inductees;</li> <li>• Pacesetter Award.</li> </ul> |                                 |
| 4. Approval of December 2022 Financial Statements.   | 32-44                           |
| 5. Approval of the Purchase of Semi-Truck for the College's CDL Program.   | 45                              |

Lake Land College Board of Trustees  
Agenda – February 13, 2023  
Page 3

- |   |       |
|---|-------|
| 6. Approval of Contract with Auditor.   | 46    |
| 7. Approval of Bid for Purchase of a Toyota Venza.  | 47-48 |
| 8. Approval for the Purchase of Vehicles for IDOC and IDJJ Administrators Usage.  | 49-50 |
| 9. Approval of Bids for Fork Lifts for Use by the IDOC Educational Programs at East Moline Correctional Center and Lincoln Correctional Center.   | 51-54 |
| 10. Acceptance of Proposed Revisions to Board Policy 07.24 – <i>Graduation Requirements</i> .   | 55-60 |
| 11. Closed Session.<br>Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(5), closed session is called to consider the purchase or lease of real property for the use of the College. |       |
| [Return to Open Session - Roll Call]  |       |
| 12. Approval of Human Resources Report.   | 61-64 |

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

**VI. Adjournment.**

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



Regular Board Meeting No. 673  
Board and Administration Center, Room 011  
Mattoon, IL  
January 9, 2023

**Minutes**

**Call to Order.**

Chair Sullivan called the January 9, 2023, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board & Administration Center, Mattoon, IL.

**Roll Call.**

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

**Trustees Absent:** None.

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

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

**Approval of Consent Items.**

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

1. Approval of Minutes of December 12, 2022, Regular Meeting.
2. Approval of Minutes of December 12, 2022, Closed Session.
3. Approval of Agenda of January 9, 2023, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

|                           |    |            |
|---------------------------|----|------------|
| Education Fund            | \$ | 367,601.53 |
| Building Fund             | \$ | 12,388.63  |
| Site & Construction Fund  | \$ | 37,237.90  |
| Bond & Interest Fund      | \$ | -          |
| Auxiliary Services Fund   | \$ | 83,497.86  |
| Restricted Purposes Fund  | \$ | 270,091.38 |
| Working Cash Fund         | \$ | -          |
| Audit Fund                | \$ | -          |
| Liability Insurance Fund  | \$ | 14,242.31  |
| Student Accts Receivables | \$ | 47,010.12  |
| Total                     | \$ | 832,069.73 |

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

5. Destruction of Tape Recording of the July 12, 2021, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

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

There were no public comments.

### **Committee Reports.**

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

Trustee Walk said some new laws from 2022 have an effective date of 1/1/2023 and the administration will review and make changes if needed. She said both chambers of the Illinois General Assembly returned to the State Capitol last week for a lame duck session scheduled from January 4 through 7 and on January 10. Inauguration for members of the 103rd General Assembly is Wednesday, January 11 and will include two individuals who are 23 year olds, which are the first from Generation Z. Trustee Walk said the Governor's State of the State / Budget Address is scheduled for February 15. She said education will continue to be a priority in 2023.

Lake Land College Board of Trustees  
Minutes – January 9, 2023  
Page 3 of 11

### **Resource & Development.**

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

### **Finance.**

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

### **Buildings & Site.**

Trustee Curtis said the Committee met on January 5, 2023, and discussed the naming recommendation for the West Building which will be discussed later in the agenda.

### **Foundation.**

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

- The Foundation is hosting our 3rd annual Love A Laker Giving Day on February 14, 2023. We will be seeking one-time donations on this day from employees, board members, alumni and community members. This year the Foundation is expanding efforts to local radio stations to encourage more community involvement.
- A scholarship donor/recipient luncheon is being planned for Wednesday, April 12, 2023, where donors will have the opportunity to meet their student recipients.
- The 2023-2024 Foundation scholarship application closes for the first cycle on January 31, 2023. The 2nd cycle will reopen the month of August.

### **Student Report.**

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

### **President's Report.**

- Lake Land received no payments from the Illinois Department of Corrections (IDOC) or the Illinois Department of Juvenile Justice (IDJJ) in December toward the FY 2023 outstanding balance. A total of \$2.0 million remains outstanding for IDOC and \$216,135 for IDJJ for FY 2023.
- In December, the College received payments from the State of Illinois for FY 2023 credit hour reimbursement of \$330,225 and an equalization payment of \$1.1 million. A total of \$3.0 million in credit hour reimbursement and \$3.3 million in equalization remain outstanding for FY 2023.
- The College received \$1.7 million in property tax payments in December.



Lake Land College Board of Trustees  
Minutes – January 9, 2023  
Page 4 of 11

## **Business Items.**

### **Non-action Items.**

#### **Quarterly Investment Report.**

Mr. Chris Considine, financial advisor with SC3F Wealth Management (formerly Wells Fargo), presented the Quarterly Investment Report for the period ending December 31, 2022.

#### **Recommendation of Naming Rights Advisory Committee for the Naming of West Building Room 111.**

Trustee Curtis presented on a recommendation received from Ms. Christi Donsbach, Executive Director for College Advancement, on behalf of the Lake Land College Foundation Board of Directors, for the Board to approve the naming of West Building Room 111 in memory of Mr. Donald Perry, a former instructor at Lake Land College from 1972 through 1997. He said per Board Policy 11.10, the Board will consider naming requests in the following year the recommendation is submitted. He said per Policy 11.10 (#1) the administrative process began with the Board Chair appointing an advisory committee. He said that during the December 2022 regular Board meeting Chair Sullivan appointed the members of the Buildings and Site Committee, along with President Bullock and Ms. Donsbach to comprise this naming advisory committee, and their meeting was held on January 5, 2023 for this naming request consideration. Trustee Curtis said the Committee's unanimous consensus recommendation was to approve this naming request as submitted. He also noted that per Board Policy 11.10 the Board must wait at least 120 days to take action on this request once the Naming Rights Advisory Committee submits a recommendation. Thus, this will be brought back to the Board for approval in June 2023 or later.

#### **Faculty Focus on Advancing Student Success – ICCB Pipeline for the Advancement of the Healthcare Workforce Program (PATH) Grant.**

Ms. Erin Swingler, Division Chair for Allied Health and Nursing Instructor, presented on how the College is utilizing the ICCB Pipeline for the Advancement of the Healthcare Workforce Program (PATH) Grant received and accepted by the Board of Trustees this past fall 2022.

#### **Monthly Data Point Discussion – Course Completion.**

Ms. Lisa Cole, Director of Data Analytics, presented highlights of the student course completion data – a student success key performance indicator we monitor over the long term.

#### **Strategic Planning Bi-Annual Report.**

Ms. Jean Anne Highland, Chief of Staff, provided highlights of the first Bi-Annual Report for the FY2023-2027 planning cycle.

#### **Calendar of Events.**

Lake Land College Board of Trustees  
Minutes – January 9, 2023  
Page 5 of 11

Trustees reviewed a calendar of upcoming events. Dr. Bullock highlighted the May 1, 2023, organizational meeting.

### **Action Items.**

#### **Approval of Annual Schedule of Board of Trustees Meetings.**

Trustees reviewed the proposed schedule of regular Board meetings to be held in 2023. Ms. Highland recommended that the Board approve the 2023 schedule of Board of Trustees meetings and said that regular Board meetings have traditionally been held on the second Monday of each month.

Trustee Curtis moved and Trustee Storm seconded to approve as presented the 2023 Schedule of Board of Trustees Meetings.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

#### **Approval of Faculty Seniority Listing.**

Trustees heard from Mr. Ike Nwosu, Vice President for Academic Services, for the Board to approve the Faculty Seniority Listing effective January 9, 2023. He said that Chapter 22 of the Illinois Revised Statutes, paragraph 103B-5, requires each community college district to establish a faculty seniority list no later than February 1 of each year and that this list must then be distributed to appropriate employee representatives. He also said Division Chairs and administrators have reviewed the list and believe it is in compliance with the Act.

Trustee Cadwell moved and Trustee Reynolds seconded to approve as presented the Faculty Seniority Listing effective January 9, 2023.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

#### **Approval of November 2022 Financial Statements.**

Lake Land College Board of Trustees  
 Minutes – January 9, 2023  
 Page 6 of 11

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

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

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried. Mr. Nuxoll presented to the Board of Trustees

### **Acceptance of John Ullrich Foundation Grant Award.**

Trustees heard a recommendation from Dr. Bullock that the Board accept grant funds from the John Ullrich Foundation. Trustees learned the grant funds will be used to provide individual scholarships to support students majoring in agriculture who are from Coles, Douglas, Macon, Piatt, and Moultrie counties. Grant funds will also be used to support a variety of instructional supplies and materials for the Agriculture Division.

Dr. Bullock said dollar amounts have been removed to comply with the Foundation's confidentiality guidelines and that the authority to issue a press release on this award rests solely with the John Ullrich Foundation.

Trustee Walk moved and Trustee Curtis seconded to accept as presented the John Ullrich Foundation grant award for FY2023.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

### **Acceptance of Illinois Manufacturing Excellence Center (IMEC)/Illinois Manufacturers Association (IMA) Skilled to Build: Developing the Future Manufacturing Workforce Grant.**

Trustees heard a recommendation from Dr. Bullock that the Board accept the one-year "Skilled to Build" community college grant for \$35,535.27 from the Illinois Manufacturing Excellence Center (IMEC) and the Illinois Manufacturer's Association (IMA). Trustees received the proposed budget for the grant that will be a collaborative effort for both the College, who seeks to train students for workforce ready jobs, and local manufacturers who want to fill their job

Lake Land College Board of Trustees  
 Minutes – January 9, 2023  
 Page 7 of 11

openings with well-trained, qualified welders. Trustees were provided a budget summary for the grant. Dr. Bullock said the college will use the grant funding to provide coursework, training and resources for nontraditional students to enter a new career path as welders as well as to strengthen relationships with local manufacturers who are in dire need of welders to fill their job openings. He said the grant requires in kind support from the College, which will include staff time for videography work and marketing materials, survey creation, dissemination and analysis as well as project management. Dr. Bullock said welding simulators from the technology division along with metal from manufacturing partners will also be part of the in-kind contributions for this project.

Trustee Reynolds moved and Trustee Storm seconded to accept as presented the one-year “Skilled to Build” community college grant for \$35,535.27 from the Illinois Manufacturing Excellence Center (IMEC) and the Illinois Manufacturer’s Association (IMA).

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

### **Approval of Bid for Tiling Services of Farmland.**

Trustees heard a recommendation from Mr. Nuxoll to approve the bid from Dean Drainage, LLC of Mattoon for \$63,308.50 for the Land Lab Tiling Project No. 2023-001. Trustees reviewed the bid tabulation sheet detailing Dean Drainage as the sole bidder. Trustees learned the tiling project is for the approximate 30-40 acres of farm ground located on the north and west side of the apartments adjacent to the land lab.

Dr. Bullock said that if this recommendation is approved by the Board, the administration will use Farm retained earnings to fund the project.

Trustee Curtis moved and Trustee Storm seconded to approve as presented the bid from Dean Drainage, LLC of Mattoon for \$63,308.50 for the Land Lab Tiling Project No. 2023-001.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

### **Declaration of Surplus Item(s) or Equipment.**

Lake Land College Board of Trustees  
 Minutes – January 9, 2023  
 Page 8 of 11

Mr. Nuxoll requested the Board declare as surplus a 2013 Ford Fusion Titanium Hybrid (Black), VIN: 3FA6P0RU5DR281977, Mileage-117,132 and technology equipment from the ISS Department including 12 Liebert 208v units and 13 Tripp-lite 110v units which are outdated battery backup units from the data center. He said that if these items are approved by the Board as surplus, then the administration will dispose of them in a manner most beneficial to the College.

Trustee Cadwell moved and Trustee Walk seconded to declare as surplus a 2013 Ford Fusion Titanium Hybrid and 25 outdated battery backup units previously used by the ISS Department in the data center so that the administration may dispose of these items or equipment in a manner most beneficial to the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

### **Approval of Quote by Grunloh Construction Inc. for Remodel of John Deere Tech Building Restrooms.**

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve the quote by Grunloh Construction, Inc. of Effingham for \$46,549 to renovate the three restrooms in the John Deere Tech Building on the College's main campus. Trustees reviewed the quote received from Grunloh Construction that details the scope of work and includes the removal and reinstallation of existing toilet accessories and existing plumbing features. Mr. Nuxoll reported these restrooms are very old and are in great need of a renovation.

Trustee Walk moved and Trustee Storm seconded to approve as presented the quote by Grunloh Construction, Inc. of Effingham for \$46,549 to renovate the three restrooms in the John Deere Tech Building on the College's main campus.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

### **Closed Session**

6:47 p.m. – Trustee Cadwell moved and Trustee Walk seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(2) and (5), to consider

Lake Land College Board of Trustees  
 Minutes – January 9, 2023  
 Page 9 of 11

collective negotiating matters and to consider the purchase or lease of real property for the use of the college.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

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

7:34 p.m.

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

**Trustees Absent:** None.

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

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

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

### **Additional Appointments**

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

|                     | <b>Position</b>   | <b>Effective Date</b> |
|---------------------|---|-----------------------|
| <b>Part-time</b>    |   |                       |
| Shanyurai, Terrence | Pathways Classroom Assistant<br>Primary position Laker Mascot | 12/13/22              |

### **New Hire-Employees**

**The following employees are recommended for hire**

|                         | <b>Position</b>                          | <b>Effective Date</b> |
|-------------------------|--|-----------------------|
| <b>Unpaid Volunteer</b> |  |                       |
| Cline, Carol            | Dual Credit Instructor                   | 1/9/23                |
| <b>Full-time</b>        |  |                       |
| Gough, Grayson          | Financial Aid Scholarship Specialist     | 1/10/23               |
| Rickett, Bradley        | Correctional Custodial Maintenance Instr | 12/13/22              |

Lake Land College Board of Trustees  
 Minutes – January 9, 2023  
 Page 10 of 11

### **Part-time**

|                  |  |          |
|------------------|--|----------|
| Arney, Megan     | Adjunct Faculty Allied Health Division | 1/9/23   |
| Bahney, Ethan    | Bookstore Rush Worker                  | 12/19/22 |
| Mambo, Esther    | Bookstore Rush Worker                  | 12/12/22 |
| Mambo, Ruth      | Bookstore Rush Worker                  | 12/12/22 |
| Manisa, Benjamin | Bookstore Rush Worker                  | 12/12/22 |
| Welch, Olivia    | Bookstore Rush Worker                  | 1/3/23   |

### **Terminations/Resignations**

**The following employees are terminating employment**

|                    | <b>Position</b>  | <b>Effective Date</b> |
|--------------------|--|-----------------------|
| <b>Full-time</b>   |  |                       |
| McHenry, Cassidy   | Correctional Office Assistant                                | 11/30/22              |
| Shook, Lisa        | Correctional Commercial Cooking Instructor                   | 12/30/22              |
| ZuHone, Richelle   | Aca Serv Spec for the Dean of Academic Serv.<br>(Retirement) | 12/30/22              |
| <b>Part-time</b>   |  |                       |
| Kilzer, Barbara    | Adjunct Faculty Allied Health Division                       | 11/11/22              |
| Pitts, Hayley      | College Work Study - Financial Aid                           | 12/9/22               |
| Repking, Mackenzie | Allied Health Clinical Instructor(hourly)                    | 9/18/22               |

### **Transfers/Promotions**

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

|                  | <b>Position</b>   | <b>Effective Date</b> |
|------------------|---|-----------------------|
| <b>Full-time</b> |   |                       |
| Batman, Ryan     | Technical Support Specialist<br>Transferring from Technical Support Assistant                               | 1/10/23               |
| Cruit, Laney     | Alternative Education Transition Coordinator<br>Transferring from Corr Career Tech Instr-Taylorville        | 1/23/23               |
| Homann, Ashley   | Administrative Assistant Allied Health Dental<br>Transferring from Allied Health Dental Clinical Instructor | 1/10/23               |
| Kaurin, Joy      | Perkins Specialist<br>Transferring from Trio Sss Advisor  | 1/31/23               |

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

**Approval of Purchase of Playground Equipment for Early Childhood Education Program.**

Lake Land College Board of Trustees  
 Minutes – January 9, 2023  
 Page 11 of 11

Trustees heard a recommendation by Mr. Nuxoll for the Board to approve the purchase of playground equipment from Playground Boss for \$41,446 for the Early Childhood Education Program, using funds from the Early Childhood Access Consortium for Equity Opportunity Grant. He said that after consulting with legal counsel, the administration does not feel a bid is necessary. Per 10.22.4 (F) – the College is exempt from bidding a contract for construction of a single project that does not exceed \$50,000 nor involve changing the size, type or extent of an existing facility. In addition, he said Playground Boss is a member the Interlocking Purchasing System (TIPS) which is an approved cooperative/consortium by the State of Illinois. Since the State of Illinois has approved the TIPS contract, a formal bidding process is not necessary.

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented the purchase of commercial playground equipment from Playground Boss for \$41,446 for the Early Childhood Access Consortium for Equity Opportunity Grant.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

**Motion carried.**

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

There was no additional discussion.

### **Adjournment.**

Trustee Walk moved and Trustee Storm seconded to adjourn the meeting at 7:38 p.m.

There was no further discussion.

Motion carried by unanimous voice vote.

Approved by:

\_\_\_\_\_  
 Board Chair

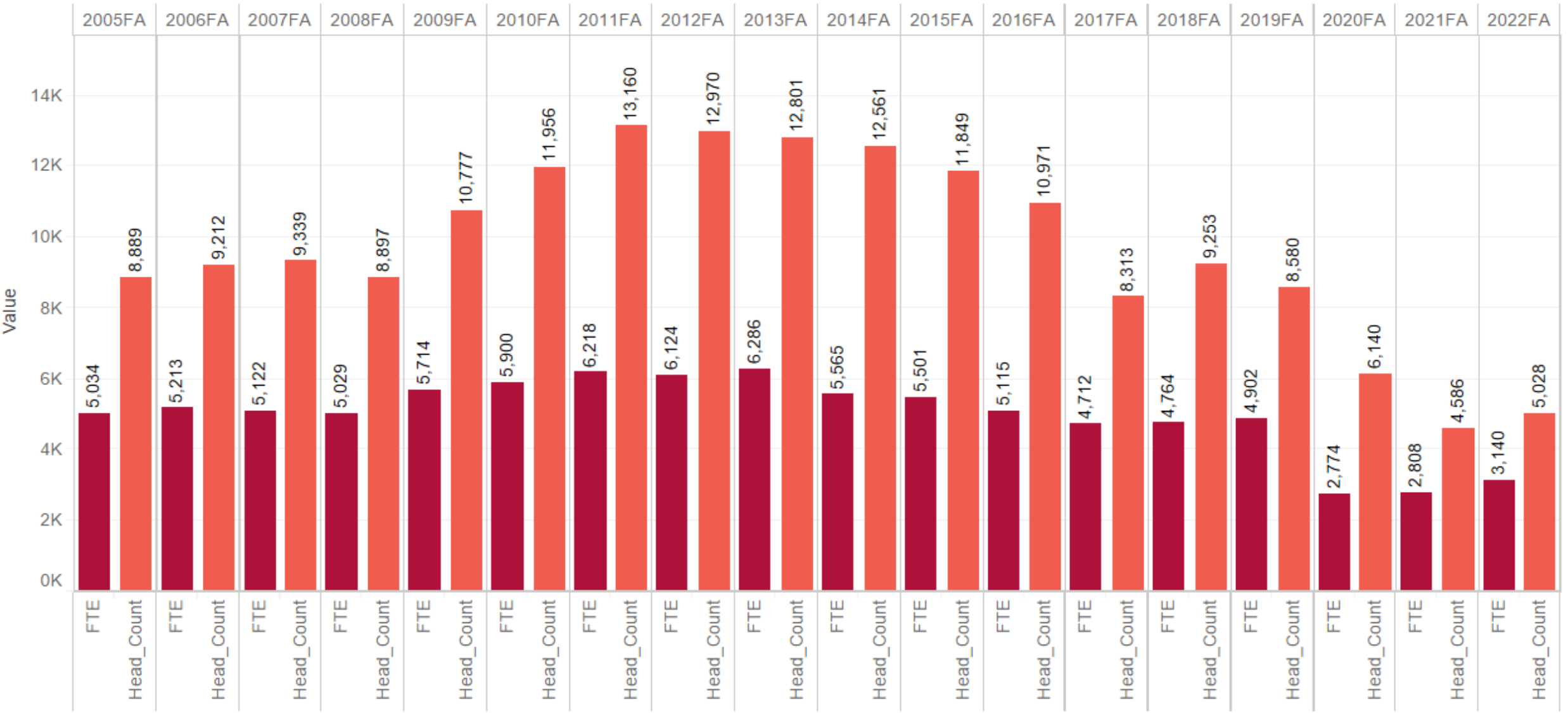
\_\_\_\_\_  
 Board Secretary

\*Note – See Board of Trustees web page for any referenced attachments to these minutes.  
[https://www.lakelandcollege.edu/col/board\\_minutes/](https://www.lakelandcollege.edu/col/board_minutes/)



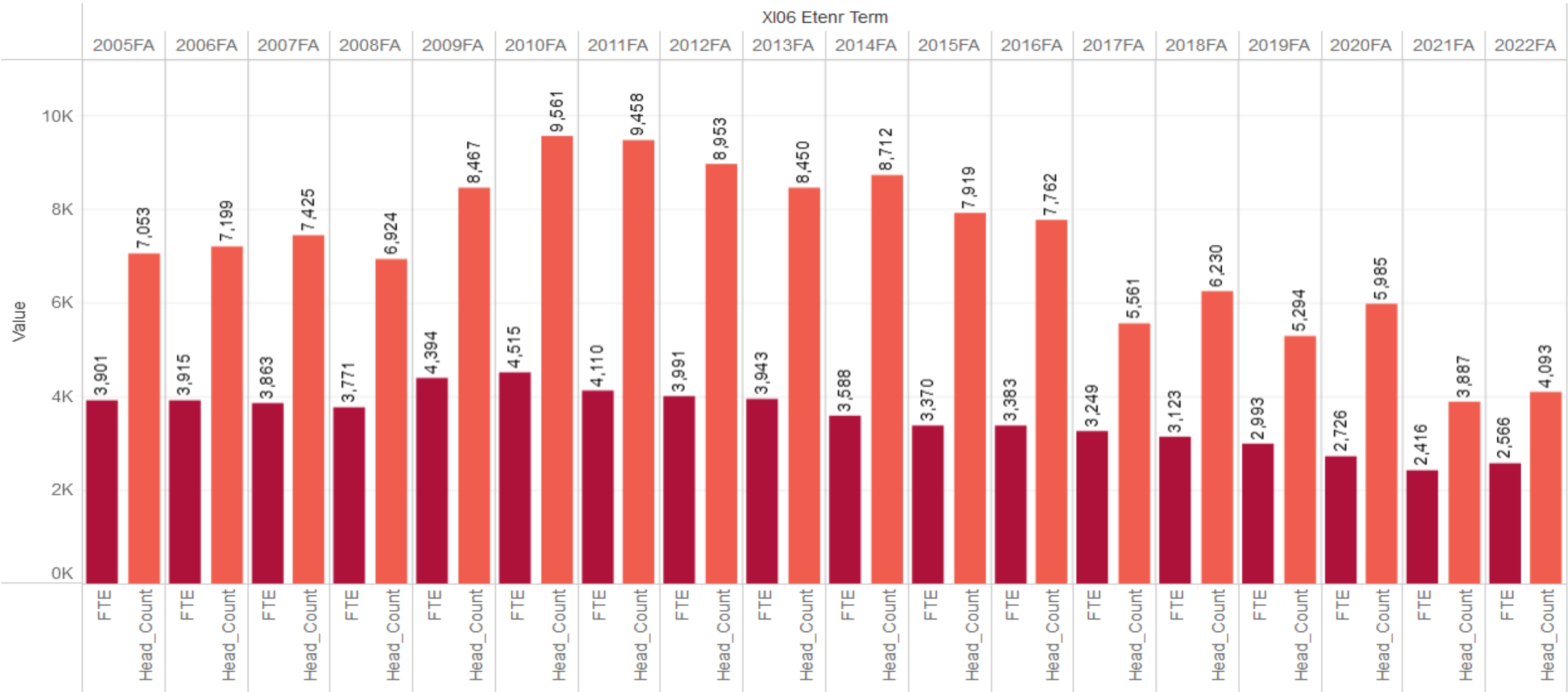
# Lake Land College End of Term Enrollment - Fall

Includes DOC



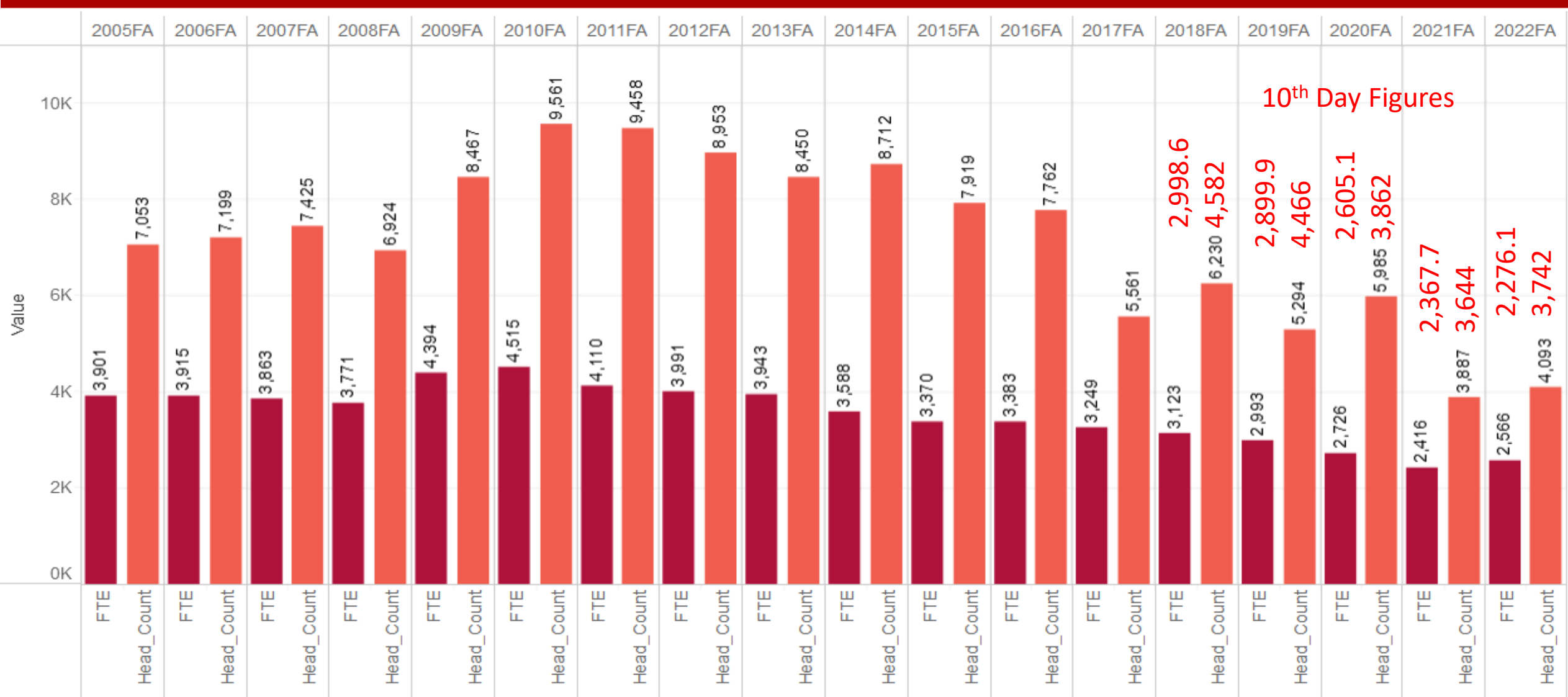
# Lake Land College End of Term Enrollment - Fall

Excludes DOC



# Lake Land College End of Term Enrollment - Fall

Excludes DOC



# Lake Land College

## End of Term Enrollment - Fall

### Comparing 10th Day to End of Term Campus

|                 | 10th Day | End of Term |      |
|-----------------|----------|-------------|------|
| 2022 Head Count | 3742     | 4093        | 9.4% |
| FTE             | 2276.1   | 2566        | 11%  |
| 2021 Head Count | 3644     | 3887        | 6%   |
| FTE             | 2367.7   | 2416        | 2%   |
| 2020 Head Count | 3862     | 5985        | 35%  |
| FTE             | 2605.1   | 2726        | 4%   |
| 2019 Head Count | 4466     | 5294        | 16%  |
| FTE             | 2899.9   | 2993        | 3%   |
| 2018 Head Count | 4582     | 6230        | 26%  |
| FTE             | 2998.6   | 3123        | 4%   |

### Comparing End of Term including DOC

|                 | Campus | Including DOC |       |
|-----------------|--------|---------------|-------|
| 2022 Head Count | 4093   | 5028          | 22.8% |
| FTE             | 2566   | 3140          | 18%   |
| 2021 Head Count | 3887   | 4586          | 15%   |
| FTE             | 2416   | 2808          | 14%   |
| 2020 Head Count | 5985   | 6140          | 3%    |
| FTE             | 2726   | 2774          | 2%    |
| 2019 Head Count | 5294   | 8580          | 38%   |
| FTE             | 2993   | 4902          | 39%   |
| 2018 Head Count | 6230   | 9253          | 33%   |
| FTE             | 3123   | 4764          | 34%   |

- 10<sup>th</sup> Day Enrollment is just a benchmark used to compare to other Colleges. Does not include short term training & DOC.
- End of Term includes all short term training and DOC Enrollment
- End of Term is what is used to calculate reimbursement from the state

# Lake Land College

## End of Term Enrollment - Fall

### Reimbursable Credit Hours

- In-district and In-State Students
- Includes student withdraws after mid-term
- Not repeated above allowable times
- College incurs instruction cost

### Non-Reimbursable Credit Hours

- Out of State Students
- Withdrew before Mid-term
- Grant Funds pay for Instruction

### Fall 2020

| Type                    | Reimbursable     |                 |                  | Non-Reimbursable |                 |               |                 | Total Hours      | Correctional Hours | Dual Credit |               | Dual Enrollment |           |
|-------------------------|------------------|-----------------|------------------|------------------|-----------------|---------------|-----------------|------------------|--------------------|-------------|---------------|-----------------|-----------|
|                         | In-District      | Out of District | Total            | In-District      | Out of District | Out of State  | Total           |                  |                    | Students    | Hours         | Students        | Hours     |
| Baccalaureate and Gen   | 21,670.50        | 1,831.50        | 23,502.00        | 1,272.50         | 153.50          | 518.00        | 1,944.00        | 25,446.00        | 246.00             | 1196        | 3698          | 9               | 30        |
| Business and Serv Occup | 3,002.00         | 660.00          | 3,662.00         | 161.50           | 22.00           | 80.50         | 264.00          | 3,926.00         | -                  | 66          | 189           | 3               | 9         |
| Technical Occup         | 3,779.50         | 701.00          | 4,480.50         | 119.50           | 9.00            | 75.00         | 203.50          | 4,684.00         | 304.00             | 250         | 521.5         | 0               | 0         |
| Health Occup            | 4,178.50         | 1,282.50        | 5,461.00         | 143.00           | 8.00            | 67.00         | 218.00          | 5,679.00         | -                  | 0           | 0             | 0               | 0         |
| Remedial                | 827.50           | 278.50          | 1,106.00         | 86.50            | 24.50           | 32.50         | 143.50          | 1,249.50         | 168.00             | 0           | 0             | 0               | 0         |
| Adult Educational/ESL   | 14.00            | -               | 14.00            | -                | -               | 14.00         | 14.00           | 28.00            | -                  | 0           | 0             | 0               | 0         |
|                         | <b>33,472.00</b> | <b>4,753.50</b> | <b>38,225.50</b> | <b>1,783.00</b>  | <b>217.00</b>   | <b>787.00</b> | <b>2,787.00</b> | <b>41,012.50</b> | <b>718.00</b>      | <b>1512</b> | <b>4408.5</b> | <b>12</b>       | <b>39</b> |

### Fall 2021

| Type                    | Reimbursable     |                 |                  | Non-Reimbursable |                 |               |                 | Total Hours      | Correctional Hours | Dual Credit |             | Dual Enrollment |           |
|-------------------------|------------------|-----------------|------------------|------------------|-----------------|---------------|-----------------|------------------|--------------------|-------------|-------------|-----------------|-----------|
|                         | In-District      | Out of District | Total            | In-District      | Out of District | Out of State  | Total           |                  |                    | Students    | Hours       | Students        | Hours     |
| Baccalaureate and Gen   | 18,728.50        | 1,967.00        | 20,695.50        | 1,104.50         | 125.00          | 399.00        | 1,628.50        | 22,324.00        | 501.00             | 1074        | 3263        | 4               | 12        |
| Business and Serv Occup | 2,812.00         | 1,174.00        | 3,986.00         | 142.00           | 10.00           | 35.00         | 187.00          | 4,173.00         | 756.00             | 65          | 187         | 0               | 0         |
| Technical Occup         | 3,822.50         | 5,117.00        | 8,939.50         | 120.50           | 25.00           | 63.00         | 208.50          | 9,148.00         | 4,556.00           | 312         | 716         | 0               | 0         |
| Health Occup            | 4,049.50         | 511.00          | 4,560.50         | 166.00           | 32.00           | 54.00         | 252.00          | 4,812.50         | -                  | -           | -           | 2               | 16        |
| Remedial                | 683.50           | 87.50           | 771.00           | 112.50           | 23.00           | 16.00         | 151.50          | 922.50           | 22.50              | -           | -           | -               | -         |
| Adult Educational/ESL   | 19.00            | -               | 19.00            | -                | -               | 23.00         | 23.00           | 42.00            | -                  | -           | -           | -               | -         |
|                         | <b>30,115.00</b> | <b>8,856.50</b> | <b>38,971.50</b> | <b>1,645.50</b>  | <b>215.00</b>   | <b>590.00</b> | <b>2,450.50</b> | <b>41,422.00</b> | <b>5,835.50</b>    | <b>1451</b> | <b>4166</b> | <b>6</b>        | <b>28</b> |

### Fall 2022

| Type                    | Reimbursable     |                  |                  | Non-Reimbursable |                 |               |                 | Total Hours      | Correctional Hours | Dual Credit |               | Dual Enrollment |           |
|-------------------------|------------------|------------------|------------------|------------------|-----------------|---------------|-----------------|------------------|--------------------|-------------|---------------|-----------------|-----------|
|                         | In-District      | Out of District  | Total            | In-District      | Out of District | Out of State  | Total           |                  |                    | Students    | Hours         | Students        | Hours     |
| Baccalaureate and Gen   | 19,539.00        | 2,355.00         | 21,894.00        | 1,089.50         | 120.00          | 456.50        | 1,666.00        | 23,560.00        | 1,056.00           | 1123        | 3382          | -               | -         |
| Business and Serv Occup | 2,887.50         | 1,102.50         | 3,990.00         | 163.00           | 9.00            | 27.00         | 199.00          | 4,189.00         | 740.00             | 67          | 190           | 8               | 24        |
| Technical Occup         | 4,195.50         | 7,751.50         | 11,947.00        | 117.50           | 11.50           | 39.00         | 168.00          | 12,115.00        | 7,051.00           | 289         | 623.5         | 0               | 0         |
| Health Occup            | 4,533.00         | 501.50           | 5,034.50         | 142.00           | -               | 63.00         | 205.00          | 5,239.50         | -                  | -           | -             | 2               | 6         |
| Remedial                | 640.00           | 340.00           | 980.00           | 63.50            | 16.50           | 40.50         | 120.50          | 1,100.50         | 255.00             | -           | -             | 1               | 8         |
| Adult Educational/ESL   | 29.00            | -                | 29.00            | -                | -               | 43.00         | 43.00           | 72.00            | -                  | -           | -             | -               | -         |
|                         | <b>31,824.00</b> | <b>12,050.50</b> | <b>43,874.50</b> | <b>1,575.50</b>  | <b>157.00</b>   | <b>669.00</b> | <b>2,401.50</b> | <b>46,276.00</b> | <b>9,102.00</b>    | <b>1479</b> | <b>4195.5</b> | <b>11</b>       | <b>38</b> |

11% increase

2% decrease

36% increase

# Historical Reimbursement Rate

## Historical Credit Hour Reimbursable Rate (Actual Rates)

| Fiscal Year Budget | Baccalaureate | Business | Technical | Health   | Remedial | ABE/ASE  | Total Average | Year's Credit Hours |
|--------------------|---------------|----------|-----------|----------|----------|----------|---------------|---------------------|
| 2019               | \$ 25.54      | \$ 33.91 | \$ 35.65  | \$ 62.17 | \$ 6.46  | \$ 62.95 | \$ 35.02      | 2017                |
| 2020               | \$ 29.84      | \$ 37.30 | \$ 37.26  | \$ 66.56 | \$ 14.10 | \$ 53.04 | \$ 37.40      | 2018                |
| 2021               | \$ 30.46      | \$ 41.38 | \$ 40.59  | \$ 67.40 | \$ 16.45 | \$ 63.96 | \$ 39.49      | 2019                |
| 2022               | \$ 32.09      | \$ 45.87 | \$ 40.41  | \$ 68.64 | \$ 16.44 | \$ 66.83 | \$ 41.01      | 2020                |
| 2023               | \$ 37.48      | \$ 46.93 | \$ 39.57  | \$ 78.61 | \$ 4.03  | \$ 77.33 | \$ 45.66      | 2021                |

## Credit Hour Rates based on Audited Unit Cost

What the state should be reimbursing compared to actual

| 2023 Budget      | Baccalaureate | Business    | Technical   | Health      | Remedial   | ABE/ASE     | Total Average |                  |
|------------------|---------------|-------------|-------------|-------------|------------|-------------|---------------|------------------|
|                  | \$ 163.17     | \$ 204.31   | \$ 172.24   | \$ 342.22   | \$ 17.56   | \$ 336.65   | \$ 198.76     | Should be Paying |
| State Adjustment | \$ (125.69)   | \$ (157.38) | \$ (132.68) | \$ (263.61) | \$ (13.53) | \$ (259.32) | \$ (153.11)   | -77% Adjustment  |
|                  | \$ 37.48      | \$ 46.93    | \$ 39.56    | \$ 78.61    | \$ 4.03    | \$ 77.33    | \$ 45.65      | Actual Rate      |

# Historical Reimbursement Rate (Actual Rates for Credit Hours)

**Historical Reimbursement Rates for Credit Hours**

| Fiscal Year Budget            | Baccalaureate | Business | Technical | Health | Remedial | ABE/ASE | Total Average |                 |
|-------------------------------|---------------|----------|-----------|--------|----------|---------|---------------|-----------------|
| 2005                          | 21.72         | 27.90    | 59.26     | 94.88  | 18.68    | 56.87   | 33.63         | 1.22% Reduction |
| 2006                          | 19.31         | 27.02    | 61.05     | 89.33  | 13.82    | 46.37   | 31.20         | 1.22% Reduction |
| 2007                          | 19.06         | 23.62    | 59.36     | 91.58  | 15.78    | 56.23   | 31.97         | 1.19% Reduction |
| 2008                          | 18.61         | 22.98    | 61.65     | 97.19  | 16.01    | 51.42   | 32.87         | 1.19% Reduction |
| 2009                          | 20.04         | 23.00    | 55.31     | 94.09  | 16.49    | 51.97   | 33.04         | 1.19% Reduction |
| 2010                          | 19.41         | 29.96    | 55.39     | 90.56  | 14.40    | 56.45   | 39.24         | 1.18% Reduction |
| 2011                          | 13.13         | 46.98    | 49.45     | 101.94 | 9.51     | 80.27   | 39.23         | 1.18% Reduciton |
| 2012                          | 13.13         | 46.98    | 49.45     | 101.94 | 9.51     | 80.27   | 39.23         | 1.18% Reduciton |
| ICCB Began a state adjustment |               |          |           |        |          |         |               |                 |
| 2013                          | 21.26         | 34.96    | 30.96     | 58.91  | 7.03     | 58.71   | 31.52         | -59% Adjustment |
| 2014                          | 21.98         | 35.66    | 31.80     | 54.87  | 9.66     | 57.49   | 31.97         | -61% Adjustment |
| 2015                          | 22.46         | 32.25    | 33.24     | 54.24  | 9.96     | 65.99   | 32.29         | -66% Adjustment |
| 2016*                         | 6.27          | 9.07     | 9.55      | 14.91  | 2.18     | 16.73   | 8.80          | -91% Adjustment |
| 2017*                         | 15.78         | 23.15    | 24.39     | 38.43  | 5.08     | 43.86   | 22.53         | -78% Adjustment |
| 2018                          | 25.01         | 29.73    | 29.84     | 45.41  | 10.63    | 89.95   | 32.21         | -81% Adjustment |
| 2019                          | 25.54         | 33.91    | 35.65     | 62.17  | 6.46     | 62.95   | 35.02         | -70% Adjustment |
| 2020                          | 29.84         | 37.30    | 37.26     | 66.56  | 14.10    | 53.04   | 37.40         | -76% Adjustment |
| 2021                          | 30.46         | 41.38    | 40.59     | 67.40  | 16.45    | 63.96   | 39.49         | -78% Adjustment |
| 2022                          | 32.09         | 45.87    | 40.41     | 68.64  | 16.44    | 66.83   | 41.01         | -79% Adjustment |
| 2023                          | 37.48         | 46.93    | 39.57     | 78.61  | 4.03     | 77.33   | 45.66         | -77% Adjustment |

\* Stopgap Budget Year

- 2011 and prior the reduction was noted for Operations and Maintenance Grant Allocation
- 2013 to remain within the budget a proration factor was established that reduced the reimbursement rate.



### Calendar of Events

|                           |   |
|---------------------------|---|
| Monday, February 13, 2023 | 1:30 p.m. – Employee Appreciation Event<br>Foundation and Alumni Center<br>5 p.m. – Board Dinner – Foundation and Alumni Center<br>6 p.m. – Board Meeting – Board and Administration Center, 011  |
| Thursday, March 9, 2023   | Buildings and Site Committee Meeting<br>8 a.m. – Board and Administration Center, 011<br>Finance Committee Meeting<br>9 a.m. – Board and Administration Center, 011<br>Resource and Development Committee Meeting<br>10 a.m. – Board and Administration Center, 011 |
| Monday, March 13, 2023    | 5 p.m. – Board Dinner – Foundation and Alumni Center<br>6 p.m. – Board Meeting – Board and Administration Center, 011   |
| Tuesday, April 4, 2023    | Consolidated Election, Including Community College Trustee Elections  |
| Thursday, April 6, 2023   | Buildings and Site Committee Meeting<br>8 a.m. – Board and Administration Center, 011<br>Finance Committee Meeting<br>9 a.m. – Board and Administration Center, 011<br>Resource and Development Committee Meeting<br>10 a.m. – Board and Administration Center, 011 |
| Monday, April 10, 2023    | 5 p.m. – Board Dinner – Foundation and Alumni Center<br>6 p.m. – Board Meeting – Board and Administration Center, 011   |
| Wednesday, April 12, 2023 | 11 a.m. – Foundation Scholarship & Donor Reception<br>Foundation and Alumni Center  |
| Monday, May 1, 2023       | 3:30 p.m. – Annual Organizational Meeting<br>Board and Administration Center, 011   |
| Thursday, May 4, 2023     | Buildings and Site Committee Meeting<br>8 a.m. – Board and Administration Center, 011<br>Finance Committee Meeting<br>9 a.m. – Board and Administration Center, 011<br>Resource and Development Committee Meeting<br>10 a.m. – Board and Administration Center, 011 |
| Monday, May 8, 2023       | 5 p.m. – Board Dinner – Foundation and Alumni Center<br>6 p.m. – Board Meeting – Board and Administration Center, 011   |
| Friday, May 12, 2023      | 6 p.m. – Commencement<br>Field House  |
| Wednesday, May 17, 2023   | 12 p.m. – 5 p.m. Board of Trustees Annual Retreat with Lunch<br>Board and Administration Center   |
| Thursday, June 8, 2023    | Buildings and Site Committee Meeting  |

8 a.m. – Board and Administration Center, 011  
 Finance Committee Meeting  
 9 a.m. – Board and Administration Center, 011  
 Resource and Development Committee Meeting  
 10 a.m. – Board and Administration Center, 011

Monday, June 12, 2023  
 5 p.m. – Board Dinner – Foundation and Alumni Center  
 6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, July 6, 2023  
 Buildings and Site Committee Meeting  
 8 a.m. – Board and Administration Center, 011  
 Finance Committee Meeting  
 9 a.m. – Board and Administration Center, 011  
 Resource and Development Committee Meeting  
 10 a.m. – Board and Administration Center, 011

Monday, July 10, 2023  
 5 p.m. – Board Dinner – Foundation and Alumni Center  
 6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, August 10, 2023  
 Buildings and Site Committee Meeting  
 8 a.m. – Board and Administration Center, 011  
 Finance Committee Meeting  
 9 a.m. – Board and Administration Center, 011  
 Resource and Development Committee Meeting  
 10 a.m. – Board and Administration Center, 011

Monday, August 14, 2023  
 5 p.m. – Board Dinner – Kluthe Center, Effingham  
 6 p.m. – Board Meeting – Kluthe Center, Effingham

Thursday, September 7, 2023  
 Buildings and Site Committee Meeting  
 8 a.m. – Board and Administration Center, 011  
 Finance Committee Meeting  
 9 a.m. – Board and Administration Center, 011  
 Resource and Development Committee Meeting  
 10 a.m. – Board and Administration Center, 011

Monday, September 11, 2023  
 5 p.m. – Board Dinner – Foundation and Alumni Center  
 6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, October 5, 2023  
 Buildings and Site Committee Meeting  
 8 a.m. – Board and Administration Center, 011  
 Finance Committee Meeting  
 9 a.m. – Board and Administration Center, 011  
 Resource and Development Committee Meeting  
 10 a.m. – Board and Administration Center, 011

Monday, October 9, 2023  
 5 p.m. – Board Dinner – Foundation and Alumni Center  
 6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, November 9, 2023  
 Buildings and Site Committee Meeting  
 8 a.m. – Board and Administration Center, 011  
 Finance Committee Meeting  
 9 a.m. – Board and Administration Center, 011

|                            |   |
|----------------------------|---|
|                            | Resource and Development Committee Meeting<br>10 a.m. – Board and Administration Center, 011  |
| Monday, November 13, 2023  | 5 p.m. – Board Dinner – Foundation and Alumni Center<br>6 p.m. – Board Meeting – Board and Administration Center, 011   |
| Thursday, December 7, 2023 | Buildings and Site Committee Meeting<br>8 a.m. – Board and Administration Center, 011<br>Finance Committee Meeting<br>9 a.m. – Board and Administration Center, 011<br>Resource and Development Committee Meeting<br>10 a.m. – Board and Administration Center, 011 |
| Monday, December 11, 2023  | 5 p.m. – Board Dinner – Foundation and Alumni Center<br>6 p.m. – Board Meeting – Board and Administration Center, 011   |

# MEMO

TO: Dr. Jonathan Bullock, President  
FROM: Greg Nuxoll, Vice President for Business Services  
CC:  
DATE: January 12, 2023  
RE: Planned Retirement Requests

---

The following requests have been received from employees wishing to participate in the Lake Land College Planned Retirement Program:

**Faculty (by seniority)**

Mike Rudibaugh

Dion Buzzard

Judy Bennett

**Effective Date**

August 31, 2027

August 15, 2027

June 1, 2025

**Custodial (by seniority)**

Joe Shriver

Jana Barker

**Effective Date**

December 31, 2027

December 31, 2027

All of the above have had noted in all oral and written communication to them that the Planned Retirement Program is not a four-year employment contract and their request must adhere to current Board Policy.

As provided in Article II, Section H of the Faculty Contract, at the direction of the Board of Trustees, the number of resignations accepted in advance may be limited to fifteen percent (15%) of employees qualified. If this option should be invoked, resignations will be accepted on a seniority basis within employee group with Lake Land College.

I recommend the Board of Trustees accept all of the above people into the Planned Retirement Program.

# LAKE LAND COLLEGE

## Memo

**To:** Dr. Josh Bullock, President  
**From:** Greg Nuxoll, Vice President for Business Services  
**Date:** January 17, 2023  
**Re:** Approval to Purchase the "Calm" App for Students

---

Over the last few years, Lake Land College has made the mental health of our students a high priority. Through the State of Illinois GEERS I and GEERS II grants, the College has provided counseling services for students along with training our employees to recognize signs where our students need help. In addition, the College has provided various tools and resources such as the nationally known "Calm" app.

In keeping with that priority, the College would like to continue providing the "Calm" app to students and entering into an annual contract benefiting all students. The Calm app can be downloaded to any electronic device and the goal of the Calm app is simple, "to help and improve the health and happiness of the user." The app provides a variety of methods and tips to improve sleep quality, reduce stress or anxiety, improve focus and help with overall self-improvement.

The cost of the App per one student is \$1.42 per student per month. With 2,457 students, the annual cost to the College would be \$41,867.28 with the annual contract running from February 14, 2023 to February 14, 2024.

With the GEERS II grant provided by the state, the College budgeted the majority of the GEERS II funds for mental health related expenditures. The purchase of the Calm App meets the requirements of the Grant, is within our budget and we would use GEERS II funds to pay for the annual subscription.

It is my recommendation that the College enters into an annual contract in the amount \$41,867.28 to provide the Calm App to all students to demonstrate our support in supplying mental health tools for our College Community.

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



Calm.com, Inc. (“Calm”)  
 555 Bryant Street, Suite 262  
 Palo Alto, California 94301 USA  
 Billing contact: [REDACTED]

PROPOSED BY

Name: Chelsea Faulkner

Email: [REDACTED]

| ORDER FORM   | TYPE: Renewal Subscription  |
|--|---|
| Company Name (“Customer”):<br>Lake Land College<br><br>Billing Address:<br>5001 Lake Land Blvd., Mattoon, Illinois 61938, United States<br><br>Billing Contact:<br>Valerie Lynch<br>vlynch@lakelandcollege.edu | Address for notices:<br>5001 Lake Land Blvd, Mattoon, Illinois 61938, United States<br><br>Email address for notices: |

| Initial Term | Services     | Subscription Cost (per Individual per month) | Initial Number of Individuals | Fees        |
|--------------|--------------|--|-------------------------------|-------------|
| 12-Months    | Calm Digital | \$1.42                                       | 2,457                         | \$41,867.28 |

|                   |             |
|-------------------|-------------|
| <b>Total Fees</b> | \$41,867.28 |
|-------------------|-------------|

|                             |  |
|-----------------------------|--|
| <b>Services</b>             | Subscriptions to the Calm mobile application and related website that provides a variety of audio and/or visual mental resiliency content (the “Services”).  |
| <b>Services Start Date</b>  | Access to the Calm Platform via the Admin Console is estimated to be available on February 7, 2023 and will remain available thereafter during the term of this Order.   |
| <b>Term</b>                 | The initial term of this Order will commence on the Services Start Date and continue until February 6, 2024 (“Initial Term”). This Order will automatically renew for consecutive one-year terms unless either Party provides written notice of non-renewal at least thirty (30) days prior to any renewal of this Order.  |
| <b>Invoicing Frequency*</b> | Annually - 1 year  |
| <b>Payment Terms</b>        | Net 30   |
| <b>Payment</b>              | In the event multiple payments are specified in the Invoicing Frequency field, Customer will pay Calm the Total divided by the Invoicing Frequency and pay each such amount at the beginning of each annual Term (such periods calculated by dividing the duration of the term by the Invoicing Frequency).<br><br><b>Payment to Calm via ACH or Wire may be issued to:</b><br><b>Bank Name: Silicon Valley Bank</b> |

|                          |   |
|--------------------------|---|
|                          | <p><b>Address: 3003 Tasman Drive, Santa Clara, CA 95054</b><br/> <b>Account Name: Calm.com, Inc. Routing: 121140399</b><br/> <b>SWIFT: SVBKUS6S Account: 3302491811</b></p> <p><b>Payment to Calm by Paper check may be sent to:</b><br/> <b>Calm.com, Inc</b><br/> <b>DEPT LA 25336</b><br/> <b>PASADENA CA 91185-5336</b></p> |
| <b>Onboarding Method</b> |   |
| <b>Special Terms</b>     |   |

| <b>TERMS AND CONDITIONS</b>   |                                |
|---|--------------------------------|
| <p>This Order is effective as of the date of the last signature below. The Services purchased under this Order are subject to the Master Services Agreement in effect between Calm and Customer or, if no such agreement exists, the terms and conditions located at <a href="https://info.calm.com/rs/541-LYF-023/images/CalmMSA01.2023.pdf">https://info.calm.com/rs/541-LYF-023/images/CalmMSA01.2023.pdf</a>. Any capitalized terms that are used in this Order, but are not defined herein, have the meaning ascribed to them in the Master Services Agreement. For clarity, this Order does not constitute a renewal of any prior Order.</p> <p>BY SIGNING THIS ORDER FORM, THE CUSTOMER SIGNATORY BELOW DECLARES THEY ARE AUTHORIZED TO SIGN AND PLACE THIS ORDER ON BEHALF OF THE CUSTOMER AND AGREE TO ALL PAYMENTS THAT ARE DUE TO CALM. THE PRICES QUOTED IN THIS ORDER FORM DO NOT INCLUDE TAXES. AS A RESULT, AMOUNTS INVOICED TO CUSTOMER MAY BE HIGHER THAN THOSE STATED ON THIS ORDER FORM.</p> |                                |
| <b>PO#</b>  | <b>Tax Exempt Status/ ID #</b> |

**\*Invoicing for this Order to commence upon execution, no later than the Service Start Date and will be sent via email to the billing contact listed above. For all billing questions please reach out to [REDACTED]**

|  |                       |
|--|-----------------------|
| <b>Customer</b>                            | <b>Calm.com, Inc.</b> |
| Signature:                                 | Signature:            |
| Name: Greg Nuxoll                          | Name:                 |
| Title: vice President for Student Services | Title:                |
| Date:                                      | Date:                 |



# MEMO

TO: Dr. Josh Bullock, President

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

DATE: January 31, 2023

RE: December 2022 Financial Statement Summary

---

Outlined below are the budgetary variances of note for the month of December for Fiscal Year 2023.

*Areas of Concern:*

- We do not feel we have any significant budgetary areas of concern through December 2022, the sixth month of FY 2023.

*Overall Variances:*

- *Revenue* – Total December 2022 revenue was \$3,383,262 resulting in a favorable variance of \$1,500,920 MTD and the overall revenue variance to budget remains favorable 3,040,217 YTD.
- *Expenditures* – Total December 2022 expenditures were \$3,056,879 resulting in a monthly unfavorable variance of \$797,816 MTD; however, the overall expenditure variance to budget remains favorable \$2,467,788.

*Revenue Variances:*

- *Local Sources* – A monthly favorable variance exists of \$512,675 MTD and remains favorable \$939,445 YTD. The significant monthly variance is a timing issue with one large county's tax distribution being one month later than budgeted. Overall, the yearly variance on the local counties property tax cycle is timing related as to when funds are received by the College. As the year transpires, we expect the variance to normalize.
- *ICCB Credit Hour Grant* – We received \$316,935 in December 2022 resulting in a favorable monthly variance of \$55,010 and a yearly favorable variance of \$253,860. The variances are timing related as we typically receive a larger payment in the 1<sup>st</sup> month of each quarter and smaller payments the last two months of each quarter. We expect the variance to normalize by year-end.



- *ICCB Equalization Grant* – We received \$1,089,217 of equalization payments in December 2022 resulting in a \$544,608 favorable monthly variance and the year to date variance budget versus actual is \$0.
- *Tuition & Fees* –December 2022 had a favorable monthly variance of \$160,042 for tuition and \$32,753 for fees. Year to date, tuition is favorable to budget \$1,258,046 and fees are also favorable \$95,853 year to date. In the FY 2023 budget, the College budgeted enrollment to be at the same level as FY 2022. Through December 2022, the enrollment headcount and credit hours are slightly above anticipated levels resulting in a favorable tuition variance.
- *Other State Sources* – The Month to Date variance in this area is unfavorable by \$8,594 and unfavorable year to date \$41,397. We expect the variance to normalize over the course of the year.
- *Other Revenue* – Other revenue is favorable by \$189,676 MTD and \$519,659 YTD.

#### *Expenditure Variances:*

- *Salary & Wages (overall)* – Overall, the salary and wages had a \$421,909 unfavorable variance in December 2022 while maintaining an YTD favorable variance of \$946,460. As the year transpires, we expect the variance to normalize.
- *Employee Benefits (overall)* – A favorable variance in employee benefits exists in December 2022 of \$181,837 and \$132,365 YTD.
- *Instructional* – The Instructional expenditures had an unfavorable variance in December 2022 of \$278,646 and an YTD favorable variance of \$931,761. The YTD variance is mainly attributable to favorable variances in salary and wages and general material and supplies.
- *Academic Support* – The Academic Support expenditures had an unfavorable variance of \$40,574 in December 2022 and YTD unfavorable of \$18,156.
- *Student Services* – The Student Services expenditures had a favorable variance in December 2022 of \$28,129 and YTD of \$268,893.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable variance of \$16,541 MTD and favorable variance of \$44,975 YTD.
- *Operations & Maintenance* – The Operations and Maintenance expenditures had a favorable variance in December 2022 of \$25,045 and a favorable variance of \$209,573 YTD.
- *Institutional Support* – The Institutional Support expenditures had an unfavorable variance in December 2022 of \$547,011 while still maintaining a favorable YTD variance of \$1,242,605. There are positive variances in nearly all line items with the largest

variance in Contractual Services, Contingency Funds, Other and General Materials and Supplies. Over the course of the year, we expect the variance to normalize.

- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for December 2022 of \$1,300 and YTD of \$211,863. The YTD variance is more a timing issue as to when scholarships are provided and we expect the variance to normalize throughout the year.

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

Board Meeting – December 2022  
Fund 03, 04, 05, 06, 11 and 12 Analysis – As of 12/31/2022

Fund 03 - Operational and Maintenance Restricted Funds

- Year to date, the revenues are under budget by \$804,160 and expenditures were over budget by \$16,838,737 for a net deficit of \$12,347,787.
  - The payment of the \$16,025,000 bond is driving the significant expenditure variance and overall negative variance.

Fund 04 – Bond and Interest Fund

- Year to date, the revenues were over budget by \$707,522 and expenditures were over budget by \$134,360 for a net variance of a positive \$573,163.
  - The favorable variance in local taxes is the most significant factor influencing the variances.

Fund 05 – Auxiliary and Enterprise Funds

- Year to date, the revenues were over budget by \$488,369 and expenditures were under budget by \$388,040 for a net excess of a positive \$876,408.
  - The largest revenue sources that were above budget were the Bookstore and the Print Shop.
  - The two largest expenditure line items below budget were Auto Shop and Tuition Waivers.

Fund 06 – Restricted Funds

- Year to date, overall revenue is \$3,121,384 under budget.
- Year to date, overall expenditures are \$3,413,345 under budget.
  - Fund 06 is our restricted purposes fund where we record grants and third party spending such as IDOC and DJJ. The grant document or IDOC/DJJ contract dictates what we will receive as revenue and the same amount is allocated for spending. We are only reimbursed based on what we actually spend so the revenues and the expenses should always equal at year end.
  - We included the CARES Act Funds for students and the institution in both revenue and expense, and of course we did not budget for such funds.

Fund 11 – Audit Fund

- Year to date, the revenues are over budget by \$15,196 and expenditures were under by \$825 for a net excess of a positive \$16,021.

Fund 12 – Tort Fund

- Year to date, the revenues are over budget by \$252,908 and expenditures were under budget by \$12,252 for a net excess of a positive \$265,160.

| Current Month                       | Current Month Budget | Variance         |   | Current YTD Actual | Current YTD Budget | Current YTD Budget Variance | % Current YTD Budget Variance | Previous YTD      | FY22 Final Audited Numbers | FY23 Annual Budget |
|-------------------------------------|----------------------|------------------|---|--------------------|--------------------|-----------------------------|-------------------------------|-------------------|----------------------------|--------------------|
| <b>Revenues:</b>                    |                      |                  |   |                    |                    |                             |                               |                   |                            |                    |
| 930,156                             | 417,481              | 512,675          | Local Sources   | 10,573,741         | 9,634,295          | 939,445                     | 9.75%                         | 9,759,944         | 10,863,543                 | 11,372,321         |
| 316,935                             | 261,925              | 55,010           | ICCB Credit Hour Grant                                      | 2,873,115          | 2,619,255          | 253,860                     | 9.69%                         | 2,090,819         | 4,695,485                  | 5,238,509          |
| 1,089,217                           | 544,608              | 544,608          | ICCB Equalization Grant                                     | 3,267,650          | 3,267,650          | (0)                         | 0.00%                         | 3,031,505         | 6,255,650                  | 6,535,300          |
| 31,198                              | 39,792               | (8,594)          | Other State Sources   | 500,296            | 541,692            | (41,397)                    | -7.64%                        | 194,996           | 1,001,827                  | 1,201,680          |
| 464,039                             | 303,997              | 160,042          | Tuition   | 7,209,771          | 5,951,725          | 1,258,046                   | 21.14%                        | 7,502,621         | 7,634,263                  | 6,000,121          |
| 288,179                             | 255,425              | 32,753           | Fees  | 3,184,784          | 3,088,930          | 95,853                      | 3.10%                         | 2,957,014         | 3,459,045                  | 5,551,040          |
| 248,788                             | 59,112               | 189,676          | Other Revenue   | 1,079,383          | 559,725            | 519,659                     | 92.84%                        | 700,352           | 3,439,821                  | 1,034,153          |
| 14,750                              | -                    | 14,750           | Gift In Kind  | 14,750             | -                  | 14,750                      | 0.00%                         | 5,000             | 140,237                    | -                  |
| <b>3,383,262</b>                    | <b>1,882,341</b>     | <b>1,500,920</b> | <b>Total Revenues</b>                                       | <b>28,703,490</b>  | <b>25,663,272</b>  | <b>3,040,217</b>            | <b>1</b>                      | <b>26,242,251</b> | <b>37,489,871</b>          | <b>36,933,124</b>  |
| <b>Expenditures:</b>                |                      |                  |   |                    |                    |                             |                               |                   |                            |                    |
| <b>Instructional</b>                |                      |                  |   |                    |                    |                             |                               |                   |                            |                    |
| 1,278,610                           | 866,800              | (411,810)        | Salary and Wages  | 6,027,374          | 6,585,672          | 558,298                     | 8.48%                         | 5,450,916         | 9,997,327                  | 13,028,296         |
| 82,885                              | 168,335              | 85,450           | Employee Benefits   | 940,505            | 1,025,709          | 85,204                      | 8.31%                         | 938,383           | 2,051,378                  | 2,188,558          |
| 12,764                              | 43,400               | 30,636           | Contractual Services  | 35,408             | 124,740            | 89,332                      | 71.61%                        | 40,909            | 407,858                    | 426,050            |
| 32,848                              | 57,028               | 24,181           | General Materials and Supplies                              | 282,110            | 420,471            | 138,361                     | 32.91%                        | 238,685           | 507,828                    | 578,994            |
| 5,349                               | 6,053                | 704              | Travel and Meeting Expenses                                 | 25,837             | 71,607             | 45,769                      | 63.92%                        | 1,419             | 28,893                     | 142,462            |
| 3,857                               | 10,600               | 6,743            | Fixed Charges   | 3,857              | 22,700             | 18,843                      | 83.01%                        | 3,852             | 55,290                     | 56,375             |
| -                                   | 200                  | 200              | Capital Outlay  | 4,774              | 15,478             | 10,704                      | 69.16%                        | 52,901            | 107,718                    | 28,828             |
| -                                   | -                    | -                | Other Expenditures  | -                  | -                  | -                           | 0.00%                         | -                 | -                          | -                  |
| 14,750                              | -                    | (14,750)         | Gift In Kind  | 14,750             | -                  | (14,750)                    | 0.00%                         | -                 | -                          | -                  |
| <b>1,431,062</b>                    | <b>1,152,416</b>     | <b>(278,646)</b> | <b>Total Instructional</b>                                  | <b>7,334,615</b>   | <b>8,266,376</b>   | <b>931,761</b>              | <b>11.27%</b>                 | <b>6,727,064</b>  | <b>13,156,291</b>          | <b>16,449,563</b>  |
| <b>Academic Support</b>             |                      |                  |   |                    |                    |                             |                               |                   |                            |                    |
| 51,813                              | 32,411               | (19,402)         | Salary and Wages  | 325,598            | 248,231            | (77,366)                    | -31.17%                       | 212,378           | 372,622                    | 216,254            |
| 5,631                               | 13,454               | 7,824            | Employee Benefits   | 60,770             | 81,950             | 21,180                      | 25.84%                        | 40,488            | 74,099                     | 63,897             |
| -                                   | -                    | -                | Contractual Services  | -                  | -                  | -                           | 0.00%                         | -                 | -                          | -                  |
| 49,904                              | 19,058               | (30,846)         | General Materials and Supplies                              | 164,915            | 184,750            | 19,835                      | 10.74%                        | 169,527           | 203,048                    | 209,650            |
| -                                   | 1,850                | 1,850            | Travel and Meeting Expenses                                 | 4,900              | 22,986             | 18,196                      | 78.16%                        | 2,816             | 10,746                     | 11,100             |
| -                                   | -                    | -                | Fixed Charges   | -                  | -                  | -                           | 0.00%                         | -                 | -                          | -                  |
| -                                   | -                    | -                | Capital Outlay  | -                  | -                  | -                           | 0.00%                         | -                 | -                          | -                  |
| -                                   | -                    | -                | Gift In Kind  | -                  | -                  | -                           | 0.00%                         | -                 | -                          | -                  |
| <b>107,348</b>                      | <b>66,774</b>        | <b>(40,574)</b>  | <b>Total Academic Support</b>                               | <b>556,073</b>     | <b>537,917</b>     | <b>(18,156)</b>             | <b>-3.38%</b>                 | <b>425,208</b>    | <b>660,514</b>             | <b>500,901</b>     |
| <b>Student Services</b>             |                      |                  |   |                    |                    |                             |                               |                   |                            |                    |
| 144,089                             | 153,929              | 9,840            | Salary and Wages  | 907,916            | 1,020,709          | 112,794                     | 11.05%                        | 823,857           | 1,617,025                  | 1,892,481          |
| 18,705                              | 46,747               | 28,042           | Employee Benefits   | 218,620            | 280,468            | 61,847                      | 22.05%                        | 190,036           | 438,935                    | 574,909            |
| -                                   | -                    | -                | Contractual Services  | 10,372             | 9,540              | (832)                       | -8.72%                        | 10,372            | 20,492                     | 12,040             |
| 5,562                               | 3,718                | (1,844)          | General Materials and Supplies                              | 33,107             | 100,430            | 67,323                      | 67.03%                        | 24,550            | 96,942                     | 129,821            |
| 2,409                               | 2,000                | (409)            | Travel and Meeting Expenses                                 | 25,434             | 53,195             | 27,761                      | 52.19%                        | 7,255             | 50,833                     | 83,565             |
| -                                   | -                    | -                | Fixed Charges   | -                  | -                  | -                           | 0.00%                         | 80,409            | 80,409                     | -                  |
| 7,500                               | -                    | (7,500)          | Other Expenditures  | 7,500              | 7,500              | -                           | 0.00%                         | 7,500             | 14,100                     | 15,000             |
| <b>178,265</b>                      | <b>206,394</b>       | <b>28,129</b>    | <b>Total Student Services</b>                               | <b>1,202,949</b>   | <b>1,471,842</b>   | <b>268,893</b>              | <b>18.27%</b>                 | <b>1,143,979</b>  | <b>2,318,736</b>           | <b>2,707,816</b>   |
| <b>Public Service/Cont Ed</b>       |                      |                  |   |                    |                    |                             |                               |                   |                            |                    |
| 32,896                              | 42,738               | 9,842            | Salary and Wages  | 214,880            | 277,112            | 62,232                      | 22.46%                        | 149,165           | 323,117                    | 493,346            |
| 2,699                               | 5,399                | 2,699            | Employee Benefits   | 31,094             | 28,864             | (2,230)                     | -7.73%                        | 25,567            | 61,706                     | 62,870             |
| 2,916                               | 8,125                | 5,209            | Contractual Services  | 77,254             | 30,150             | (47,104)                    | -156.23%                      | 24,710            | 56,796                     | 59,400             |
| 5,370                               | 5,986                | 616              | General Materials and Supplies                              | 37,701             | 65,042             | 27,341                      | 42.04%                        | 25,903            | 57,486                     | 125,645            |
| 2,680                               | 798                  | (1,882)          | Travel and Meeting Expenses                                 | 5,638              | 7,839              | 2,202                       | 28.09%                        | 1,221             | 4,135                      | 15,953             |
| 8,862                               | 8,919                | 57               | Fixed Charges   | 51,981             | 54,516             | 2,535                       | 4.65%                         | 50,919            | 105,125                    | 106,271            |
| -                                   | -                    | -                | Capital Outlay  | -                  | -                  | -                           | 0.00%                         | 57,500            | 115,000                    | -                  |
| -                                   | -                    | -                | Other   | -                  | -                  | -                           | 0.00%                         | -                 | -                          | -                  |
| -                                   | -                    | -                | GIK   | -                  | -                  | -                           | 0.00%                         | -                 | -                          | -                  |
| <b>55,423</b>                       | <b>71,965</b>        | <b>16,541</b>    | <b>Total Public Service/ Cont Ed</b>                        | <b>418,548</b>     | <b>463,523</b>     | <b>44,975</b>               | <b>9.70%</b>                  | <b>334,984</b>    | <b>723,363</b>             | <b>863,485</b>     |
| <b>Operations &amp; Maintenance</b> |                      |                  |   |                    |                    |                             |                               |                   |                            |                    |
| 83,411                              | 83,485               | 74               | Salary and Wages  | 518,989            | 521,651            | 2,663                       | 0.51%                         | 445,666           | 931,217                    | 1,041,986          |
| 14,240                              | 31,547               | 17,306           | Employee Benefits   | 160,921            | 189,279            | 28,359                      | 14.98%                        | 147,171           | 334,730                    | 376,366            |
| 10,840                              | 60                   | (10,780)         | Contractual Services  | 149,106            | 134,585            | (14,521)                    | -10.79%                       | 61,100            | 237,194                    | 269,170            |
| 8,532                               | -                    | (8,532)          | General Materials and Supplies                              | 139,112            | 138,000            | (1,112)                     | -0.81%                        | 94,152            | 198,989                    | 250,500            |
| -                                   | -                    | -                | Travel and Meeting Expenses                                 | 321                | 650                | 329                         | 50.68%                        | -                 | 199                        | 1,150              |
| 1,100                               | 750                  | (350)            | Fixed Charges   | 14,374             | 9,500              | (4,874)                     | -51.30%                       | 5,250             | 103,277                    | 104,000            |
| 97,956                              | 125,283              | 27,327           | Utilities   | 577,971            | 751,700            | 173,729                     | 23.11%                        | 527,919           | 1,058,060                  | 1,503,400          |
| -                                   | -                    | -                | Capital Outlay  | -                  | 25,000             | 25,000                      | 100.00%                       | -                 | 10,800                     | 25,000             |
| -                                   | -                    | -                | Contingency Funds   | -                  | -                  | -                           | 0.00%                         | -                 | -                          | -                  |
| -                                   | -                    | -                | Gift In Kind  | -                  | -                  | -                           | 0.00%                         | -                 | -                          | -                  |
| <b>216,080</b>                      | <b>241,125</b>       | <b>25,045</b>    | <b>Total Operation and Maint</b>                            | <b>1,560,793</b>   | <b>1,770,366</b>   | <b>209,573</b>              | <b>1</b>                      | <b>1,281,258</b>  | <b>2,874,466</b>           | <b>3,571,572</b>   |
| <b>Institutional Support</b>        |                      |                  |   |                    |                    |                             |                               |                   |                            |                    |
| 282,568                             | 272,115              | (10,453)         | Salary and Wages  | 1,427,758          | 1,715,598          | 287,840                     | 16.78%                        | 1,325,536         | 3,519,884                  | 3,533,791          |
| 43,518                              | 84,033               | 40,516           | Employee Benefits   | 529,436            | 467,441            | (61,995)                    | -13.26%                       | 781,300           | 1,313,188                  | 824,367            |
| 27,428                              | 20,906               | (6,522)          | Contractual Services  | 746,459            | 1,507,950          | 761,491                     | 50.50%                        | 184,810           | 649,571                    | 2,094,460          |
| 509,775                             | 114,480              | (395,295)        | General Materials and Supplies                              | 1,151,434          | 1,087,101          | (64,333)                    | -5.92%                        | 1,245,974         | 1,548,250                  | 1,863,491          |
| 7,918                               | 6,855                | (1,063)          | Travel and Meeting Expenses                                 | 50,325             | 66,538             | 16,213                      | 24.37%                        | 10,677            | 67,321                     | 382,917            |
| -                                   | 750                  | 750              | Fixed Charges   | 185,600            | 210,500            | 24,900                      | 11.83%                        | 15,346            | 205,246                    | 220,000            |
| 45,178                              | -                    | (45,178)         | Capital Outlay  | 45,178             | 9,450              | (35,728)                    | -378.07%                      | 74,772            | 111,338                    | 18,900             |
| 113,173                             | 21,250               | (91,923)         | Contingency Funds   | 334,527            | 489,339            | 154,812                     | 31.64%                        | 243,718           | 563,005                    | 1,126,330          |
| -                                   | -                    | -                | Other   | -                  | 226,627            | 226,627                     | 100.00%                       | -                 | 563,382                    | 119,075            |
| -                                   | -                    | -                | Strategic Initiatives                                       | -                  | 200,000            | 200,000                     | 100.00%                       | 252,705           | 307,891                    | -                  |
| 37,843                              | -                    | (37,843)         | One Time Budget Requests                                    | 267,221            | -                  | (267,221)                   | 0.00%                         | -                 | 1,297,959                  | -                  |
| <b>1,067,401</b>                    | <b>520,389</b>       | <b>(547,011)</b> | <b>Total Institutional Support</b>                          | <b>4,737,938</b>   | <b>5,980,543</b>   | <b>1,242,605</b>            | <b>(1)</b>                    | <b>4,134,837</b>  | <b>10,147,034</b>          | <b>10,183,331</b>  |
| 1,300                               | -                    | (1,300)          | Scholarships, grants, waivers                               | 297,429            | 85,566             | (211,863)                   | -247.60%                      | 606,036           | 682,256                    | 1,228,566          |
| <b>3,056,879</b>                    | <b>2,259,063</b>     | <b>(797,816)</b> | <b>Total Expenditures</b>                                   | <b>16,108,345</b>  | <b>18,576,133</b>  | <b>2,467,788</b>            | <b>13.28%</b>                 | <b>14,653,367</b> | <b>30,562,660</b>          | <b>35,505,234</b>  |
| <b>326,383</b>                      | <b>(376,722)</b>     | <b>703,105</b>   | <b>Revenue Less Expenditures</b>                            | <b>12,595,145</b>  | <b>7,087,139</b>   | <b>5,508,006</b>            | <b>1</b>                      | <b>11,588,884</b> | <b>6,927,211</b>           | <b>1,427,890</b>   |
| -                                   | -                    | -                | <b>Transfers Out:</b>                                       | -                  | -                  | -                           | 0.00%                         | -                 | 1,521,178                  | 1,427,890          |
| <b>326,383</b>                      | <b>(376,722)</b>     | <b>703,105</b>   | <b>Excess of Revenues over Expenditures &amp; Transfers</b> | <b>12,595,145</b>  | <b>7,087,139</b>   | <b>5,508,006</b>            | <b>1</b>                      | <b>11,588,884</b> | <b>5,406,033</b>           | <b>-</b>           |
| <b>3,383,262</b>                    | <b>1,882,341</b>     | <b>1,500,920</b> |   | <b>28,703,490</b>  | <b>25,663,272</b>  | <b>3,040,217</b>            |                               |                   |                            |                    |
| <b>3,056,879</b>                    | <b>2,259,063</b>     | <b>(797,816)</b> |   | <b>16,108,345</b>  | <b>18,576,133</b>  | <b>2,467,788</b>            |                               |                   |                            |                    |
| <b>326,383</b>                      | <b>(376,722)</b>     | <b>703,105</b>   |   | <b>12,595,145</b>  | <b>7,087,139</b>   | <b>5,508,006</b>            |                               |                   |                            |                    |

| <b>Current Month</b> | <b>Current Month<br/>Budget</b> | <b>Variance</b> |                                | <b>Current YTD<br/>Actual</b> | <b>Current YTD<br/>Budget</b> | <b>Current YTD<br/>Budget Variance</b> |
|----------------------|---------------------------------|-----------------|--------------------------------|-------------------------------|-------------------------------|--|
| 1,873,387.21         | 1,451,478.65                    | (421,908.56)    | Salary and Wages               | 9,422,513.51                  | 10,368,973.70                 | 946,460.19                             |
| 167,677.82           | 349,514.99                      | 181,837.17      | Employee Benefits              | 1,941,345.75                  | 2,073,710.67                  | 132,364.92                             |
| 53,947.62            | 72,490.95                       | 18,543.33       | Contractual Services           | 1,018,599.20                  | 1,806,964.98                  | 788,365.78                             |
| 611,990.74           | 200,271.26                      | (411,719.48)    | General Materials and Supplies | 1,808,379.60                  | 1,995,793.31                  | 187,413.71                             |
| 18,356.43            | 17,555.72                       | (800.71)        | Travel and Meeting Expenses    | 112,344.21                    | 222,814.47                    | 110,470.26                             |
| 13,818.92            | 21,018.50                       | 7,199.58        | Fixed Charges                  | 255,812.66                    | 297,216.00                    | 41,403.34                              |
| 97,956.43            | 125,283.33                      | 27,326.90       | Utilities                      | 577,970.71                    | 751,700.00                    | 173,729.29                             |
| 45,177.57            | 200.00                          | (44,977.57)     | Capital Outlay                 | 49,951.73                     | 49,927.99                     | (23.74)                                |
| 113,173.20           | 21,250.00                       | (91,923.20)     | Contingency Funds              | 334,527.43                    | 489,339.08                    | 154,811.65                             |
| 7,500.00             | -                               | (7,500.00)      | Other Expenditures             | 7,500.00                      | 234,126.86                    | 226,626.86                             |
| 3,002,985.94         | 2,259,063.40                    | (743,922.54)    | Total                          | 15,528,944.80                 | 18,290,567.06                 | 2,761,622.26                           |

## Lake Land College

### FY2023 Salary, Wage & Benefits Detail

| <b>Salary &amp; Wages</b>        | <b>Year to Date</b> |                     |                  | <b>FY2023 Budgeted</b> | <b>FY23 Projections</b> |                     |                     |
|----------------------------------|---------------------|---------------------|------------------|------------------------|-------------------------|---------------------|---------------------|
|                                  | <b>Actual</b>       | <b>Budgeted</b>     | <b>Variance</b>  |                        | <b>Projected Actual</b> | <b>Budgeted</b>     | <b>Variance</b>     |
| Salary and Wages - Instructional | \$6,027,374         | \$6,585,672         | \$558,298        | \$13,028,296           | \$6,027,374             | \$13,028,296        | \$7,000,922         |
| Salary and Wages - Acad. Support | \$325,598           | \$248,231           | (\$77,366)       | \$216,254              | \$325,598               | \$216,254           | (\$109,344)         |
| Salary and Wages - Stud. Svcs    | \$907,916           | \$1,020,709         | \$112,794        | \$1,892,481            | \$907,916               | \$1,892,481         | \$984,565           |
| Salary and Wages - Public Svc.   | \$214,880           | \$277,112           | \$62,232         | \$493,346              | \$214,880               | \$493,346           | \$278,466           |
| Salary and Wages - Maintenance   | \$518,989           | \$521,651           | \$2,663          | \$1,041,986            | \$518,989               | \$1,041,986         | \$522,997           |
| Salary and Wages - Inst. Support | \$1,427,758         | \$1,715,598         | \$287,840        | \$3,533,791            | \$1,427,758             | \$3,533,791         | \$2,106,034         |
| <b>Total Salary and Wages</b>    | <b>\$9,422,514</b>  | <b>\$10,368,974</b> | <b>\$946,460</b> | <b>\$20,206,154</b>    | <b>\$9,422,514</b>      | <b>\$20,206,154</b> | <b>\$10,783,640</b> |

| <b>Employee Benefits</b>          | <b>Year to Date</b> |                    |                  | <b>FY2023 Budgeted</b> | <b>FY23 Projections</b> |                    |                    |
|-----------------------------------|---------------------|--------------------|------------------|------------------------|-------------------------|--------------------|--------------------|
|                                   | <b>Actual</b>       | <b>Budgeted</b>    | <b>Variance</b>  |                        | <b>Projected Actual</b> | <b>Budgeted</b>    | <b>Variance</b>    |
| Employee Benefits - Instructional | \$940,505           | \$1,025,709        | \$85,204         | \$2,188,558            | \$2,051,378             | \$2,188,558        | \$137,180          |
| Employee Benefits - Acad. Support | \$60,770            | \$81,950           | \$21,180         | \$63,897               | \$74,099                | \$63,897           | (\$10,202)         |
| Employee Benefits - Stud. Svcs    | \$218,620           | \$280,468          | \$61,847         | \$574,909              | \$438,935               | \$574,909          | \$135,974          |
| Employee Benefits - Public Svc.   | \$31,094            | \$28,864           | (\$2,230)        | \$62,870               | \$61,706                | \$62,870           | \$1,164            |
| Employee Benefits - Maintenance   | \$160,921           | \$189,279          | \$28,359         | \$376,366              | \$334,730               | \$376,366          | \$41,636           |
| Employee Benefits - Inst. Support | \$529,436           | \$467,441          | (\$61,995)       | \$824,367              | \$1,317,320             | \$824,367          | (\$492,953)        |
| <b>Total Employee Benefits</b>    | <b>\$1,941,346</b>  | <b>\$2,073,711</b> | <b>\$132,365</b> | <b>\$4,090,967</b>     | <b>\$4,278,168</b>      | <b>\$4,090,967</b> | <b>(\$187,201)</b> |

| Dec-22                              | <b>Operations &amp; Maint Restricted--Fund 03</b> |                    |                     |                  |                   |
|-------------------------------------|---|--------------------|---------------------|------------------|-------------------|
|                                     | Current YTD Actual                                | Current YTD Budget | Variance            | Previous YTD     | Annual Budget     |
| <b>Revenues:</b>                    |   |                    |                     |                  |                   |
| Local Sources                       | 1,702,593   | 1,531,825          | 170,768             | 1,805,598        | 1,720,000         |
| Bond Proceeds                       | 15,159,895  | 16,000,000         | (840,105)           | -                | 16,000,000        |
| Loan Proceeds                       | -   |                    | -                   | -                |                   |
| Investment Income                   | (134,823)   |                    | (134,823)           | (10,477)         |                   |
| <b>Total Revenues</b>               | <b>16,727,665</b>                                 | <b>17,531,825</b>  | <b>(804,160)</b>    | <b>1,795,121</b> | <b>17,720,000</b> |
| <b>Expenditures:</b>                |   |                    |                     |                  |                   |
| Student Center Renovations : Buildi |   |                    |                     |                  |                   |
| Construction Proj : Site Improvemen | 713,461   | 5,295,110          | 4,581,649           | 404,353          | 8,330,110         |
| PHS Projects : Site Improvements    |   |                    |                     |                  |                   |
| New Site: Sire Improvements         | 8,132   |                    | (8,132)             | 18,857           | 1,000,000         |
| Other                               | 16,117,144  |                    | (16,117,144)        | 53,178           |                   |
| <b>Total Expenditures</b>           | <b>16,838,737</b>                                 | <b>5,295,110</b>   | <b>(11,543,627)</b> | <b>476,388</b>   | <b>9,330,110</b>  |
| <b>Excess of Revenues over</b>      |   |                    |                     |                  |                   |
| <b>Expenditures &amp; Transfers</b> | <b>(111,072)</b>                                  | <b>12,236,715</b>  | <b>(12,347,787)</b> | <b>1,318,733</b> | <b>8,389,890</b>  |

| Dec-22  | <b>Bond and Interest--Fund 04</b> |                    |                |                  |                  |
|---|-----------------------------------|--------------------|----------------|------------------|------------------|
|   | Current YTD Actual                | Current YTD Budget | Variance       | Previous YTD     | Annual Budget    |
| <b>Revenues:</b>  |                                   |                    |                |                  |                  |
| General : Local Taxes                                       | 6,584,455                         | 5,876,932          | 707,522        | 5,979,590        | 6,598,875        |
| General : Investment Income                                 |                                   |                    | -              |                  |                  |
| General : Transfer from Other Funds                         |                                   |                    | -              |                  | 162,250          |
| <b>Total Revenues</b>                                       | <b>6,584,455</b>                  | <b>5,876,932</b>   | <b>707,522</b> | <b>5,979,590</b> | <b>6,761,125</b> |
| <b>Expenditures:</b>  |                                   |                    |                |                  |                  |
| Work Cash Bonds : Debt Principal Pa                         |                                   | -                  | -              | -                | -                |
| Work Cash Bonds : Interest on Debt                          |                                   |                    | -              | -                | -                |
| Work Cash Bonds : Other Fixed Charg                         |                                   |                    | -              | -                | -                |
| Funding Bonds : Debt Principal Paym                         | 6,370,024                         | 6,370,000          | (24)           | 6,064,980        | 6,370,000        |
| Funding Bonds : Interest on Debt                            | 272,545                           | 388,125            | 115,580        | 422,046          | 388,125          |
| Funding Bonds : Other Fixed Charges                         |                                   | 1,500              | 1,500          | 600              | 3,000            |
| Funding Bonds : Bond Is                                     | 251,417                           | -                  | (251,417)      | -                | -                |
| Administration : Intere                                     |                                   | -                  | -              | -                | -                |
| <b>Total Expenditures</b>                                   | <b>6,893,985</b>                  | <b>6,759,625</b>   | <b>134,360</b> | <b>6,487,625</b> | <b>6,761,125</b> |
| <b>Excess of Revenues over Expenditures &amp; Transfers</b> | <b>(309,530)</b>                  | <b>(882,693)</b>   | <b>573,163</b> | <b>(508,035)</b> | <b>-</b>         |



| Dec-22  | Auxillary Enterprise Fund--Fund 05 |                    |                |                  |                  |
|---|------------------------------------|--------------------|----------------|------------------|------------------|
|   | Current YTD Actual                 | Current YTD Budget | Variance       | Previous YTD     | Annual Budget    |
| <b>Revenues:</b>  |                                    |                    |                |                  |                  |
| Ag Judging Activity Fees                                    | -                                  | -                  | -              | -                | 6,500            |
| Ag Judging Transfer   | -                                  | -                  | -              | -                | 31,143           |
| Auto Shop   | -                                  | 7,750              | (7,750)        | -                | 15,500           |
| Athletics   | -                                  | -                  | -              | -                | 890,791          |
| Fitness Center  | 33,405                             | 55,000             | (21,595)       | 31,908           | 55,000           |
| Bookstore   | 465,574                            | 348,042            | 117,532        | 512,684          | 696,084          |
| Print Shop  | 547,068                            | 394,000            | 153,068        | 470,860          | 683,000          |
| Food Service  | 7,406                              | 3,800              | 3,606          | 2,755            | 7,600            |
| College Farm  | 118,613                            | 40,000             | 78,613         | 147,926          | 140,000          |
| Comm Choir  | -                                  | -                  | -              | -                | 5,100            |
| Student Life  | -                                  | -                  | -              | 157,489          | 144,500          |
| WLKL Radio Activity fees                                    | -                                  | -                  | -              | -                | 1,100            |
| Transfer for Tuition Waivers                                | 164,895                            | -                  | 164,895        | -                | 515,000          |
| <b>Total Revenues</b>                                       | <b>1,336,961</b>                   | <b>848,592</b>     | <b>488,369</b> | <b>1,323,621</b> | <b>3,191,318</b> |
| <b>Expenditures:</b>  |                                    |                    |                |                  |                  |
| Ag Judging  | 14,748                             | 20,336             | 5,587          | 19,323           | 37,643           |
| Auto Shop   | -                                  | 587,245            | 587,245        | -                | 15,500           |
| Athletics   | 431,571                            | 7,750              | (423,821)      | 324,300          | 876,291          |
| Fitness Center  | 36,567                             | 43,750             | 7,183          | 39,075           | 69,500           |
| Bookstore   | 445,238                            | 414,212            | (31,027)       | 462,411          | 694,100          |
| Print Shop  | 492,217                            | 357,063            | (135,154)      | 404,103          | 662,245          |
| Food Service  | 3,869                              | 3,903              | 35             | 4,152            | 8,097            |
| College Farm  | 74,929                             | 54,490             | (20,438)       | 21,389           | 86,254           |
| Comm Choir  | -                                  | 2,550              | 2,550          | -                | 5,100            |
| Student Life  | 117,536                            | 214,463            | 96,927         | 87,864           | 352,710          |
| WLKL Radio  | -                                  | 550                | 550            | -                | 1,100            |
| Tuition Waivers   | 266,050                            | 564,453            | 298,402        | 519,913          | 625,000          |
| <b>Total Expenditures</b>                                   | <b>1,882,725</b>                   | <b>2,270,765</b>   | <b>388,040</b> | <b>1,882,530</b> | <b>3,433,541</b> |
| <b>Excess of Revenues over Expenditures &amp; Transfers</b> | <b>(545,765)</b>                   | <b>(1,422,173)</b> | <b>876,408</b> | <b>(558,909)</b> | <b>(242,223)</b> |

| Dec-22  | Restricted Purposes Fund--Fund 06 |                    |                    |                   |                   |
|---|-----------------------------------|--------------------|--------------------|-------------------|-------------------|
|   | Current YTD Actual                | Current YTD Budget | Variance           | Previous YTD      | Annual Budget     |
| <b>Revenues:</b>  |                                   |                    |                    |                   |                   |
| Adult Ed  | 310,911                           | 244,124            | 66,787             | 173,487           | 520,295           |
| Pathways  | 283,276                           | 116,865            | 166,411            | 231,800           | 233,766           |
| Perkins   | 127,718                           | 213,614            | (85,896)           | 262,445           | 435,667           |
| WIOA  | 1,556,111                         | 1,744,660          | (188,549)          | 1,155,355         | 3,377,120         |
| College Work Study  | -                                 | 70,000             | (70,000)           | -                 | 70,000            |
| GAST  | -                                 | 50,000             | (50,000)           | 13,159            | 50,000            |
| IL Cooperative Work Study                                   | 29,158                            | 50,000             | (20,842)           | 22,176            | 50,000            |
| IPRF Grant  | 26,679                            | 44,000             | (17,321)           | 21,289            | 88,000            |
| Veterans Services   | 30,350                            | 530,000            | (499,650)          | 48,527            | 1,060,000         |
| ISAC MAP  | 789,216                           | 760,000            | 29,216             | 495,474           | 1,520,000         |
| Department Of Education                                     | 2,372,140                         | 5,433,859          | (3,061,719)        | 2,038,906         | 10,867,718        |
| Direct loans  | 619,994                           | 1,034,000          | (414,006)          | 566,018           | 2,068,000         |
| Corrections   | 3,841,700                         | 6,728,872          | (2,887,172)        | 3,886,203         | 13,373,244        |
| CARES Funds-Students  | 1,747,243                         | -                  | 1,747,243          | 1,728,175         | -                 |
| CARES Funds-Institutional                                   | 1,717,603                         | -                  | 1,717,603          | 2,042,907         | -                 |
| Privately Funded Grant                                      | 508,596                           | 42,500             | 466,096            | 202,315           | 97,100            |
| TRIO SSS  | 124,084                           | 138,722            | (14,639)           | 84,463            | 286,323           |
| TRIO DC   | 154,656                           | 159,600            | (4,945)            | 140,170           | 320,160           |
| <b>Total Revenues</b>                                       | <b>14,239,433</b>                 | <b>17,360,817</b>  | <b>(3,121,384)</b> | <b>13,112,868</b> | <b>34,417,393</b> |
| <b>Expenditures:</b>  |                                   |                    |                    |                   |                   |
| Adult Ed  | 244,673                           | 244,124            | (549)              | 196,835           | 520,295           |
| Pathways  | 174,353                           | 116,865            | (57,488)           | 143,700           | 233,766           |
| Perkins   | 127,718                           | 213,614            | 85,896             | 283,806           | 435,667           |
| WIOA  | 1,611,304                         | 1,744,660          | 133,356            | 1,176,190         | 3,377,120         |
| College Work Study  | 15,595                            | 70,000             | 54,405             | 8,544             | 70,000            |
| GAST  | -                                 | 50,000             | 50,000             | 9,523             | 50,000            |
| IL Cooperative Work Study                                   | 4,746                             | 50,000             | 45,255             | -                 | 50,000            |
| IPRF Grant  | 2,708                             | 44,000             | 41,292             | 8,458             | 88,000            |
| Veterans Services   | 81,492                            | 530,000            | 448,508            | 140,851           | 1,060,000         |
| ISAC MAP  | 791,991                           | 760,000            | (31,991)           | 833,475           | 1,520,000         |
| Department of Education                                     | 2,376,065                         | 5,433,859          | 3,057,794          | 2,038,906         | 10,867,718        |
| Direct loans  | 619,994                           | 1,034,000          | 414,006            | 566,018           | 2,068,000         |
| Corrections   | 3,863,428                         | 6,728,872          | 2,865,444          | 3,771,340         | 13,373,244        |
| CARES Funds-Students  | 1,751,243                         | -                  | (1,751,243)        | 1,728,175         | -                 |
| CARES Funds-Institutional                                   | 1,724,143                         | -                  | (1,724,143)        | 2,138,711         | -                 |
| Privately Funded Grant                                      | 248,173                           | 42,500             | (205,673)          | 4,982             | 97,100            |
| TRIO SSS  | 139,022                           | 138,722            | (299)              | 101,134           | 286,323           |
| TRIO DC   | 170,825                           | 159,600            | (11,225)           | 157,859           | 320,160           |
| <b>Total Expenditures</b>                                   | <b>13,947,472</b>                 | <b>17,360,817</b>  | <b>3,413,345</b>   | <b>13,308,507</b> | <b>34,417,393</b> |
| <b>Excess of Revenues over Expenditures &amp; Transfers</b> | <b>291,961</b>                    | <b>0</b>           | <b>291,961</b>     | <b>(195,638)</b>  | <b>-</b>          |

| Dec-22  | Audit Fund--Fund 11 |                    |               |               |                |
|---|---------------------|--------------------|---------------|---------------|----------------|
|   | Current YTD Actual  | Current YTD Budget | Variance      | Previous YTD  | Annual Budget  |
| <b>Revenues:</b>  |                     |                    |               |               |                |
| Local Taxes   | 171,051             | 155,854            | 15,196        | 74,941        | 175,000        |
| <b>Total Revenues</b>   | <b>171,051</b>      | <b>155,854</b>     | <b>15,196</b> | <b>74,941</b> | <b>175,000</b> |
| <b>Expenditures:</b>  |                     |                    |               |               |                |
| Admin Staff Ful   | 12,353              | 12,254.51          | (98)          | 11,858        | 25,489.38      |
| Support Staff F   | 7,621               | 7,565.25           | (56)          | 7,316         | 15,735.72      |
| Medical Benefit   | 4,282               | 4,759.20           | 478           | 4,139         | 9,518.40       |
| Life Insurance  | 12                  | 13.80              | 1             | 12            | 27.60          |
| Audit Services  | 47,800              | 47,800.00          | -             | 46,900        | 47,800.00      |
| Printing  | -                   | 500.00             | 500           | -             | 500.00         |
| <b>Total Expenditures</b>                                       | <b>72,068</b>       | <b>72,893</b>      | <b>825</b>    | <b>70,225</b> | <b>99,071</b>  |
| <b>Excess of Revenues over<br/>Expenditures &amp; Transfers</b> | <b>98,982</b>       | <b>82,962</b>      | <b>16,021</b> | <b>4,716</b>  | <b>75,929</b>  |

| Dec-22  | Tort Fund--Fund 12 |                    |                | Previous YTD     | Annual Budget    |
|---|--------------------|--------------------|----------------|------------------|------------------|
|   | Current YTD Actual | Current YTD Budget | Variance       |                  |                  |
| <b>Revenues:</b>  |                    |                    |                |                  |                  |
| Local Taxes   | 2,330,669          | 2,077,761          | 252,908        | 2,216,697        | 2,333,000        |
| Misc Income   |                    |                    | -              |                  |                  |
| <b>Total Revenues</b>   | <b>2,330,669</b>   | <b>2,077,761</b>   | <b>252,908</b> | <b>2,216,697</b> | <b>2,333,000</b> |
| <b>Expenditures:</b>  |                    |                    |                |                  |                  |
| Student Services  | 44,795             | 54,684             | (9,888)        | 45,060           | 105,160          |
| Operations and Maintenance                                      | 96,115             | 105,814            | (9,698)        | 93,473           | 216,485          |
| Police Dept   | 287,121            | 284,255            | 2,866          | 228,303          | 534,945          |
| Institutional Support   | 154,571            | 160,321            | (5,750)        | 69,821           | 330,631          |
| Fixed Charges-ins   | 374,373            | 364,155            | 10,218         | 464,828          | 841,655          |
| <b>Total Expenditures</b>                                       | <b>956,976</b>     | <b>969,228</b>     | <b>12,252</b>  | <b>901,485</b>   | <b>2,028,876</b> |
| <b>Excess of Revenues over<br/>Expenditures &amp; Transfers</b> | <b>1,373,693</b>   | <b>1,108,533</b>   | <b>265,160</b> | <b>1,315,212</b> | <b>304,124</b>   |



# MEMO

TO: Dr. Josh Bullock, President, Greg Nuxoll, Vice President for Business Services

FROM: Chris Strohl, Dean for Workforce Solution and Community Education

DATE: January 13, 2023

RE: Approval of the Purchase of Semi-Truck for the College's CDL Program

---

The Center for Business and Industry has been, and continues to experience growth in the Commercial Driver's License program. During FY 22, CBI served 79 students, thus far in FY 23, 74 students have enrolled in CDL Class A & B courses. In addition to the increased number of students served, we currently have 64 students waitlisted for future classes. With enrollment growth comes the need for additional resources including equipment and staff. We would like to request an additional semi-truck to open up more opportunities for potential students to earn their CDL endorsement. The additional semi-truck would allow the CDL program to serve the waitlisted students and continue to develop partnerships with local employers including apprenticeship opportunities for new and incumbent workers.

Upon a search of current semi-truck inventory and the coordinator's knowledge of what is needed for training purposes, we believe we can secure a semi-truck at a cost not to exceed \$80,000. With this price range, the expectation is that the truck would be no older than 2016 and have not more than 500,000 miles.

If approval to purchase is granted, we would work with a local dealer to secure the very best option for the college.

I respectfully ask the Board to approve the purchase of one used semi-truck for use in the college's CDL program.

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

# LAKE LAND COLLEGE

## MEMO

TO: Greg Nuxoll, Vice President for Business Services  
 FROM: Madge Shoot, Comptroller  
 DATE: January 18, 2023  
 RE: Approval of Audit Firm

---

In accordance with Board Policy 02.14 (employment of auditing firm), I would like to request the board approve the contract with Martin Hood, LLC, out of Champaign, Illinois for three years.

The renewal rates are listed below:

| <u>Firm name</u>  | <u>2023</u> | <u>2024</u> | <u>2025</u> |
|---|-------------|-------------|-------------|
| Martin Hood, LLC<br>2507 South Neil Street<br>Champaign, IL 61820 | \$68,000    | \$71,400    | \$75,000    |

The College only had one other firm reach out to inquire about conducting the audit. In informal discussions with the firm, they proposed a fee much higher than the fees proposed by Martin Hood, LLC.

It is our recommendation that Martin Hood, LLC of Champaign, IL perform the Lake Land College audit for the next three years. Their firm has previously audited many community colleges. They are familiar with the environment the College operates in from their previous experience, their fees are reasonable and they are familiar with the Lake Land College Foundation. Lastly, we checked some references on their experiences with Martin Hood, LLC and the feedback was very positive.

If you have questions or need further clarification, I am available.

# LAKE LAND COLLEGE

## Memo

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

**From:** Greg Nuxoll, Vice President for Business Services

**Date:** February 1, 2023

**Re:** Approval of Purchase of 2023 Toyota Venza Limited

---

The College recently solicited bids for the purchase of a 2023 Toyota Venza Limited, along with a trade-in value for a College owned 2013 Ford Fusion Titanium Hybrid.

For the bidding process, we advertised in major daily in-district newspapers and on the College's Facilities website, and provided proposals to area dealerships. Below is a listing of the bids that were received:

| <u>Name</u>   | <u>Vehicle Cost</u> | <u>Trade-In Value</u> | <u>Total</u> |
|---|---------------------|-----------------------|--------------|
| Dan Hecht Chevrolet<br>Toyota Inc.<br>Effingham, Illinois | \$46,047.26         | \$10,500.00           | \$35,547.26  |
| KC Summers Inc.<br>Mattoon, Illinois                      | \$44,547.00         | \$7,000.00            | \$37,547.00  |

Vehicle cost includes title and associated fees. Based on the bids received, it is my recommendation that we award this bid and initiate the purchase with Dan Hecht Chevrolet Toyota, Inc. of Effingham, Illinois, for the 2023 Toyota Venza Limited.

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







# MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: February 2, 2023

RE: Approval for Purchase of Vehicles for IDOC Administrators Usage

---

Lake Land College provides vocational programming for 23 Illinois Department of Corrections (IDOC) locations and two Illinois Department of Juvenile Justice (IDJJ) facilities across Illinois. The facilities included in the contract are located across all of Illinois from North to South and East to West. The three administrators overseeing the IDOC and IDJJ vocational programs, Brandon Young, Jennifer Billingsley and Harvey Groennert, regularly travel to the College's contracted facilities.

Due to the frequent and continued travel, the three administrators are incurring a tremendous amount of mileage and related wear and tear on their personal vehicles. The College via the IDOC contract reimburses the administrators for their mileage but the mileage cost is immense and the impact on their personal vehicles is significant.

In analyzing the contract and mileage reimbursement rates, it would be financially prudent to provide College owned vehicles for the administrators to drive. The College provided vehicles would minimize the potential staff liability associated with using a personal vehicle for official public business while also eliminating the high mileage and wear and tear on their personal vehicles.

I recommend the College seek to purchase three late model (2020 or newer), low mileage Ford Escapes for the IDOC administrators to serve as their daily means of transportation to IDOC and IDJJ sites contracted with the College. In alignment with the contracts, the College will bill both IDOC and IDJJ for mileage incurred at the current federal mileage reimbursement rate. It is anticipated the mileage reimbursement will offset the amortized cost of the vehicles, insurance, fuel, and regular maintenance and repairs. The administrators will be required to track their mileage undertaken on IDOC business.

While improving, the market for used vehicles continues to be impacted by the supply chain issues, so inventory continues to be spotty at times. Rather than seek approval for specific vehicles, I would like to seek approval for the purchase of three late model Ford Escapes with less than 25,000 miles at a price not to exceed \$90,000 in aggregate, not including tax, title and fees. Based on research, the College should be able to secure three Ford Escapes under those parameters.

Because the vehicles purchased will be used, a formal bid is not necessary and the College will strongly consider using in-district vehicle dealers to purchase the vehicles.

I am seeking board approval to purchase three late model, used Ford Escapes with less than 25,000 miles at a price not to exceed \$90,000 in aggregate, not including tax, title and fees.

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

# LAKE LAND COLLEGE

## MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: January 31, 2023

RE: Approval of Bid for Purchase of Forklifts

---

The College recently solicited bids for two forklifts for the Department of Corrections Warehousing Program at the East Moline Correctional Center.

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

| <u>Name</u>                          | <u>Sit-Down Forklift</u> | <u>Stand-Up Forklift</u> | <u>Total Bid</u> |
|--------------------------------------|--------------------------|--------------------------|------------------|
| Octane Forklifts<br>Denver, Colorado | \$34,110                 | \$34,719                 | \$68,829         |

Based on the bids received, it is my recommendation that we award this bid to Octane Forklifts, of Denver, Colorado, for the Forklifts. Please note that no bids were received from area contractors.

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

**LAKE LAND  
COLLEGE  
BID TABULATION**

Lake Land College  
5001 Lake Land Boulevard  
Mattoon, Illinois 61938

Lake Land College Forklifts Bid Tab  
East Moline Correctional Center  
Project No. 2023-002  
BID DATE: January 31, 2023 - 1:00 PM

| CONTRACTOR                           | Sit-Down Forklift | Stand-Up Forklift | Total Bid |  |  |  |
|--------------------------------------|-------------------|-------------------|-----------|--|--|--|
| Octane Forklifts<br>Denver, Colorado | \$ 34,110         | \$ 34,719         | \$ 68,829 |  |  |  |
|                                      |                   |                   |           |  |  |  |
|                                      |                   |                   |           |  |  |  |
|                                      |                   |                   |           |  |  |  |
|                                      |                   |                   |           |  |  |  |
|                                      |                   |                   |           |  |  |  |
|                                      |                   |                   |           |  |  |  |

# LAKE LAND COLLEGE

# MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: January 31, 2023

RE: Approval of Bid for Purchase of Forklifts

---

The College recently solicited bids for two forklifts for the Department of Corrections Warehousing Program at the Lincoln Correctional Center.

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

| <u>Name</u>  | <u>Sit-Down Forklift</u> | <u>Stand-Up Forklift</u> | <u>Total Bid</u> |
|--|--------------------------|--------------------------|------------------|
| Octane Forklifts<br>Denver, Colorado                 | \$34,110                 | \$34,719                 | \$68,829         |
| Technology International, Inc.<br>Lake Mary, Florida | \$48,350                 | \$60,700                 | \$109,050        |

Based on the bids received, it is my recommendation that we award this bid to Octane Forklifts, of Denver, Colorado, for the Forklifts. Please note that no bids were received from area contractors.

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

**LAKE LAND  
COLLEGE  
BID TABULATION**

Lake Land College  
5001 Lake Land Boulevard  
Mattoon, Illinois 61938

Lake Land College Forklifts Bid Tab  
Lincoln Correctional Center  
Project No. 2023-003  
BID DATE: January 31, 2023 - 1:30 PM

| CONTRACTOR   | Sit-Down Forklift | Stand-Up Forklift | Total Bid |  |  |  |
|--|-------------------|-------------------|-----------|--|--|--|
| Octane Forklifts<br>Denver, Colorado                 | \$ 34,110         | \$ 34,719         | \$ 68,829 |  |  |  |
| Technology International, Inc.<br>Lake Mary, Florida | \$48,350          | \$60,700          | \$109,050 |  |  |  |
|  |                   |                   |           |  |  |  |
|  |                   |                   |           |  |  |  |
|  |                   |                   |           |  |  |  |
|  |                   |                   |           |  |  |  |
|  |                   |                   |           |  |  |  |

# MEMO

**TO:** Dr. Jonathan Bullock, President

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

**CC:** Jon Van Dyke, Dean of Admission Services  
Emily Ramage, Dean of Academic Operations

**DATE:** February 2, 2023

**RE:** Update to Board Policy 07.24 – Graduation Requirements

---

In recognition of the HLC Policy Title: Assumed Practices (CRRT.B.10.020) Article B.1.b., a revision to Board Policy 07.24 – Graduation Requirements is warranted. Please see the attached revision, which adjusts our Graduation Requirements policy 07.24 Article 1.E. from requiring graduating students to complete one-half of the total number of semester hours required for a degree to completing 15 credit hours for graduation.

Adopting this proposed change allows the College to remain compliant with the HLC Standards. It also creates the foundation for a framework that would attract and better support adult students interested in completing their education at Lake Land College.

We would seek to implement this change, effective immediately, in preparation for both the academic and the admissions workflows that are necessary for the timely implementation procedures. I therefore respectfully request that the Board of Trustees waive the first reading and approve the revision to this policy.

07.24

## Graduation Requirements

### Graduation Requirements

Lake Land College is authorized to grant the following degrees to students who successfully complete the requirements of certain prescribed curricula:

- Associate in Arts
- Associate in Science
- Associate in Engineering Science
- Associate in Applied Science
- Associate in Liberal Studies (ALS)

Certificates are granted in technological fields to students who completed the required courses in accordance with prescribed standards developed by the College.

The requirements for each degree and certificate will be recommended by the faculty and approved by the President. The requirements shall be based upon the needs and interests of the students and of the community and shall reflect requirements of the Illinois Community College Board, transfer institutions, and/or accrediting associations.

#### 1. Required of All Students in Degree Programs

Students will be eligible for graduation when they have met all of the following requirements:

- A. Met all College admissions requirements.
- B. Fulfilled all general and specific requirements in one of the associate degree curriculums listed in the catalog. Associate in Science or Associate in Arts degree major requirements may vary from sample college transfer curriculum depending upon the students' selection of courses to meet four-year college requirements.



- C. Accumulated the minimum semester hours required for the specific degree.
- D. Accumulated a grade point average of 2.00 (C) in the general and specific requirements for the degree. Only courses at the 040 course level or above will count toward graduation with the exception of RDG 050 which also does not fulfill graduation requirements.
- (1) The final grade point average for graduation of students who have made a major career program change only includes those credit hours and grades of courses applicable to meet the requirements of the major.
  - (2) The final grade point average for graduation of transfer students does not include grades earned at other institutions for courses accepted toward graduation at Lake Land College. Advanced standing and transfer credit are granted for courses passed in accredited colleges and universities. Accredited is defined to include only the Higher Learning Commission or other regional accrediting agencies.
  - (3) Students enrolled in the Associate Degree in Nursing, Dental Hygiene, and Physical Therapist Assistant programs must earn a grade of “C” or higher in all required courses to remain in, and graduate from, the program.
  - (4) Students enrolled in the Medical Assistant program must earn a grade of “C” or higher in all MAP courses and MCS-095 to remain in, and graduate from, the program.
  - (5) Students enrolled in the John Deere Tech program must earn a grade of “C” or higher in all JDA classes and TEC-048 to remain in, and graduate from, the program. Any student receiving less than a “C” in these classes will be required to withdraw from the program and repeat the class during the next scheduled offering prior to continuing in or graduating from the program.

---

**Board Policy No. 07.24**

(6) A grade of “C” or better is required in Composition I and II (ENG 120 and ENG 121) to graduate with an Associate in Arts, Associate in Science, or Associate in Engineering Science Degree.

- E. Completed at Lake Land College at least ~~one-half of the total number of semester~~ 15 credit hours required for the degree. Hours earned through Advanced Placement, International Baccalaureate and CLEP do not count toward the ~~15 credit hours~~ one-half. Credits transferred from other colleges are evaluated on a course-by-course basis.
- F. Filed a Notice of Intent to Graduate with the Admissions and Records Office by the posted date of the semester in which the student will meet academic graduation requirements.

2. Requirements for More than One Associate Degree

Students may earn one Associate in Arts and one Associate in Science degree. Students may earn multiple Associate in Applied Science degrees. To earn more than one degree, students must meet all general and specific curriculum requirements for each degree. Students completing more than one degree according to catalog requirements in effect prior to Fall 2016 may not earn both an Associate in Science (A.S.) and an Associate in Arts (A.A.) degree.

It is important that students meet with their advisor or counselor to ensure appropriate course selection because not all courses are applicable to a degree, or intended for, or accepted as transfer credit to senior institutions.

Students who seek more than one degree from Lake Land College are subject to published deadlines to file an Intent to Graduate form with the Admissions and Records Office for each degree.

**3. Required of All Students in Certificate Programs**

Students will be eligible for graduation when they have met all of the following requirements:

- A. Met all College admissions requirements.
- B. Fulfilled all general and specific requirements in one of the certificate programs listed in the Catalog.
- C. Achieved a “C” (2.00) average or received a grade of P (Pass) in those courses applicable to meet the requirements of the certificates.
  - (1) Students enrolled in the Massage Therapy and Practical Nursing programs must earn a grade of “C” or higher in all required courses to remain in, and graduate from, the program.
  - (2) Students enrolled in the Medical Assistant program must earn a grade of “C” or higher in all MAP courses and MCS-095 to remain in, and graduate from, the program.
- D. Completed at Lake Land College at least one-half of the total number of semester hours required for the certificate. Hours earned through Advanced Placement, International Baccalaureate and CLEP do not count toward this one-half. Credits transferred from other colleges are evaluated on a course-by-course basis.
- E. Filed a Notice of Intent to Graduate with the Admissions and Records Office by the posted date of the semester in which the student will meet academic graduation requirements.

---

**Board Policy No. 07.24**

A student who discontinues attendance for a full year or more will be subject to requirements in the current catalog at the time of registration. The student is responsible for proper registration each semester and satisfying all graduation requirements.

---

Adopted November 9, 1998  
Revised May 10, 1999  
Revised November 8, 1999  
Revised May 12, 2003  
Revised July 11, 2005  
Revised December 8, 2008  
Revised April 11, 2011  
Revised November 11, 2013  
Revised February 17, 2014  
Revised June 8, 2015  
Revised February 8, 2016  
Revised June 12, 2017  
Revised January 10, 2022

**LAKE LAND COLLEGE  
BOARD OF TRUSTEES  
HUMAN RESOURCES REPORT  
February 13, 2023**

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

|                   |                               |
|-------------------|-------------------------------|
| Byard, April      | 12/10/22-6/10/23 Intermittent |
| Carr, David       | 1/10/23-2/16/23               |
| Gillenwater, Matt | 1/16/23-4/7/23                |
| Stevenson, Keith  | 1/9/23-3/31-23                |

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

|  |          |
|--|----------|
| Apprenticeship Coordinator                               | Level 12 |
| Community & Professional Program Coordinator             | Level 12 |
| Coordinator of Diversity, Equity, Inclusion, & Belonging | Level 13 |

**Additional Appointments**

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

|                       | <b>Position</b>  | <b>Effective Date</b> |
|-----------------------|--|-----------------------|
| <b>Part-time</b>      |  |                       |
| Marino Lopez, Juliana | Tutor - Student Learning Assistance Center<br>Primary Position Lab Student Assistant | 2/1/23                |
| Rubin, Talianna       | Special Needs Note Taker<br>Primary Position International Student Ambassador        | 1/17/23               |

**End Additional Appointments**

**The following employees are ending their additional appointment**

|                     | <b>Position</b>   | <b>Effective Date</b> |
|---------------------|---|-----------------------|
| <b>Part-time</b>    |   |                       |
| Shanyurai, Terrence | Pathways Classroom Assistant<br>Primary Position Laker Mascot                           | 1/6/23                |
| Smith, Molly        | Newspaper Editor - Student Newspaper<br>Primary Position Adm & Rec Data Entry Assistant | 11/20/22              |

**New Hire-Employees**

**The following employees are recommended for hire**

|                         | <b>Position</b>        | <b>Effective Date</b> |
|-------------------------|------------------------|-----------------------|
| <b>Volunteer/Unpaid</b> |                        |                       |
| Bennett, Graham         | Dual Credit Instructor | 2/15/23               |

**Full-time**

|                  |   |         |
|------------------|---|---------|
| Cavanah, Tara    | TRIO Destination College Outreach Advisor | 3/6/23  |
| Cole, Bailey     | Foundation Awards & Corp Relations Coord  | 2/27/23 |
| Edwards, Mark    | Custodian                                 | 2/14/23 |
| Gibbs, Elizabeth | Associate Dean of Correctional Programs   | 1/9/23  |
| Hartke, John     | Bookstore Assistant                       | 2/14/23 |
| Jo, Tomoko       | Adult Education Transition Coordinator    | 3/1/23  |

**Part-time**

|                      |  |          |
|----------------------|--|----------|
| Ard, Viv             | Newspaper Editor - Student Newspaper           | 1/24/23  |
| Hjort, Carol         | Allied Health Den Clinical Instructor (hourly) | 1/9/23   |
| Martin, Cerra        | Newspaper Editor - Student Newspaper           | 1/31/23  |
| Moore, John          | Adjunct Faculty Math and Science Division      | 8/21/23  |
| Moore, Trista        | Student Assistance Specialist                  | 12/19/22 |
| Newell, Kimberly     | Allied Health Den Clinical Instructor (hourly) | 1/9/23   |
| Probst, Emily        | Accounting Assistant                           | 1/11/23  |
| Rhine, Lydia         | Print Shop Technician Assistant                | 1/27/23  |
| Smith, Logan         | Allied Health Den Clinical Instructor (hourly) | 1/9/23   |
| Smith, Nicole        | Human Resources Assistant                      | 1/12/23  |
| Winkleblack, Lindsay | Adjunct Faculty Allied Health Division         | 1/9/23   |

**Part-time Grant Funded**

|                        |                        |        |
|------------------------|------------------------|--------|
| Achenbach, Chais       | Student Path Recipient | 1/9/23 |
| Agney, Megan           | Student Path Recipient | 1/9/23 |
| Babb, Austin           | Student Path Recipient | 1/9/23 |
| Blaine, Madison        | Student Path Recipient | 1/9/23 |
| Boggs, Sherrill        | Student Path Recipient | 1/9/23 |
| Bowman, Christie       | Student Path Recipient | 1/9/23 |
| Burris, Katie          | Student Path Recipient | 1/9/23 |
| Calvert, Abigail       | Student Path Recipient | 1/9/23 |
| Clarke-Miller, Rushida | Student Path Recipient | 1/9/23 |
| Cravens, Mindi         | Student Path Recipient | 1/9/23 |
| Duduit, Amanda         | Student Path Recipient | 1/9/23 |
| Duduit, Zoe            | Student Path Recipient | 1/9/23 |
| Evrley, Christen       | Student Path Recipient | 1/9/23 |
| Gregory, Danielle      | Student Path Recipient | 1/9/23 |
| Jeffers, Zachary       | Student Path Recipient | 1/9/23 |
| Lewis, Curtis          | Student Path Recipient | 1/9/23 |
| Mathis, Luran          | Student Path Recipient | 1/9/23 |
| Nichols, Ivy           | Student Path Recipient | 1/9/23 |
| Parkerson, Noelle      | Student Path Recipient | 1/9/23 |
| Robertson, Shannon     | Student Path Recipient | 1/9/23 |
| Rose, Haley            | Student Path Recipient | 1/9/23 |
| Shinholster, Joyce     | Student Path Recipient | 1/9/23 |

|                   |                        |        |
|-------------------|------------------------|--------|
| Starwalt, Breanne | Student Path Recipient | 1/9/23 |
| Stock, Sarah      | Student Path Recipient | 1/9/23 |
| Swingler, Lucas   | Student Path Recipient | 1/9/23 |
| Wallace, Hallie   | Student Path Recipient | 1/9/23 |
| Watkins, Heather  | Student Path Recipient | 1/9/23 |

### Terminations/Resignations

The following employees are terminating employment

|                  | Position                                | Effective Date |
|------------------|---|----------------|
| <b>Full-time</b> |   |                |
| Branson, Casey   | Maintenance I                           | 1/26/23        |
| Brown, Tafi      | Correctional Horticulture Instructor    | 12/23/22       |
| Dawdy, Kimberly  | Correctional Office Assistant           | 12/30/22       |
| Donovan, Richard | Information Security Specialist         | 1/6/23         |
| Gibbs, Elizabeth | Associate Dean of Correctional Programs | 1/24/23        |
| Lercher, James   | Correctional Maintenance Instructor     | 1/30/23        |
| Millikin, Kevin  | Correctional Auto Body Instructor       | 2/3/23         |
| Neff, Jameson    | Mathematics Instructor                  | 5/15/23        |
| Reed, Bretta     | College Nurse                           | 1/27/23        |

### Part-time

|                   |  |          |
|-------------------|--|----------|
| Alexander, Jamie  | Adjunct Faculty Humanities Division            | 5/13/22  |
| Farris, Bailey    | Newspaper Editor - Student Newspaper           | 12/9/22  |
| Jordan, Danielle  | Allied Health Den Clinical Instructor (hourly) | 11/29/22 |
| Keller, Kelly     | Adjunct Faculty Humanities Division            | 8/4/22   |
| Muhr, Conlon      | Adjunct Faculty Humanities Division            | 5/13/22  |
| Poorman, Samantha | Adjunct Faculty Humanities Division            | 12/10/21 |
| Satterfield, Toni | Adjunct Faculty Humanities Division            | 5/13/22  |
| Stremming, Sara   | Perkins Student Worker - Allied Health         | 11/18/22 |
| Turner, Trinity   | College Work Study - Student Life              | 12/9/22  |

### Transfers/Promotions

The following employee is recommended for a change in position

|                    | Position  | Effective Date |
|--------------------|---|----------------|
| <b>Full-time</b>   |   |                |
| Byard, April       | Workforce Solutions Specialist                    | 1/9/23         |
|                    | Transferring from Community & Professional        |                |
| Donaldson, Lynne   | Marketing Production Specialist                   | 2/6/23         |
|                    | Transferring from Accounting Assist III - Accts   |                |
| Huffmaster, Audrey | Academic Services Specialist                      | 1/23/23        |
|                    | Transferring from Marketing Production Specialist |                |
| Tariq, Faisal      | TRIO Student Support Services Advisor             | 2/14/23        |
|                    | Transferring from Trio Dc College Outreach        |                |

**Part-time- Grant Funded**

|                     |  |         |
|---------------------|--|---------|
| Shanyurai, Terrence | Pathways Classroom Assistant<br>Transferring from Laker Mascot | 1/18/23 |
|---------------------|--|---------|

**Unpaid**

|                   |   |        |
|-------------------|---|--------|
| Gage, Whitney     | Allied Health Ems Unpaid Adjunct<br>Transferring from Allied Health EMS Adj Faculty | 1/9/23 |
| Gracey, Jeremy    | Allied Health Ems Unpaid Adjunct<br>Transferring from Allied Health EMS Adj Faculty | 1/9/23 |
| Kircher, Michael  | Allied Health Ems Unpaid Adjunct<br>Transferring from Allied Health EMS Adj Faculty | 1/9/23 |
| Mayes, Kristina   | Allied Health Ems Unpaid Adjunct<br>Transferring from Allied Health EMS Adj Faculty | 1/9/23 |
| Ruholl, Lucas     | Allied Health Ems Unpaid Adjunct<br>Transferring from Allied Health EMS Adj Faculty | 1/9/23 |
| Schwenke, Michael | Allied Health Ems Unpaid Adjunct<br>Transferring from Allied Health EMS Adj Faculty | 1/9/23 |
| Sherwood, Shirley | Allied Health Ems Unpaid Adjunct<br>Transferring from Allied Health EMS Adj Faculty | 1/9/23 |