

Lake Land College

District No. 517

Board of Trustees
Agenda and Board Book
June 9, 2025
Regular Meeting No. 702



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

Topic	Board Book Page Number
Agenda for June 9, 2025, Regular Meeting	3
Minutes for May 19, 2025, Regular Meeting	6
Supplemental Information for June 9, 2025, Regular Meeting	25

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

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



**Regular Meeting No. 702
Monday, June 9, 2025, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon
*Agenda***

Routine.

Call to Order.

Roll Call.

Consent Item.

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

1. Approval of Minutes of May 19, 2025, Regular Meeting.
2. Approval of Minutes of May 19, 2025, Closed Session.
3. Approval of Agenda of June 9, 2025, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.

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

Hearing of Citizens, Faculty and Staff.

Committee Reports.

A. ICCTA/Legislative	Ms. Denise Walk
B. Resource & Development	Ms. Doris Reynolds
C. Finance	Mr. Larry Lilly
D. Buildings & Site	Mr. Gary Cadwell
E. Foundation	Mr. Larry Lilly
F. Student Report	Mr. Jay Bliler
G. President's Report	Dr. Josh Bullock

Lake Land College Board of Trustees

Agenda – June 9, 2025

Page 2

Business Items.**Non-Action Items.**

Topic	Board Book Page Number(s)
1. Monthly Data Point Discussion – Daily Dashboards to Track Goals for Fall Enrollment.	
2. Calendar of Events.	25-26

Action Items.

Topic	Board Book Page Number(s)
1. Acceptance of Rocky Mountain Elk Foundation Grant.	27
2. Acceptance of April 2025 Financial Statements.	28-32
3. Delegation of Authority to President to Provide or Secure Education Services.	33
4. Declaration of Surplus Item(s) or Equipment.	34
5. Approval of Resolution No. 0625-021 Authorizing Treasurer to Transfer Interest Earned from Working Cash.	35-37
6. Approval of Resolution No. 0625-022 Authorizing Treasurer to Invest Funds.	38-40
7. Approval of Resolution 0625-023 Supporting the Extension of the City of Mattoon's Midtown Tax Increment Financing Redevelopment Project Area ("Midtown TIF).	41-43
8. Approval of FY 2026 Base Salary Schedule, Excluding Correctional Centers.	44-45
9. Approval of Base Salary Increase for Administrators, Supervisors and Support Staff, Excluding Correctional Centers.	46
10. Approval of Part-Time Staff Hourly Increases.	46
11. Approval of FY 2026 Part-Time Rates and Stipends.	47-56
12. Approval of Contract with Hybrid Media USA, LLC, of Philadelphia for Digital Marketing Services.	57
13. Approval of Two-Year Contract with Grammarly, Inc. for Purchase of Grammarly for Education.	58-72
14. Closed Session. Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), (2) and (21), closed session is called to discuss the appointment, employment, compensation, performance or dismissal of specific	

Lake Land College Board of Trustees

Agenda – June 9, 2025

Page 3

employees; to consider collective negotiating matters between the public body and its employees or their representatives; and to review minutes of meetings lawfully closed under the Open Meetings Act.

[Return to Open Session - Roll Call]

15. Action on Formal Grievance Filed by the Lake Land College Faculty Association at Step Four on May 30, 2025, as Discussed in Closed Session.

16. Approval of Release or Non-release of Closed Session Minutes as Discussed in Closed Session.

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

73

Other Business. (Non-action)

Adjournment.

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



Regular Board Meeting No. 701
Board and Administration Center, Room 011
Mattoon, IL
May 19, 2025

Minutes

Call to Order.

Chair Wright called the May 19, 2025, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board and Administration Center, Mattoon, IL.

Roll Call.

Trustees Physically Present:

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

Trustees Absent: Trustee Chuck Deters.

Others Participating via Telephonic or Electronic Means: None.

Others Present:

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

Approval of Consent Items.

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

Lake Land College Board of Trustees
 Minutes – May 19, 2025
 Page 2 of 19

1. Approval of Minutes of April 14, 2025, Regular Meeting.
2. Approval of Minutes of April 14, 2025, Closed Session.
3. Approval of Minutes of April 24, 2025, Special Board of Trustees Meeting.
4. Approval of Agenda of May 19, 2025, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	235,907.83
Building Fund	\$	77,215.33
Site & Construction Fund	\$	784,395.15
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	49,601.57
Restricted Purposes Fund	\$	174,453.73
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	68,766.02
Student Accts Receivables	\$	273,164.99
Total	\$	1,663,504.62

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

6. Destruction of Tape Recording of the November 13, 2023, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

During the public comment portion of the meeting, Ms. Ashley Bigard, former Assistant Director of TRIO, stood and approached the podium. Chair Wright read a statement regarding the rules for public comment. Ms. Bigard began to read a statement relating to personnel matters.

In response to the public comment, Chair Wright determined that the matter warranted discussion in closed session pursuant to the Illinois Open Meetings Act.

Lake Land College Board of Trustees
Minutes – May 19, 2025
Page 3 of 19

Closed Session.

6:06 p.m. – Trustee Cadwell moved and Trustee Reynolds seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Return to Open Session - Roll Call

6:18 p.m.

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

Trustees Absent: Trustee Chuck Deters.

Others Participating via Telephonic or Electronic Means: None.

Committee Reports.

ICCTA/Legislative.

Trustee Walk reported that the main issue being looked at by ICCTA leadership is supporting bills SB2482 and HB3717 for the Community College Baccalaureate degrees to expand Illinois's skilled workforce. Trustee Walk said there will be more information to come as these bills are reviewed.

Resource & Development.

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

Finance.

Board Chair Wright said the Committee did not meet since the last regular Board meeting.

Buildings & Site.

Board Chair Wright said the Committee did not meet since the last regular Board meeting.

Foundation.

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

- High school awards nights are in full swing, with over 30 events taking place over the next month. A huge thanks to the LLC Board of Trustees, Foundation Board members, employees, and other volunteers who are presenting Foundation, Presidential and Athletic scholarships.
- The Foundation & Alumni Office was thrilled to partner with WLKL by sponsoring a successful alumni social event at Warren James Winery on April 24th in conjunction with the program's 50th anniversary celebration.

Student Report

Student Trustee Bliler reported since the last meeting of the board, the Student Government Association(SGA) has met twice. The priorities of the SGA continue to be that of student involvement in student life on campus and the growth of clubs as well as the constant, primary goal of student representation. He said the SGA has worked toward this goal through providing club incentive awards to clubs at the annual club lunch hosted this year on April 2, 2025. The recipients of the club awards are decided by the number of club members who attend the Student Activity Board events hosted each Wednesday at 11:00 a.m. This determination, again, has the goal of student involvement. SGA has also recently announced a scholarship, through the SGA, for club members. Mr. Bliler said this scholarship has the goal of rewarding current members for their involvement and attracting new members to the clubs. The SGA also had the opportunity on April 23 to meet with Dr. Nwosu to discuss student positions on academic related matters on campus. The primary topic of discussion was scheduling of classes. He said he was happy to report that the discussion went very well, and that the college was already aware of all the points the SGA brought and is already working with those points in mind. The SGA has also hosted a Red Cross Blood Drive among other events, which was well attended. He said another blood drive is planned for June and at the most recent meeting, SGA elected executive officers for Academic Year 2025-2026. The results are Allison Meese, President; Aubry Killey, Vice President; Kailyn Tracy, Secretary; Abby Warman, Public Information Officer; Nate Carlin, Parliamentarian; and Addison Urbanski, Treasurer. He said the SGA is now in recess until the beginning of the fall semester for regular business items but is planning to complete leadership training during the summer and early in the fall semester.

Lake Land College Board of Trustees
 Minutes – May 19, 2025
 Page 5 of 19

Student Trustee Bliler also said the Student Activity Board hosted events each Wednesday during the semester to encourage student involvement in campus life. He said the events since the last meeting of the board were the Intramural Sports Event, Spring Art Show, Next Steps Party, and most recently, the capstone SAB event of the spring semester, the Spring Carnival. He said plans are also underway for the Fall 2025 Welcome Day to welcome our new and returning students to campus; SAB is working with groups and clubs across campus to coordinate this event.

Regarding The Navigator News, the student newspaper on campus, continues to do great work in highlighting a broad range of topics on campus and beyond reporting on the Student Government Association and Student Activity Board as well as national and international issues of interest to the student body publishing the May issue of the Navigator News most recently.

Mr. Bliler congratulated, on behalf of the Student Body, fellow Lakers on the Softball and Baseball teams for their recent accomplishments.

Mr. Bliler said the Student Recognition Banquet, hosted on April 30, was a terrific way to recognize student achievements at the college and thank you to those who attended this memorable evening. He continued, finally, the most exciting event of the year on campus, Commencement, which was a great way to recognize the accomplishments of our fellow students. Congratulations to the graduates, and what a special reminder of our privilege and great responsibility as trustees to serve both the students and the communities that students and families call home.

President's Report.

Dr. Bullock gave the following updates:

- The College received \$579,693 in April from the Illinois Department of Corrections for the FY 2025 outstanding balance. A balance of \$1.2 million remains outstanding with IDOC.
- The College received a payment of \$18,820 from the Illinois Department of Juvenile Justice (IDJJ) in April for the FY 2025 outstanding balance. A total of \$74,833 remains outstanding with IDJJ.
- In April, the College received payments from the State of Illinois for FY 2025 credit hour reimbursement of \$740,143 and equalization of \$574,383. A balance of \$705,551 million in credit hour reimbursement and \$1.15 million in equalization remains outstanding.
- The College received property tax payments of \$29,644 in April.

Business - Non-action Items.

Appointment of Board Committees.

In accordance with Board Policy 02.08 – *Committees of the Board*, Chair Wright appointed the following Board committees and Trustee liaisons effective May 19, 2025:

Finance Committee: Larry Lilly as Chair, Tom Wright as ex-officio, and members Scott Montgomery, Doris Reynolds and Student Trustee Jay Bliler.

Resource and Development Committee: Doris Reynolds as Chair, Tom Wright as ex-officio, and members Chuck Deters and Denise Walk.

Buildings and Site Committee: Gary Cadwell as Chair, Tom Wright as ex-officio, and members Chuck Deters, Larry Lilly, and Scott Montgomery.

Legislative Liaison to ICCTA: Denise Walk.

Lake Land College Foundation Liaison: Larry Lilly.

Monthly Data Point Discussion – Mental Health Services and Touchpoints for our Students.

Ms. Kendra Bierman, Student Wellness Center Manager, provided a brief presentation on the numerous services, touchpoints, and student mental health interactions the College has provided in the past year for our students, either directly or through contractual services.

State Required Trustee Training.

Ms. Jean Anne Highland, Chief of Staff, highlighted upcoming training opportunities this June offered by Robbins Schwartz and the Illinois Community College Trustees Association (ICCTA) to help fulfill state-mandated four hours of trustee training that must be completed every 1st, 3rd and 5th year of each Trustee's respective term.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock reminded the Trustees that the Effingham Technology Center (ETC) Grand Opening is set for Wednesday, July 30, 2025, with a dedication ceremony at 5:30 p.m. and open house from 3 p.m. to 7 p.m. Dr. Bullock reminded members that there would be no June Board Committee meetings and they would resume July 14. He also reminded the Trustees about the August 18, 2025, Board Meeting to be held at the Effingham Technology Center.

Action Items

Adoption of Board of Trustees' and President's Strategic Priority Statement/Direction.

Lake Land College Board of Trustees
 Minutes – May 19, 2025
 Page 7 of 19

Dr. Bullock said that during the April 24, 2025, Board Retreat, the Board and Administration collectively discussed the importance of setting the bold direction for a new strategic plan based upon the critical feedback we received from the spring 2025 focus group sessions with numerous stakeholders and sunsetting the existing FY 2023-2027 Strategic Plan. He reminded Trustees that following significant discussion, the Board and Administration agreed upon the language to provide strategic direction for the College community in defining a new FY 2026 and continuing plan with the motto and strategic priority statement as detailed in the recommended motion below. He said that with Board approval, the Cabinet will immediately begin more detailed planning and engagement of various College leaders so that we may announce a new planning direction during the fall 2025 semester (using a rolling versus static plan time period) and unify all efforts to help us more effectively address the pending demographic cliff and future enrollment challenges

Trustee Walk moved and Trustee Montgomery seconded to approve the Board of Trustees' and College President's strategic priority statement/direction for FY 2026 and continuing (using a rolling versus static plan time period) as follows so that the College administration and leadership may sunset the existing FY 2023-2027 strategic plan and develop a unified vision for the new strategic priority:

Motto: "Education That Fits Your Life"

Strategic Priority Statement: Lake Land College will enable students to fit education within their active work and personal lives. We will streamline enrollment processes and technology, provide customer-centric schedules and learning options, and facilitate access to comprehensive support services.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Acceptance of March 2025 Financial Statements.

Trustees reviewed the March 2025 Financial Statements and a memorandum from Mr. Woodruff that highlighted the Financial Statements and significant variances.

Trustee Cadwell moved and Trustee Reynolds seconded to approve as presented the March 2025 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

Lake Land College Board of Trustees
 Minutes – May 19, 2025
 Page 8 of 19

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Approval of Lease Agreement with ROE #3 for Space at the Effingham Kluthe Center

Trustees received a recommendation from Mr. Woodruff for the Board to approve a proposed three-year lease agreement between Lake Land College, as lessor, and the Regional Office of Education (ROE) #3 of Christian, Effingham, Fayette, and Montgomery counties, as lessee, that will begin August 1, 2025, and conclude June 30, 2028. The proposed lease agreement was provided to the Trustees and was also included in the Board Book.

Mr. Woodruff reported that ROE #3 is interested in leasing the entire first floor of the Kluthe facility, and that the Regional Superintendent has confirmed they will be using the space for student educational purposes and the programs will not conflict with the educational services Lake Land College provides.

Trustee Walk moved and Trustee Montgomery seconded to approve as presented a three-year lease agreement between Lake Land College, as lessor, and the Regional Office of Education (ROE) #3 of Christian, Effingham, Fayette, and Montgomery counties, as lessee, for the period August 1, 2025, through June 30, 2028. This is for approximately 11,568 square feet, comprised entirely of the first floor of the Kluthe facility of Effingham.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes .

Absent: Trustee Deters.

Motion carried.

Approval of Lease Agreement with the Effingham Small Business Development Center for Space at the Effingham Technology Center (ETC).

Trustees reviewed a recommendation from Mr. Woodruff for the Board to approve a proposed three-year lease agreement between Lake Land College, as lessor, and the Effingham Small Business Development Center, as lessee, that will begin August 1, 2025, and conclude June 30, 2028. The proposed lease agreement was provided to the Trustees and was also included in the Board Book.

Mr. Woodruff reported that upon completion of the ETC facility, Lake Land College is going to provide a single office to the Effingham Small Business Development Center, office #143,

Lake Land College Board of Trustees
 Minutes – May 19, 2025
 Page 9 of 19

which is located on the first floor, and the College will provide a no-cost lease for this office space as the SBDC is a great community partner to support business and economic development in the region.

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented a three-year lease agreement between Lake Land College, as lessor, and the Effingham SBDC, as lessee, for the period August 1, 2025, through June 30, 2028. This is for approximately 100 square feet, or office #143, of the Effingham Technology Center of Effingham.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Approval of ICCB Program Review Report.

Dr. Ike Nwosu, Vice President for Academic Services, presented a request from Dr. Lynn Breer, Director of Institutional Research and Reporting, for the Board to approve the 2025 ICCB Program Review Report. Trustees were provided copies of the report. Dr. Nwosu provided highlights of the Report to the Trustees.

Trustee Cadwell moved and Trustee Walk seconded to approve as presented the FY 2025 ICCB Program Review Report for submission to the Illinois Community College Board.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Approval of College-Wide Committees.

Trustees heard a recommendation from Ms. Jean Anne Highland, Chief of Staff, for the Board to approve the list of proposed FY 2026 College-Wide Standing Committees. Ms. Highland said she respectfully submitted this recommendation per Board Policy 02.09 and following a thorough review of each committee's prior year accomplishments, provided to each Trustee, validating the on-going need for each committee included on the recommended list.

Trustee Walk moved and Trustee Montgomery seconded to approve as presented the list of FY 2026 College-Wide Standing Committees.

Lake Land College Board of Trustees
 Minutes – May 19, 2025
 Page 10 of 19

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Declaration of Surplus Item(s) or Equipment.

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

- 1 2001 Ford Focus: VIN –1FAFP34331W272753 and 1 1996 Mazda 626: VIN - 1YVGE22C6T5580861. Mr. Woodruff said these vehicles were used by the Automotive department and have no titles.
- 1 2007 Suzuki Forenza: VIN - KL5JD56267K501765 and 1 2004 Chevrolet Cavalier: VIN - 1G1JC52FX47104057. Mr. Woodruff said these vehicles were used by the Automotive department and have junk titles.
- 1 2019 Dodge Grand Caravan: VIN – 2C4RDGEG7KR513236. Mr. Woodruff said this van is totaled and needs to be declared as surplus for insurance purposes.
- 33 Stools from West Building 124 – Mr. Woodruff said the current stools in that classroom are in need of replacement.
- Various Campus Technology Items – Mr. Woodruff said the Administration is requesting surplus designation for the various items in a list that was included in the Board Book and detailed the need for disposal for each item.

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

- 1 2001 Ford Focus: VIN –1FAFP34331W272753 and 1 1996 Mazda 626: VIN - 1YVGE22C6T5580861.
- 1 2007 Suzuki Forenza: VIN - KL5JD56267K501765 and 1 2004 Chevrolet Cavalier: VIN - 1G1JC52FX47104057.
- 1 2019 Dodge Grand Caravan: VIN – 2C4RDGEG7KR513236.
- 33 Stools from West Building 124.
- Various Campus Technology Items.

There was no further discussion.

Roll Call Vote:

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

No: None.

Lake Land College Board of Trustees
 Minutes – May 19, 2025
 Page 11 of 19

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Approval of Bid for Preventive Maintenance and Air Filter Replacement.

Trustees heard a recommendation from Mr. Woodruff for the Board to approve the bid from Entec Services, of Mattoon, for the total amount of \$46,750.00, for the Preventive Maintenance and Air Filter Replacement Project No. 2025-007. Trustees received copies of the bid tabulation sheet detailing that Entec Services submitted the lowest of three received bids. Mr. Woodruff reported the base bid was for four complete filter changes and the accompanying preventive maintenance, to be completed in July of 2025, January and July of 2026, and January of 2027.

Trustee Cadwell moved and Trustee Reynolds seconded to approve as presented the bid from by Entec Services, of Mattoon, for the total amount of \$46,750.00, for the Preventive Maintenance and Air Filter Replacement Project No. 2025-007.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Approval of Renewal of Student Accident Insurance Policy.

Mr. Woodruff presented a recommendation from Ms. Shoot for the Board to approve the bid from Ameritas Life Insurance Corp. of Lincoln, Nebraska as the College's Student Accident Insurance Coverage provider for the upcoming year at a cost of \$62,000, and the bid from Risk Strategies as our Student Catastrophic insurance coverage provider, for the upcoming year at a cost of \$7,504, with both policies for the period August 1, 2025, through July 31, 2026. Trustees received the related quotes for this coverage. Mr. Woodruff said our insurance consultant, Dimond Bros. of Mattoon, approached multiple insurance carriers for this renewal, however we received only one bid for each policy.

In her memo, Ms. Shoot reported that the renewal of the student accident insurance was an increase of \$8,100 or a 15% increase versus the previous year's cost. Ms. Shoot also reported renewal of the catastrophic coverage was an increase of \$1,501 or 25% versus the previous year.

Trustee Lilly moved and Trustee Montgomery seconded to approve as presented the bid from Ameritas Life Insurance Corp. of Lincoln, Nebraska as our Student Accident insurance coverage provider for the upcoming year at a cost of \$62,000, and the bid from Risk Strategies

Lake Land College Board of Trustees
 Minutes – May 19, 2025
 Page 12 of 19

as our Student Catastrophic insurance coverage provider for the upcoming year at a cost of \$7,504, with both policies for the period August 1, 2025 through July 31, 2026.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Approval of Bid for ETC Structured Cabling Project.

Mr. Woodruff presented a recommendation from Mr. Jeremy Moore, Facilities Planning Manager, for the Board to approve the bid from Field Wrxs, Inc. of Teutopolis, Illinois, for the total amount of \$39,902.00, for the ETC Structured Cabling Project. Trustees received the bid tabulation sheet detailing this vendor as having submitted the lowest bid.

Mr. Woodruff reported that this project is needed to meet increased data demands identified in classrooms, student services, and other areas not covered in the original Phase I and II renovations. He noted that the project scope also includes the infrastructure and installation of Wireless Access Points (WAPs) to provide wireless connectivity throughout the facility, and that this effort will ensure the ETC is equipped to support current and future technology needs.

Trustee Cadwell moved and Trustee Walk seconded to approve as presented the bid from by Field Wrxs, Inc. of Teutopolis, Illinois, for the total amount of \$39,902.00, for the ETC Structured Cabling Project No. 2025-014.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Approval of Emergency Purchase HVAC Project for ETC.

Mr. Woodruff presented a request for the Board to approve the emergency expenditure of \$61,926 for the replacement of the two pairs of failed 26-ton compressors at the Effingham Technology Center with Davis Houk Mechanical, Inc. of Urbana. Trustees received the quote from Davis Houk Mechanical.

Mr. Woodruff reported that Board Policy 10.22.(#4.M), allows a bid exception *“if an emergency exists, the normal bid process can be bypassed.”* He noted that, given we have one tenant in

Lake Land College Board of Trustees
 Minutes – May 19, 2025
 Page 13 of 19

the building along with the impending building use and potential lead time issues, the administration believes this was an emergency situation that needs to be addressed.

Mr. Woodruff said, per Board Policy 10.23, both the Board Chair and Board Secretary have approved this purchase, but their approval must be followed by approval of $\frac{3}{4}$ of the Board of Trustees.

It was noted that Mr. Woodruff sought a second bid to ensure appropriate and competitive pricing from David Houk Mechanical. A second proposal received from Entec had a total cost of \$68,760.00.

Trustee Lilly moved and Trustee Cadwell seconded to approve as presented an emergency expenditure of \$61,926 for the replacement of the two pairs of failed 26-ton compressors at the Effingham Technology Center with Davis Houk Mechanical, Inc of Urbana.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Approval of Purchase of HyFlex Technology for ETC.

Mr. Woodruff presented a recommendation from Mr. David Stewart, Chief Information Officer, for the Board to approve the purchase of new HyFlex instructional technology for the ETC from ITsavvy, LLC, of Oak Brook, Illinois, in the amount of \$35,402.10, and the relocation of two existing HyFlex classroom equipment items from the Kluthe Center to the ETC, from One Room Inc. of Springfield, Illinois, in the amount of \$15,900. He said this will be a total amount of \$51,302.10 for the new and transitioned HyFlex classroom equipment. Trustees received the quotes from the two respective vendors. Mr. Woodruff reported that this will provide essential video conferencing and HyFlex instructional technology equipment at the new ETC.

Mr. Woodruff noted that a bid was not necessary due to Board Policy 10.22 (#4.F.) with the exemption of purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services.

Trustee Walk moved and Trustee Montgomery seconded to approve as presented the purchase of new HyFlex instructional technology for the ETC from ITsavvy, LLC, of Oak Brook, Illinois, in the amount of \$35,402.10, and the relocation of two existing HyFlex classroom equipment items from the Kluthe Center to the ETC, from One Room Inc. of Springfield, Illinois, in the amount of \$15,900. This will be a total amount of \$51,302.10 for the new and transitioned HyFlex classroom equipment.

Lake Land College Board of Trustees
Minutes – May 19, 2025
Page 14 of 19

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Approval of Bid for Tool Boxes and Tools for Use by the John Deere Tech Program.

Mr. Woodruff presented a recommendation for the Board to approve the bid from AHW LLC, in the total amount of \$36,321.70, for toolboxes and tools for use by the John Deere Tech Program. Trustees received the bid tabulation sheet detailing AHW having submitted the lowest of two received bids.

Trustee Cadwell moved and Trustee Reynolds seconded to approve as presented the bid from AHW LLC, of Champaign, in the total amount of \$36,321.70, for toolboxes and tools for use by the John Deere Tech Program.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Approval of Bid for Field House Roof Replacement Project and Purchase of Roofing Materials.

Mr. Woodruff presented a recommendation on behalf of Mr. Moore, with two recommended motions for the Board to approve regarding the base bid one and two of the Fieldhouse Roof Replacement project, and to purchase from Garland Roofing the roofing materials for base bid one of this project. Trustees received the bid tabulation sheet detailing Kreiling Roofing as having submitted the lowest bid.

Mr. Woodruff reported that Garland Roofing utilizes state or Omnia contract pricing, thus a bid was not required for this portion of the project. Additionally, he noted that purchasing materials direct from Garland Roofing will allow us to secure current pricing and not incur a mark-up by the installer. Mr. Woodruff further noted that the total for the project will be \$1,761,486.23, and that installation of the new roofing will take place June-Sept 2025.

Lake Land College Board of Trustees
 Minutes – May 19, 2025
 Page 15 of 19

Recommended motion #1: Trustee Walk moved and Trustee Cadwell seconded to award the base bid to Kreiling Roofing of Peoria, Illinois, in the amount of \$1,434,310, for base bid one and two of the Fieldhouse Roof Replacement project.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Recommended motion #2: Trustee Cadwell moved and Trustee Walk seconded to approve the purchase from Garland Roofing, in the amount of \$327,176.23, for roofing materials for the base bid one of the Fieldhouse Roof Replacement project.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Approval of One-year Renewal of the Canvas/Studio Cloud Subscription with Infrastructure.

Mr. Woodruff presented a request on behalf of Mr. Stewart for the Board to approve a one-year renewal of the Canvas/Studio Cloud Subscription for the amount of \$125,596.50 with Infrastructure Inc. of Salt Lake City, Utah. Trustees received a copy of the detailed quote from Infrastructure.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented a one-year renewal of the Canvas/Studio Cloud Subscription for the amount of \$125,596.50 with Infrastructure Inc. of Salt Lake City, Utah.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Waive First Reading and Approve Proposed Revisions to the Following Board Policies:

- **06.48 - Final Exams;**

Lake Land College Board of Trustees
 Minutes – May 19, 2025
 Page 16 of 19

- **07.05 - *Course Placement by Assessment*;**
- **07.17 - *Grading System*;**
- **07.17.01 - *Incomplete Grade*; and**
- **07.21 - *Credit Hour*.**

Trustees heard a recommendation from Dr. Ike Nwosu, Vice President for Academic Services, requesting that the Board waive first reading and approve proposed revisions to the above five listed Policies. Trustees received the details of the proposed revisions for each Policy.

Dr. Nwosu reported that Lake Land College is launching its first competency-based education (CBE) programs including: Automation Specialist I (CRT.AS1.CBE), Automation Specialist II (CRT.AS2.CBE), and Applied Engineering Technology (AAS.AET.CBE). He said that CBE allows students to progress by demonstrating mastery of learning outcomes rather than completing a set number of classroom hours. He noted that several policies were identified for amendment by groups, including the Developmental Education Committee and an interdepartmental team called upon to support the development of the College's CBE programming. Dr. Nwosu also noted that the Academic Standards Committee conducted a final review to confirm alignment with institutional standards and to support the implementation of the CBE model.

Dr. Nwosu further requested that the Board waive first reading and approve the proposed revisions at the May 2025 regular Board meeting to facilitate the College being able to submit the CBE program application(s) to ICCB and HLC for approval at their June and July 2025 respective meetings.

Trustee Reynolds moved and Trustee Cadwell seconded to waive first reading and approve as presented the proposed revisions to the following five Policies:

- 06.48 - *Final Exams*;
- 07.05 - *Course Placement by Assessment*;
- 07.17 - *Grading System*;
- 07.17.01 - *Incomplete Grade*; and
- 07.21 - *Credit Hour*

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Approval of the Human Resources Report.

Lake Land College Board of Trustees
 Minutes – May 19, 2025
 Page 17 of 19

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

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

Donaldson, Lynne	4/10/25-7/3/25
Marsh, Jasmine	5/7/25-11/7/25
Zoller, Steven	4/15/25-4/14/26 Intermittent

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Brozis, Sophia	Admissions Commencement Asst	5/12/25
	Primary Position College Work-Study	
Ghere, Lori	Community Learning Instructor	5/18/25
	Primary Position Dual Credit Coordinator	
Green, Bennett	Admissions Commencement Assistant	5/12/25
	Primary Position Perkins Student Worker	
Lynch, Annette	Admissions Commencement Assistant	5/12/25
	Primary Position Perkins Student Worker	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Schout, Nellie	Tutor- Carl Perkins	4/9/25
	Primary Position Student Services Intern	
Sexson, Austin	College Work-Study	3/31/25
	Primary Position Tutor	
Upton, Jacob	Tutor - Student Learning Assistance Center	4/9/25
	Primary Position Technical Support Assist	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Boesen, Olivia	Associate Dean of Correctional Programs	4/21/25
Dare, Nicole	Accounting Assistant II - Accounts Payable	5/13/25
Miller, Tanner	Correctional Custodial Maintenance Instructor	4/29/25
Reid, Emily	Wellness Specialist	6/02/25
Sanders, Jordan	Correctional Warehousing Inst	4/15/25

Lake Land College Board of Trustees

Minutes – May 19, 2025

Page 18 of 19

Part-time

Armstrong, Josie	Part-Time Groundskeeper	4/23/25
Baize, Kevin	Technical Training Specialist - CBI	4/28/25
Davis, Charleece	Part-Time Groundskeeper	4/22/25
Himes, Brandon	Part-Time Groundskeeper	4/23/25
Mukanya Kengela, Orinie	Bookstore Rush Worker	5/8/25
Pickering, William	Police Officer	4/28/25
Sweeney, Donald	Police Officer	5/1/25

Part-time Grant Funded

Gyorr, Julia	Agriculture Education Intern	5/12/25
Kocher, Kylie	Agriculture Education Intern	5/12/25
Pritchard, Ava	Agriculture Education Intern	5/12/25
Ruesken, Leigha	Agriculture Education Intern	5/12/25
Saunders, Kaylin	Agriculture Education Intern	5/12/25
Speck, Chloe	Agriculture Education Intern	5/12/25
Vocks, Sydney	Agriculture Education Intern	5/12/25
Voegel, Sarina	Agriculture Education Intern	5/12/25

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Bigard, Ashley	Assistant Director of TRIO	5/9/25

Part-time

Curtis, Kevin	Lake Land College Trustee	4/24/25
Earnst, Cassie	Adjunct Faculty Allied Health Division	5/16/25
Kelly, Abbie	Lake Land College Student Trustee	4/14/25
Loy, Ashley	Cosmetology Clinical Instr (hourly)	4/11/25
Marino Lopez, Juliana	IEL Instructor	11/22/24
Ramert, Halle	Allied Health BNA Clinical Instructor (hourly)	3/25/25
Starrett, Kai	Tutor - Student Learning Assistance Center	4/26/24
Storm, Dave	Lake Land College Trustee	4/24/25

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time Tenure Track		
Haarmann, Jamie	Nursing Instructor	8/15/25
	Transferring from Adjunct Faculty Allied Health	

There was no further discussion.

Roll Call Vote:

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

Lake Land College Board of Trustees
Minutes – May 19, 2025
Page 19 of 19

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Walk moved and Trustee Cadwell seconded to adjourn the meeting at 7:17 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/

Calendar of Events

Monday, June 9, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, July 10, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, July 14, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Wednesday, July 30, 2025	3- 7 p.m. – Lake Land College Effingham Technology Center Grand Opening ETC – Effingham, IL (Dedication ceremony at 5:30 p.m.)
Thursday, August 14, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, August 18, 2025	5 p.m. – Board Dinner – Effingham Technology Center, Effingham, IL 6 p.m. – Board Meeting – Effingham Technology Center, Effingham, IL
Thursday, September 4, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, September 8, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 9, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, October 13, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, November 6, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting

	10 a.m. – Board and Administration Center, 011
Monday, November 10, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 4, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, December 8, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011



MEMO

TO: Jean Anne Highland, Chief of Staff
FROM: Beth Craig, Grants Writer and Coordinator
CC: Lynn Breer, Director of Institutional Research and Reporting
RE: Acceptance of Rocky Mountain Elk Foundation Grant
Date: May 28, 2025

Lake Land College Clay Target Shooting Team has received a one-year Rocky Mountain Elk Foundation Grant in the amount of \$1,500. The purpose of the grant is to foster meaningful collaborations and long-term impacts in the conservation of natural resources and outdoor traditions. Grant funds will be used to purchase ammunition and other critical supplies for the team.

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

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

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

DATE: June 1, 2025

































RE: April FY25 Financial Statement Summary




Please find below a summary of April's actual results compared to the approved budget. We have now completed ten months, and we are 73% through the 2025 fiscal year. At this time, there are no results/budgetary areas of concern and no indication, that I'm aware of, that would create cause for concern in the near future as we progress in FY25.

April - Noteworthy Events Impacting Results

- **Excess Revenue over Expenditures** – We finished April unfavorably at \$225,317, which is an improvement of \$284K over March results.
- **Revenue** – Revenue for April was unfavorable by \$ 477K. YTD, we're unfavorable by \$956K. CPPRT and the Credit Hour Grant are YTD unfavorable by \$1.131M.
- **Expenditures** – Expenditures for April finished favorably by \$ 251K. We will see an increase in expenditures in May related to the receipt of one-time approved equipment and approved services. All prudent expenses the college evaluated with the availability of funds.

Recommended motion: Approve as presented the April FY25 Financial Statements.

	April		YTD	
	<u>Actual V. Budget</u>		<u>Actual V. Budget</u>	
Total Revenue	(\$477,159)		(\$955,722)	
Local Services	(\$257,418)		(\$511,903)	
ICCB Credit Hour Grant	(\$53,184)		(\$515,445)	
ICCB Equalization Grant	(\$0)		(\$0)	
Other State Sources	(\$8,957)		(\$161,262)	
Tuition & Fees	(\$108,617)		(\$106,004)	
Other Revenue	(\$48,983)		\$259,916	
Total Expenditures	\$251,842		\$4,971,547	
Salaries & Wages	\$35,180		\$1,688,392	
Employee Benefits (overall)	\$5,083		(\$156,787)	
Instructional	(\$52,904)		\$896,460	
Academic Support	\$13,131		\$233,325	
Student Services	\$10,549		\$325,763	
Public Service/Continuing Education	\$14,047		\$308,428	
Operations & Maintenance	\$128,126		\$757,473	
Institutional Support	\$137,285		\$3,017,072	

 Favorable
 Unfavorable - No Concerns at this time.
 Unfavorable - Concerned

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY24 Final Audited Numbers	FY25 Annual Budget
Revenues:										
52,582	310,000	(257,418)	Local Sources	11,744,075	12,255,978	(511,903)	-4.18%	11,414,621	11,748,084	12,255,978
526,586	579,770	(53,184)	ICCB Credit Hour Grant	3,395,043	3,910,488	(515,445)	-13.18%	4,514,114	4,911,960	4,440,957
574,383	574,383	(0)	ICCB Equalization Grant	5,743,833	5,743,833	(0)	0.00%	5,878,608	7,054,330	6,892,600
41,664	50,620	(8,957)	Other State Sources	905,743	1,067,006	(161,262)	-15.11%	943,773	1,020,389	1,272,246
(10,091)	9,005	(19,096)	Tuition	7,988,728	8,185,907	(197,179)	-2.41%	7,871,695	7,871,510	8,186,725
20,302	109,823	(89,521)	Fees	3,987,199	3,896,025	91,175	2.34%	3,999,616	4,001,134	1,685,452
128,818	177,801	(48,983)	Other Revenue	1,632,118	1,372,203	259,916	18.94%	1,846,748	2,139,472	3,915,729
-	-	-	Gift in Kind	78,976	-	78,976	0.00%	-	227,623	-
1,334,245	1,811,404	(477,159)	Total Revenues	35,475,717	36,431,439	(955,722)	-2.62%	36,469,176	38,974,502	38,649,687
Expenditures:										
Instructional										
1,020,675	995,302	(25,373)	Salary and Wages	10,013,037	10,394,887	381,850	3.67%	10,068,594	11,590,569	10,660,542
181,140	174,673	(6,467)	Employee Benefits	1,939,522	1,864,293	(75,229)	-4.04%	1,909,333	2,186,614	2,433,060
69,978	69,551	(427)	Contractual Services	374,352	662,679	288,327	43.51%	341,690	448,616	669,937
33,083	22,807	(10,276)	General Materials and Supplies	591,638	837,646	246,008	29.37%	638,770	758,016	875,650
10,729	8,748	(1,981)	Travel and Meeting Expenses	67,345	147,633	80,288	54.38%	68,353	84,029	177,139
11,954	6,500	(5,454)	Fixed Charges	59,407	99,375	39,968	0.00%	47,535	55,410	99,375
2,926	-	(2,926)	Capital Outlay	12,511	26,735	14,224	53.21%	124,973	139,191	31,735
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	78,976	-	(78,976)	0.00%	-	-	-
1,330,484	1,277,581	(52,904)	Total Instructional	13,136,788	14,033,248	896,460	6.39%	13,199,248	15,262,445	14,947,438
Academic Support										
66,240	82,205	15,965	Salary and Wages	666,341	658,802	(7,539)	-1.14%	556,404	667,665	526,799
20,205	16,721	(3,483)	Employee Benefits	186,525	162,450	(24,075)	-14.82%	134,933	155,882	4,776
-	-	-	Contractual Services	-	-	-	0.00%	-	-	-
12,619	12,862	243	General Materials and Supplies	223,512	466,267	242,755	52.06%	198,687	211,727	458,500
6,293	6,700	407	Travel and Meeting Expenses	26,716	48,900	22,184	45.37%	27,751	35,588	13,500
-	-	-	Fixed Charges	-	-	-	0.00%	-	-	-
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	-	-	-	0.00%	-	-	-
105,357	118,488	13,131	Total Academic Support	1,103,094	1,336,419	233,325	17.46%	917,774	1,070,862	1,003,575
Student Services										
191,558	200,412	8,854	Salary and Wages	1,985,966	2,201,173	215,207	9.78%	1,795,114	2,144,939	2,702,692
52,968	60,620	7,652	Employee Benefits	591,905	592,513	608	0.10%	457,751	546,565	514,830
-	-	-	Contractual Services	11,297	13,477	2,180	16.18%	10,906	10,906	13,477
12,782	13,687	905	General Materials and Supplies	92,228	143,051	50,823	35.53%	77,146	107,167	176,604
20,863	6,500	(14,363)	Travel and Meeting Expenses	78,690	128,135	49,445	38.59%	89,242	99,089	104,435
-	-	-	Fixed Charges	-	-	-	0.00%	-	-	15,000
-	7,500	7,500	Other Expenditures	7,500	15,000	7,500	100.00%	14,850	14,850	-
278,170	288,719	10,549	Total Student Services	2,767,586	3,093,349	325,763	10.53%	2,445,008	2,923,515	3,527,038
Public Service/Cont Ed										
42,460	54,372	11,912	Salary and Wages	424,383	598,093	173,710	29.04%	391,184	472,854	706,838
8,978	6,823	(2,155)	Employee Benefits	80,570	66,291	(14,279)	-21.54%	63,753	56,217	79,937
4,387	4,000	(387)	Contractual Services	31,321	55,300	23,979	43.36%	29,644	64,382	68,000
7,209	15,035	7,826	General Materials and Supplies	67,196	178,934	111,738	62.45%	84,490	108,832	223,239
6,201	3,092	(3,109)	Travel and Meeting Expenses	28,372	40,645	12,273	30.20%	16,341	20,631	47,404
9,148	9,108	(41)	Fixed Charges	100,695	101,635	940	0.92%	86,606	104,500	119,290
-	-	-	Capital Outlay	14,933	15,000	67	100.00%	13,195	17,571	15,000
-	-	-	Other	-	-	-	0.00%	4,190	-	-
-	-	-	GIK	-	-	-	0.00%	-	-	-
78,383	92,430	14,047	Total Public Service/ Cont Ed	747,470	1,055,898	308,428	29.21%	689,402	844,987	1,259,708
Operations & Maintenance										
88,952	104,756	15,804	Salary and Wages	963,851	1,319,863	356,012	26.97%	981,685	1,180,744	1,654,418
32,385	40,275	7,891	Employee Benefits	316,826	391,283	74,457	19.03%	337,864	384,727	471,834
49,610	57,688	8,078	Contractual Services	488,860	369,051	(119,809)	-32.46%	652,419	502,268	388,827
28,612	48,750	20,138	General Materials and Supplies	247,980	247,000	(980)	-0.40%	243,973	314,848	252,000
-	250	250	Travel and Meeting Expenses	291	7,290	6,999	96.01%	255	501	7,290
1,100	750	(350)	Fixed Charges	17,434	12,500	(4,934)	-39.47%	17,242	122,282	104,000
93,302	166,596	73,294	Utilities	1,107,740	1,495,690	387,950	25.94%	1,162,224	1,413,447	1,764,078
-	-	-	Capital Outlay	174,917	183,915	8,998	100.00%	660	10,800	-
2,090	5,112	3,022	Contingency Funds	2,341	51,120	48,779	95.42%	-	820	245,259
-	-	-	GIK	-	-	-	0.00%	-	-	-
296,052	424,177	128,126	Total Operation and Maint	3,320,239	4,077,712	757,473	18.58%	3,396,323	3,930,438	4,887,706
Institutional Support										
303,800	311,819	8,019	Salary and Wages	2,853,268	3,422,419	569,151	16.63%	2,913,129	4,127,416	4,039,579
97,949	99,595	1,646	Employee Benefits	1,042,377	924,108	(118,269)	-12.80%	1,019,436	1,104,149	1,113,707
84,126	92,496	8,370	Contractual Services	1,057,821	1,508,915	451,094	29.90%	1,338,428	1,602,266	1,612,503
104,018	30,780	(73,237)	General Materials and Supplies	830,585	1,483,585	653,000	44.01%	781,659	999,183	1,935,520
17,102	37,810	20,708	Travel and Meeting Expenses	110,719	256,274	145,555	56.80%	134,398	146,392	272,059
1,608	1,825	217	Fixed Charges	16,208	190,254	174,046	91.48%	15,255	15,940	194,004
-	-	-	Capital Outlay	110,449	162,250	51,801	100.00%	818,099	728,741	263,450
18,412	143,910	125,498	Contingency Funds	392,215	797,365	405,151	50.81%	851,992	1,661,929	591,061
3,632	50,000	46,368	Other	456,955	850,711	393,756	100.00%	614,391	564,066	49,175
303	-	(303)	Strategic Initiatives	108,212	400,000	291,788	100.00%	80,456	367,958	-
-	-	-	One Time Budget Requests	-	-	-	0.00%	-	-	-
-	-	-	GIK	-	-	-	0.00%	-	-	-
630,950	768,234	137,285	Total Institutional Support	6,978,809	9,995,881	3,017,072	30.18%	8,567,243	11,318,039	10,071,058
(1,609)	-	1,609	Scholarships, grants, waivers	566,974	-	(566,974)	100.00%	520,092	553,838	1,287,566
2,717,787	2,969,630	251,842	Total Expenditures	28,620,960	33,592,507	4,971,547	14.80%	29,735,090	35,904,124	36,984,089
(1,383,542)	(1,158,226)	(225,317)	Revenue Less Expenditures	6,854,757	2,838,932	4,015,824	141.46%	6,734,086	3,070,378	1,665,598
-	-	-	Transfers Out:	-	-	-	0.00%	-	2,047,014	1,665,598
(1,383,542)	(1,158,226)	(225,317)	Excess of Revenues over Expenditures & Transfers	6,854,757	2,838,932	4,015,824	141.46%	6,734,086	1,023,364	-

Current Month				Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget Variance
1,713,684.53	1,748,864.75	35,180.22	Salary and Wages	16,906,845.05	18,595,237.00	1,688,391.95
393,625.22	398,707.74	5,082.52	Employee Benefits	4,157,725.33	4,000,938.00	(156,787.33)
208,100.94	223,734.44	15,633.50	Contractual Services	1,963,650.18	2,609,422.00	645,771.82
198,321.76	143,921.75	(54,400.01)	General Materials and Supplies	2,053,139.71	3,356,483.00	1,303,343.29
61,188.59	63,100.33	1,911.74	Travel and Meeting Expenses	312,133.44	628,877.00	316,743.56
23,809.99	18,182.50	(5,627.49)	Fixed Charges	193,744.44	403,764.00	210,019.56
93,301.84	166,596.04	73,294.20	Utilities	1,107,740.03	1,495,690.00	387,949.97
2,926.43	-	(2,926.43)	Capital Outlay	312,809.64	387,900.00	75,090.36
20,502.29	149,022.00	128,519.71	Contingency Funds	394,555.28	848,485.00	453,929.72
2,325.68	57,500.00	55,174.32	Other Expenditures	1,218,617.02	1,265,711.00	47,093.98
2,717,787.27	2,969,629.55	251,842.28	Total	28,620,960.12	33,592,507.00	4,971,546.88

Lake Land College

FY2025 Salary, Wage & Benefits Detail

<i>Salary & Wages</i>	<i>Year to Date</i>			<i>FY2024 Budgeted</i>
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>	
Salary and Wages - Instructional	\$10,013,037	\$10,394,887	\$381,850	\$10,660,542
Salary and Wages - Acad. Support	\$666,341	\$658,802	(\$7,539)	\$526,799
Salary and Wages - Stud. Svcs	\$1,985,966	\$2,201,173	\$215,207	\$2,702,692
Salary and Wages - Public Svc.	\$424,383	\$598,093	\$173,710	\$706,838
Salary and Wages - Maintenance	\$963,851	\$1,319,863	\$356,012	\$1,654,418
Salary and Wages - Inst. Support	\$2,853,268	\$3,422,419	\$569,151	\$4,039,579
<i>Total Salary and Wages</i>	<i>\$16,906,845</i>	<i>\$18,595,237</i>	<i>\$1,688,392</i>	<i>\$20,290,868</i>

<i>Employee Benefits</i>	<i>Year to Date</i>			<i>FY2024 Budgeted</i>
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>	
Employee Benefits - Instructional	\$1,939,522	\$1,864,293	(\$75,229)	\$2,433,060
Employee Benefits - Acad. Support	\$186,525	\$162,450	(\$24,075)	\$4,776
Employee Benefits - Stud. Svcs	\$591,905	\$592,513	\$608	\$514,830
Employee Benefits - Public Svc.	\$80,570	\$66,291	(\$14,279)	\$79,937
Employee Benefits - Maintenance	\$316,826	\$391,283	\$74,457	\$471,834
Employee Benefits - Inst. Support	\$1,042,377	\$924,108	(\$118,269)	\$1,113,707
<i>Total Employee Benefits</i>	<i>\$4,157,725</i>	<i>\$4,000,938</i>	<i>(\$156,787)</i>	<i>\$4,618,144</i>



MEMO

TO: Board of Trustees

FROM: Dr. Josh Bullock, President

DATE: June 2, 2025

RE: Delegation of authority to the president to enter into contracts during FY 2026 for providing or securing education services.

Board Policy 10.01 outlines the Board of Trustees authority to:

13. Enter into contracts of agreement necessary for the effective operation of the College.
 - B. Contracts with not-for-profit corporations which are organized for educational purposes and contracts or reaches agreement with persons, organizations, associations, educational institutions, or government agencies for providing or securing educational services.

Board Policy 02.03 also outlines Board of Trustees responsibilities as:

33. To enter into contracts or agreements with persons, organizations, associations, educational institutions, or government agencies for providing or securing educational services.

Operating within the purchasing and bidding requirements as outlined in Board Policy 10.22, I respectfully request the Lake Land College Board of Trustees delegate authority to me as College President to enter into contracts or agreements during FY 2026 to provide or secure education services per Board Policies 10.01 and 02.03.



MEMO

TO: Dr. Josh Bullock, President

FROM: John Woodruff, Vice President for Business Services

DATE: June 2, 2025

RE: Surplus Items

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

Various Furniture Items:

- 14 - Drafting tables from West Building 101

Northwest/Webb Remodel

- 18 - 18x60 folding tables
- 2 – Instructor desks
- 1 – File cabinet
- 1 – Desk chair
- 12 – Nova desks
- 1 – Panel system
- 24 – Sled base chairs

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

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

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0625-021

DATE: 6-9-25

RESOLUTION TO TRANSFER INTEREST EARNED FROM WORKING CASH

WHEREAS, Lake Land College has established a working cash fund which, when invested, earns interest; and

WHEREAS, the interest may be transferred by authority of the Board of Trustees from the working cash fund to other funds; and

WHEREAS, the administration has proposed use of working cash interest for the purpose of new building construction and to remunerate expenditures.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees of Community College District No. 517, Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby, and the State of Illinois, directs the Treasurer to transfer interest earned from the working cash fund to the operation and maintenance fund for the purpose of new building construction and to remunerate expenditures by authority under the Illinois Public Community College Act, Section 805/3-33.

ADOPTED this 9th day of June, 2025 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution to Transfer Interest Earned from Working Cash is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 9th day of June, 2025.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 9th day of June, 2025.

Secretary, Board of Trustees

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0625-022

DATE: 6-9-25

RESOLUTION AUTHORIZING TREASURER TO INVEST FUNDS

IT IS HEREBY RESOLVED THAT the Lake Land College Board of Trustees, Community College District #517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby, State of Illinois, does hereby authorize the College Treasurer to invest College funds in accordance with provisions of the Illinois Community College Act and the Investment of Public Funds Act (Illinois Revised Statutes, Chapter 122, Paragraph 103-47) and with the policies approved and adopted by the Board of Trustees at the November 9, 1998, regular meeting.

IT IS FURTHER RESOLVED THAT the Lake Land College Board of Trustees shall receive a quarterly report of said investments.

ADOPTED this 9th day of June, 2025 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution Authorizing Treasurer to Invest Funds is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 9th day of June, 2025.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 9th day of June, 2025.

Secretary, Board of Trustees



MEMO

TO: Board of Trustees

FROM: Dr. Josh Bullock, President

DATE: May 29, 2025

RE: Resolution to Support Extending the Life of the Midtown TIF District for the City of Mattoon, Illinois

The City of Mattoon is proposing an extension of their Midtown TIF District for an additional 12 years. The Midtown TIF District was established in 2001 with a life of 23 years. The extension of this TIF District would allow the City to complete the redevelopment of the area within the TIF boundaries and expand the tax base of the overlapping taxing bodies.

The City reports that since its inception, the Mattoon Midtown TIF District has generated substantial community benefit by unlocking economic development, supporting private reinvestment, and improving public infrastructure. As of the end of FY2022, the District has attracted a total of \$6,665,056 in private investment and \$3,315,285 in public investment, yielding a strong private-to-public investment ratio of nearly 2 to 1. They also report that over 90 redevelopment projects have been supported to date, with \$1,030,250 in expenditures during FY2022 alone. City leaders also report the TIF-funded improvements have encouraged small businesses, supported the return of vacant structures to active use, and laid the groundwork for a resilient and welcoming community core.

The City will be working with Illinois Senator Chapin Rose to create the legislation necessary to fulfill the requirements for the introduction of the amendment to the Illinois General Assembly. As a result, the City has requested support from its taxing bodies. Thus, I respectfully request the Board of Trustees approve the attached resolution to support the extension of the life of this TIF District by 12 years for the City of Mattoon.

Attachment

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0625-023

DATE: June 9, 2025

RESOLUTION FOR SUPPORTING EXTENSION OF THE LIFE OF THE CITY OF MATTOON'S MIDTOWN TAX INCREMENT FINANCING DISTRICT

WHEREAS, the Midtown Tax Incremental Financing Redevelopment Project Area ("Midtown TIF") district was created in accordance with 65 ILCS 5/11-74.4-1 on December 19, 2001; and

WHEREAS, the intention of the City of Mattoon in designating Midtown TIF was to mitigate blighting influences in the area and spur the redevelopment of underutilized property, construct supporting infrastructure, and expand the tax base for all of the overlapping taxing bodies; and

WHEREAS, the City, with the financial support of the overlapping taxing bodies, made significant progress toward accomplishing the stated goals of Midtown TIF, but there is work left to be done; and

WHEREAS, the State of Illinois (the "State") allows municipalities to extend the life of their tax increment financing districts beyond the regular twenty-three year term, but only with the support of the overlapping taxing bodies, including Lake Land College, Community College District #517 (referred to herein as the "Taxing Body"); and

WHEREAS, adding twelve additional years to the term of Midtown TIF will enable the City to complete the redevelopment of the area and expand the tax base of the overlapping taxing bodies; and

WHEREAS, a letter of support is required by each overlapping taxing body to be submitted to the state so that special legislation may be passed resulting in a twelve-year extension of the term of Midtown TIF.

NOW, THEREFORE, BE IT RESOLVED BY THE TAXING BODY, as follows:

- Section 1. The Taxing Body pledges support for the addition of twelve years to the original term of Midtown TIF.
- Section 2. Upon approval of this resolution, the Taxing Body will supply a letter of support that clearly states the Taxing Body's support for a twelve-year extension of the term of Midtown TIF.
- Section 3. By approving this resolution, the Taxing Body acknowledges that their letter of support will be packaged by the City, along with letters from all other overlapping taxing bodies, and sent to both of the Taxing Body's State of Illinois General Assembly legislators so that a bill may be proposed, passed, and signed by the Governor of Illinois.

PASSED BY THE GOVERNING BOARD OF LAKE LAND COLLEGE, COMMUNITY COLLEGE DISTRICT No. 517, this 9th day of June, 2025, with a vote of _____ ayes and _____ nays.

Board Chair

Date

ATTEST:

Board Secretary

Date



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: John Woodruff, Vice-President for Business Services

DATE: May 13, 2025

RE: FY 2026 Proposed Salary Grade Schedule

Please find attached the proposed FY26 salary grade and range schedule recommendation for starting salaries for new full-time employees. Aligning with our 3-year external competitive compensation evaluation cycle, Korn Ferry completed the assessment and provided their evaluation. After reviewing the Korn Ferry recommendation, we are proposing the enclosed salary grade and range schedule for FY26. We believe this allows Lake Land College to remain competitive for local labor talent while considering the budget implications.

Recommended motion: Approve as presented the FY 26 salary grade and range schedule for administrative, supervisory, and support staff, excluding Correctional Center employees and employees covered under a bargaining agreement.

Lake Land College

Administrative, Supervisory, Support Pay Ranges

07/01/25-06/30/26

Pay Ranges for Lake Land College						
Grade	Point	Point	Point	Minimum	Midpoint	Maximum
	Min	Mid	Max			
19	614	674	734	\$ 121,800	\$ 152,200	\$ 182,600
18	519	566	613	\$ 103,200	\$ 129,000	\$ 154,800
17	439	479	518	\$ 88,200	\$ 110,300	\$ 132,400
16	371	405	438	\$ 75,500	\$ 94,400	\$ 113,300
15	314	342	370	\$ 64,700	\$ 80,900	\$ 97,100
14	269	291	313	\$ 56,900	\$ 71,100	\$ 85,300
13	228	248	268	\$ 50,200	\$ 62,800	\$ 75,400
12	192	210	227	\$ 44,300	\$ 55,400	\$ 66,500
11	161	176	191	\$ 39,100	\$ 48,900	\$ 58,700
10	135	148	160	\$ 36,500	\$ 45,600	\$ 54,700
9	114	124	134	\$ 34,600	\$ 43,200	\$ 51,800

Approved by the Board of Trustees on June 9, 2025



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: John Woodruff, Vice-President for Business Services

DATE: June 2, 2025

RE: Base Salary Adjustments for Administrative, Supervisory, & Support Employees; Part-time Employee Wage Increase

For fiscal year 2026, we are proposing a 3% base salary increase for our full-time Administrative, Supervisory, and Support staff employees, excluding correctional centers and employees covered under a bargaining agreement. In addition, we propose a 3% increase for part-time employees who meet the criteria defined in the part-time compensation guidelines.

Forward looking at FY26, we believe the 3% proposed increase accounts for inflationary rates, is reasonable against the FY 2026 budget with its potential revenue challenges (State and Federal), and assists in keeping the Lake Land payroll portion of total benefits and compensation competitive with local hiring opportunities.

Recommended motion: Approve as presented, a 3% increase for FY26 base salary adjustments for administrative, supervisory, and support employees, excluding Correctional Center employees and employees covered under a bargaining agreement and a 3% increase for part-time employees who meet the part-time compensation criteria.



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: John Woodruff, Vice-President for Business Services

DATE: June 3, 2025

RE: FY 2026 Part-time rates and stipends

Please find attached the proposed FY 2026 Part-Time Rates and Stipends for your consideration. Included in this proposal is an increase of \$15 per equated credit hour for adjuncts, the inclusion of a Surgical Tech Partnership Grant, and various updates to Academic Program Directors and Program Leads as determined by a designated framework.

Recommended motion: Approve as presented the FY 26 Part-Time Rates and Stipends.

Lake Land College FY26 Part-time Positions

Student Positions			
Position ID	Position Title	Department	FY26
APR1700-PT-STD	Lab Student Assistant	Math & Science	\$ 15.00
SPG4411-WS-WSP	College – Work Study	Various	\$ 15.00
SPR4200-PT-COU	Counseling Clerical Worker	Counseling	\$ 15.00
APR1412-PT-DHS	Dental Hygiene Clinic Student Assistant	Dental	\$ 15.00
SPR4120-PT-ISA	International Studies Ambassador	International Studies	\$ 15.00
SPR4120-PT-ISP	International Studies Program Assistant	International Studies	\$ 15.00
Various	Interns	Various	\$ 15.00
SPR4009-PT-LMT	Laker Mallard Mascot	MPR	\$ 15.00
SPR4840-PT-NPE	Newspaper Editor	Student Life	\$ 15.00
WPG3500-PT-PSW	Perkins Student Workers	Various	\$ 15.00
SPR4210-PT-NOT	Special Needs Note Taker	Counseling	\$ 15.00
SPR4200-PT-SAS	Student Assistant Specialist/Career Services/Counseling	Career Services/Counseling	\$ 15.00
SPR4102-PT-SSI	Student Services Intern	Student Life	\$ 15.00
SPG4230-PT-TSS	TRIO Destination College Student Specialist	TRIO Destination College	\$ 15.00

Temporary Positions			
Position ID	Position Title	Department	FY26
SPR4100-PT-ASA	Admissions & Records Commencement Asst	Admissions	\$ 15.00
SPR4700-PT-ATR	Athletic Trainer Substitute	Athletics	\$ 25.00
BPR8700-PT-RWK	Bookstore Rush Worker	Bookstore	\$ 15.00
APR1300-PT-CPR	Curriculum Consultant	Academic Services	\$ 20.00
APR1000-PT-SAP	Special Assistant to the VPAS	Academic Services	\$ 32.00
SPR4000-PT-SAP	Special Assistant to the President	President's Office	\$ 35.00

Grant Positions			
Position ID	Position Title	Department	FY26
APG3600-PT-AEI	Adult Education Specialist	Adult Education	\$ 15.00
APG3500-PT-DEC	Dental Hygiene Enhancement Coach	Dental	\$ 26.00
APG1710-PT-MLT	Math Lab Tutor Mentors - Range Grant	Math & Science	\$ 15.00
APG1521-PT-NCI	Non-Credit Instructor	Business & Technology	\$ 26.00
APG1418-PT-SSP	Path Grant Support Service Provider	Allied Health	\$ 19.50
APG1418-PT-RES	Remediation Specialist	Allied Health	\$ 26.00
Classified Positions - (Non Students)			
Position ID	Position Title	Department	FY26
BPR8100-PT-CLK	Accounting Assistant	Accounting	\$ 15.50
SPR4100-PT-CLK	Admissions & Records Data Entry As	Admissions	\$ 15.50
APR3001-PT-AAM	Administrative Assistant Marshall Ext Ctr	Workforce	\$ 15.50
APR3001-PT-AAP	Administrative Assistant Pana Ext Center	Workforce	\$ 15.50
SPG3500-PT-CSS	Career Services Specialist	Career Services	\$ 15.50
APR1210-PT-REC	Cosmetology Receptionist	Cosmetology	\$ 15.50
SPR4400-PT-FAR	Financial Aid Representative	Financial Aid	\$ 15.50
SPR4795-PT-FCS	Fitness Center Specialist	Fitness Center	\$ 15.50
BPR8300-PT-CLK	Human Resources Assistant	Human Resources	\$ 15.50
APR1510-PT-LAS	IDOT QMTP Lab Assistant	Technology	\$ 15.50
APR2200-PT-CLK	Library Assistant	Library	\$ 15.50
APR2200-PT-LAS	Library Assistant – Technical Services	Library	\$ 15.50
BPR7200-PT-MRA	Mailroom Assistant	Mailroom	\$ 15.50
APR1500-PT-SEC	Office Assistant - Vo Tech	Technology	\$ 15.50
APR1409-PT-PTA	Office Assistant to Allied Health Programs	Allied Health	\$ 15.50
BPR7120-PT-CUS	Part-Time Custodian	Physical Plant	\$ 15.50
BPR7130-PT-GRN	Part-Time Groundskeeper	Physical Plant	\$ 15.50
BPR7110-PT-PPA	Physical Plant Assistant	Physical Plant	\$ 15.50
BPR8720-PT-PSA	Print Shop Technician Assistant	Print Shop	\$ 15.50

SPR4101-PT-RCL	Recruitment & Enrollment Mgmt Asst	Recruitment & Enrollment	\$ 15.50
SPR4140-PT-TPR	Test Proctor (campus)	Student Success Center	\$ 15.50
APR2102-PT-KTP	Test Proctor (Kluthe)	Student Success Center	\$ 15.50
SPG4220-PT-SEQ	TRIO SSS Enrollment Assistant	TRIO SSS	\$ 15.50
SPG4230-PT-TBD	TRIO Bus Diver	TRIO DC	\$ 15.50
SPG3500-PT-TSC	Tutor-Carl Perkins	Student Success Center	\$ 15.50
SPR4210-PT-TDS	Tutor-Disability Services	Student Success Center	\$ 15.50
SPR4140-PT-TSL	Tutor - Student Learning Asst Center	Student Success Center	\$ 15.50
SPR4140-PT-TSS	Tutoring Services Specialist	Student Success Center	\$ 15.50
SPG4230-PT-TBD	TRIO Bus Diver	TRIO DC	\$ 15.50

Athletic Department Positions			
Position ID	Position Title	Department	FY26
APR1130-PT-ALJ	Assistant Livestock Judging Coach	Athletics	\$ 15.00
SPR4730-PT-ABS	Baseball - Ast Coach	Athletics	\$ 15.00
SPR4700-PT-SCR	Basketball Scorekeeper/Timer	Athletics	\$ 15.00
SPR4850-PT-DIR	Director of Intramurals	Athletics	\$ 15.00
SPR4780-PT-CDT	Head Cheer Coach	Athletics	\$ 15.00
SPR4785-PT-CTS	Head Clay Target Shooting Coach	Athletics	\$ 15.00
SPR4786-PT-CRS	Head Men's and Women's Cross Country	Athletics	\$ 15.00
SPR4850-PT-IOF	Intramural Official	Athletics	\$ 15.00
N/A	Officials/Umpires - paid by AP	Athletics	NJCAA
SPR4710-PT-MBA	Men's Basketball - Ast Coach	Athletics	\$ 15.00
SPR4740-PT-ASC	Softball - Ast Coach	Athletics	\$ 15.00
SPR4770-PT-VBA	Volleyball - Ast Coach	Athletics	\$ 15.00
SPR4720-PT-WBC	Women's Basketball - Ast Coach	Athletics	\$ 15.00

Technical Positions			
Position ID	Position Title	Department	FY26
BPR8200-PT-IAV	Court Reporting Consultant	Business	\$ 15.00
BPR8200-PT-IAV	Digital Media Specialist	ISS	\$ 15.00

APR1606-PT-BEN	Broadcast Engineer	Humanities	\$ 15.00
BPR7110-PT-ETE	Engineering Technician	Physical Plant	\$ 15.00
BPR8720-PT-GDP	Graphic Designer – Pre-Flighter	Print Shop	\$ 15.00
BPR8200-PT-IEA	Institutional Equipment Assistant	ISS	\$ 15.00
BPR8200-PT-MSS	Technical Support Assistant	ISS	\$ 15.00
BPR8200-PT-TSA	Technical Support - Assistant - Info Security	ISS	\$ 15.00
BPR8200-PT-MST	Web Developer	ISS	\$ 15.00
APR1500-PT-GET	Technology General Equipment Tech.	Technology	\$ 15.00

Professional (non-teaching)

Position ID	Position Title	Department	FY26
SPR4100-PT-ASP	Admissions Services Specialist	Admissions	\$ 20.25
WPG3600-PT-AAS	Adult Education Advisor Specialist	Adult Education	\$ 20.25
APG3601-PT-AET	Adult Education Transition Specialist	Adult Education	\$ 20.25
APR1400-PT-LAA	Allied Health Lab Assistant	Allied Health	\$ 20.25
SPR4009-PT-MCS	Communication Specialist	Marketing	\$ 20.25
BPR8720-PT-CDT	Creative Design Training Coordinator	Print Shop	\$ 20.25
PPR4006-PT-DAT	Data Analytics Assistant	Presidents Office	\$ 20.25
APR1302-PT-EDS	Education Specialist	Soc Science & Educ.	\$ 20.25
BPR7110-PT-EDT	Engineering & Drafting Specialist	Physical Plant	\$ 20.25
SPR4400-PT-FAO	Financial Aid Outreach Coordinator	Financial Aid	\$ 20.25
BPR8300-PT-HRR	Human Resources Representative	Human Resources	\$ 20.25
APR1300-PT-HSS	Human Services Clinical Supervisor	Soc Science & Educ.	\$ 20.25
PPR7700-PT-POF	Part-time Police Officer	Police	\$ 20.25
SPG4230-PT-OUT	Student Success Coach Trio DC	Trio Destination College	\$ 20.25
SPG4230-PT-TSB	TRIO Tutor (Bachelor)	Trio Destination College	\$ 20.25
SPR4210-PT-TBC	Tutor - Bachelor's Disability Services	Student Success Center	\$ 20.25
SPR4140-PT-STB	Tutor- Bachelor Degree	Student Success Center	\$ 20.25
SPG3500-PT-TT2	Tutor-Bachelor Carl Perkins	Student Success Center	\$ 20.25

Instructional Positions (Higher Level of Education or Specialization)

Position ID	Position Title	Department	FY26
APG3600-PT-GED	Adult Education Instructor	Adult Education	\$ 26.00
APG3600-PT-WIN	Adult Education Welding Instructor	Adult Education	\$ 26.00
APR1404-AF-CLN	Allied Health BNA Clinical Instructor	Allied Health	\$ 35.00
APR1412-AF-CLN	Allied Health DEN Clinical Instructor	Allied Health	\$ 30.00
APR1409-AF-CLN	Allied Health PTA Clinical Instructor	Allied Health	\$ 26.00
APR1404-PT-BNC	BNA Program Coordinator	Allied Health	\$ 35.00
APG3604-AF-CLN	BNA Clinical Instructor Adult Education	Adult Education	\$ 35.00
APR1412-AF-CDE	Clinical Dentist	Dental	\$ 75.00
APR1210-PT-CLN	Cosmetology Clinical Instructor	Cosmetology	\$ 26.00
APR1200-PT-CBE	CBE Instructor - Business	Business & Technology	\$ 26.00
APR1412-PT-ELI	Enhanced Lab Instructor – Dental Hygiene	Dental	\$ 26.00
APR1511-PT-IQS	IDOT Quality Mgmt Training Prog Sp.	IDOT	\$ 70.00
APR1511-PT-QMR	IDOT Quality Mgmt Train Spec- Recert	IDOT	\$ 70.00
APR1600-PT-IEL	IEL Instructor	Humanities	\$ 26.00
SPR4210-PT-ITP	Sign Language Interpreter	Counseling	\$ 50.00

Center for Business & Industry Positions			
Position ID	Position Title	Department	FY26
APR3300-PT-CLI	CBI Leadership Instructor	Center for Business and Industry	Market
APR3300-PT-CON	CBI Trainer	Center for Business and Industry	Market
APR3300-PT-CBI	Center for Business and Industry Instructor	Center for Business and Industry	Market
APR3360-PT-CDT	Commercial Driver Training Instructor	Center for Business and Industry	\$ 19.50
APR3300-PT-NCI	Community Learning Instructor	Center for Business and Industry	\$ 26.00
WPT3300-PT-CPR	IDOC CPR Instructor	Center for Business and Industry	\$ 46.25
WPG3503-PT-SCY	Summer College for Youth	Center for Business and Industry	\$ 15.00
APR3300-PT-TTS	Technical Training Specialist	Center for Business and Industry	Market
APR3300-PT-TWS	Technical Writer for CBI	Center for Business and Industry	Market
APR3300-PT-DUI	Traffic Safety Instructor – DUI	Center for Business and Industry	\$ 33.66
APR3300-PT-TFS	Traffic Safety Instructor	Center for Business and Industry	\$ 28.45
APR3300-PT-RED	Traffic Safety Instructor –Remedial	Center for Business and Industry	\$ 29.51

AY 26 Adjunct Wage Scale:

Period of Time	Amount	Hourly Sub-rate
0-7 Semesters	\$800	\$50.00
8-15 Semesters	\$815	\$50.94
16+ Semesters	\$830	\$51.88
Pro-rated sections:	(# students/minimum seat count) * ECH of course at adjunct rate	

Full-Time Faculty Sub-rate: $\$900/16 \text{ weeks} = \56.25 per hour

Faculty Stipends (start of the beginning of the Academic Year or as noted):	
Position	Amount
Chair of Counseling & Student Conduct	\$9,500 base; annual increase consistent with % increase for full-time appointment
Director of Library Resource Center	\$6,500 base; annual increase consistent with % increase for full-time appointment
Director of Physical Therapy Program (current employee grandfathered)	\$23,049
Division Chairs: a) Contract Salary & Instructional Load Limit = 15 ECH b) DC Stipend equivalent to 34 ECH paid at \$1250 per ECH (paid over 12 months)	
Faculty Accreditation Coordinator	\$7,500
Farm Equipment Mechanic	\$2,000
Farm Manager (Agronomy Instructor) - <i>paid as a stipend over 12 months</i>	8 ECH per AY year @ Overload 4 ECH in Summer @ \$1,300 (avg)
Greenhouse Manager - paid as a stipend at overload rate (MSD Greenhouse Manager grandfathered at \$2,000 annually)	1 ECH Fall 1 ECH Spring 1 ECH Summer
Honors Advisor – <i>paid as a stipend at overload rate</i>	2 ECH Fall 2 ECH Spring 2 ECH Summer
Human Anatomy/Physiology Preparation (per cadaver)	\$3,600
IDOT QMTP (<i>per IDOT Contract</i>)	14 ECH fall 4 ECH summer
Transitional Math Liaison	.50 ECH Fall .50 ECH Spring
Program Directors and Leads are allotted release time for program duties per the Director Framework for 25-	
Program Directors	

<i>Associate Degree Nursing (ADN)</i>	Release Time: 6 ECH fall, 6 ECH spring, 3 ECH summer Additional Overload: 2 ECH fall, 2 ECH spring, 2 ECH summer
<i>Basic Nursing Assistant (BNA)</i>	Release Time: 5 ECH fall, 5 ECH spring, 2.5 ECH summer
<i>Broadcast Operations</i>	Release Time: 6 ECH fall, 6 ECH spring, 3 ECH summer
<i>Cosmetology</i>	Release Time: 4 ECH fall, 4 ECH spring, 2 ECH summer
<i>Court Reporting & Office Technology</i>	Release Time: 3 ECH fall, 3 ECH spring, 1.5 ECH summer
<i>Criminal Justice</i>	Release Time: 5 ECH fall, 5 ECH spring, 2.5 ECH summer
<i>Dental Hygiene</i>	Release Time: 6 ECH fall, 6 ECH spring, 3 ECH summer Additional Overload: 1 ECH fall, 1 ECH spring, 1 ECH summer
<i>Licensed Practical Nursing (LPN)</i>	Release Time: 6 ECH fall, 6 ECH spring, 3 ECH summer
<i>Medical Assistant</i>	Release Time: 5 ECH fall, 5 ECH spring, 2.5 ECH summer
<i>Physical Therapy Assistant & Massage Therapy</i>	Release Time: 6 ECH fall, 6 ECH spring, 3 ECH summer
Program Leads	
<i>Education</i>	Release Time: 2 ECH fall, 2 ECH spring, 1 ECH summer
<i>Health and Human Services</i>	Release Time: 2 ECH fall, 2 ECH spring, 1 ECH summer
<i>Internship</i>	Release Time: 2 ECH fall, 2 ECH spring, 1 ECH summer

FY 26 Staff Stipends (start of the beginning of the Fiscal Year or as noted):

Position	Amount
Department of Corrections/Juvenile Justice HR Administrator	\$400/site
Department of Juvenile Justice Contract Administrator	\$8,500
Dual Credit High School Coordinators	\$250/first 5 dual credit sections/semester. \$25 each subsequent dual credit section offered per semester.
Fresh Start – generally offered twice per year	\$100 - \$200 if eligible
Foundation Treasurer	\$4,000
ISS Applications Team Lead	\$7,500
ISS Infrastructure Team Lead	\$7,500
Surgical Tech Partnership Grant	\$15,000

Athletic Stipend Formulas:

Position
Coaching Stipend Formula: (If paid in addition to full-time position)
Head Coach Stipend:
<ul style="list-style-type: none"> a) \$6000.00 Base pay rate for all coaches for any sport and ag judging b) + \$200 per year for previous experience as a head or paid assistant coach at Lake Land College. c) + \$100 per year for experience outside Lake Land College as college head or assistant coach or high school d) Annual pay increase based on % increase for full-time employees
Cheer Coach / Assistant Coach Stipend (Part-time):
<ul style="list-style-type: none"> a) + \$100 per year for previous experience as a head or paid assistant coach at Lake Land College. b) Annual pay increase based on hourly rate increase for part-time employees
Additional Head Coach Stipend:
<ul style="list-style-type: none"> a) \$800 Team Wins National Tournament b) \$500 Team to National Tournament (VB, MBB, WBB, SB, BB) c) \$500 60% wins (VB, MBB, WBB, SB, BB) d) \$250 per win at American Royal, North American International, National Western, Houston Stock Show (Ag) e) \$100 per All American (as selected by NJCAA or NJCLJCA) f) \$100 Academic All-American Team (Team GPA of 3.0 or higher for the current academic year) f) \$100 per sophomore Academic All American (3.60 or higher cumulative GPA)



MEMO

TO: Jean Anne Highland, Chief of Staff
FROM: Kelly Allee, Director of Marketing & Public Relations
DATE: June 2, 2025
RE: Digital Marketing Services for FY 26 and the option to renew for FY 27 and 28

The College recently distributed a Request for Qualifications (RFQ) for Comprehensive Digital Marketing Services for FY 26, with the option to renew for FY 27 and 28. The RFQ was emailed to 26 companies, advertised in the newspaper, and posted on the College's bid website. We received proposals from 15 companies, with one not meeting specifications.

The RFQ supplied a general background of Lake Land College, a link to the Data Digest, our key target audiences, and enrollment goals. All vendors were subject to a fixed budget of \$100,000, inclusive of agency and media purchasing fees.

Proposals were evaluated based on the company's qualifications, attention to detail, use of subcontractors, examples of successful campaigns, strategy, and approach. Five companies were invited for online meetings to discuss follow-up questions, share information, and evaluate alignment with the College's goals.

As a result of this thorough process, Hybrid Media USA LLC (Hybrid) stood out as the vendor that will provide the College with the most comprehensive digital marketing strategy that will serve us as we move forward with our bold goal.

Hybrid is based in Philadelphia and includes a team of media, research, and creative specialists that focuses on higher education. Since its inception in 2009, they have partnered with more than 2,000 higher education institutions. Their proposal focuses on moving students through the marketing funnel and delivering on Lake Land's enrollment goals through a variety of tactics. Hybrid has worked with rural colleges and community colleges that share similar enrollment challenges to Lake Land.

The agreement will cover the college's Fiscal Year 2026 marketing campaigns. Total cost for the one-year contract will be \$100,000, inclusive of media purchases, management and agency fees.

I would like to respectfully request that the Board of Trustees approve the attached agreement between Hybrid Media USA LLC and Lake Land College for Digital Marketing Services from July 1, 2025 to June 30, 2026 with the option to renew for FY 26 and FY 27. I will be in attendance at the meeting and would be glad to answer questions.



MEMO

To: Ike Nwosu & the Cabinet

From: Academic Services AI Taskforce
 Chair Sarah Hill, Director of Library Services
 Andy Gaines, Psychology Instructor
 Scott Harley, John Deere Technology Instructor
 Logan Smith, Dental Hygiene Instructor
 David Stewart, Chief Information Officer
 Jessica Wohlschlaeger, Instructional Designer
 Molly Yeske, Director of Medical Assistant Program

Date: May 21, 2025

RE: Task Force Recommendations for Spring 2025

Following research, discussion, and feedback collection throughout the 2024–2025 academic year, the Academic Services AI Task Force presents our recommendations for institutional support and responsible AI integration in educational settings. Previously, the task force updated the Academic Integrity Policy and created syllabus template options that integrate AI guidance. This semester, our work has been informed by survey responses from 82 instructors and 505 students, which captured a wide range of opinions and experiences related to AI tools in education.

AI Faculty and Student Survey Results

Both students and instructors expressed:

- Shared concerns about academic integrity and a desire for ethical guidance
- Feeling cautiously optimistic, curious, and concerned about generative AI
- Awareness of AI's potential as both a helpful and disruptive force

Distinct differences also emerged:

- Instructors expressed concern about AI accuracy and academic honesty, while emphasizing the need for professional support
- Students demonstrated varied usage patterns and a need for clear, structured guidance from their instructors

Task Force Recommendations

Based on the survey results, the following actions are recommended by the task force:

- Host *Laker Innovation Camp: AI & Assessment* for faculty and adjuncts in June and August
- Develop Canvas modules tailored to instructors and students (launching Fall 2025)
 - Instructor modules will include guidance about AI and academic integrity, ethical use of AI tools, authentic assessment, integrating AI into assignments, copyright, how to evaluate AI-generated content, etc.

- Produce short-form, TikTok-style educational videos
- Host roundtable discussions and semesterly staff development sessions
- Encourage completion of ION courses and attendance at AI-focused sessions at academic conferences
- Purchase Grammarly for Education after the successful Spring 2025 pilot

Grammarly for Education

The campus community conducted a pilot of Grammarly for Education in Spring 2025. Based on the survey feedback, the task force recommends purchasing Grammarly for Education through the Library to support students and faculty in enhancing writing, academic integrity, and AI literacy. Grammarly users (216 students, staff and faculty) were surveyed from April 14 – 25, 2025. While a few reported minor technical problems involved with installation (those will be resolved when ISS handles installation when the pilot ends), the survey results were overwhelmingly positive. Some survey highlights are below:

- Over 87% of faculty and staff are very likely or somewhat likely to recommend Grammarly to colleagues or peers
- 87% of faculty and staff agreed that Grammarly helped reduce errors in their writing
- 88% of students indicated Grammarly helped them feel more confident in their writing
- 69% of students felt that Grammarly helped them use generative AI more responsibly in an academic setting

Grammarly aligns with our goals to:

- Promote responsible AI usage
- Protect student data with institutional control
- Support English language learners and those with learning differences by offering clear, adaptive feedback
- Help students revise their writing, reinforcing academic honesty
- Ensure that all students, not just those who can afford premium plans, have access to high-quality online writing support

Next Steps:

We respectfully ask the Board of Trustees to approve the proposed two-year contract with Grammarly for Education with a \$30,000 expenditure for the 2025-2026 academic year and a \$33,750 expenditure for the 2026-2027 academic year, funded by Library Services. The license model allows for up to 2,500 users. ISS has already reviewed the licensing plan.

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

Recommended motion: Approve as presented the two-year contract of Grammarly for Education for faculty, staff, and students at a 2025-2026 cost of \$30,000.00 and a 2026-2027 cost of \$33,750 from Library Services funding.

Additionally, the AI task force will continue in Fall 2025 as we continue implementing and revising our spring recommendations and professional development resources as outlined above. We thank you for your continued support and commitment to fostering responsible and innovative approaches to AI in education.

Order Form

Grammarly, Inc.
548 Market Street, #35410
San Francisco, CA 94104

Customer Information	
Customer Name	Lake Land College
HQ Address	5001 Lake Land Boulevard, Mattoon, Illinois, United States, 61938
Quote ID	Q-151809
Quote Expiration Date	Jun 30, 2025
Subscription Start Date	Jul 1, 2025
Master Agreement	Jan 10, 2025 Grammarly Customer Business Agreement

Billing Information		
Billing Email	shill@lakelandcollege.edu	Purchase Order Required?
Billing Address (if different than HQ address above)	5001 Lake Land Boulevard, Mattoon, Illinois, United States, 61938	Yes
Shipping Address (if different than HQ address above)	5001 Lake Land Boulevard, Mattoon, Illinois, United States, 61938	
Payment Terms	Net 30	
Billing Schedule	Multi-Year (2 Years)	

Service Ordered						
Name of Service	Term Length (Months)	Start Date	End Date	No. of Users	Annual Fee per User	Total Fees (USD)
Grammarly for Education, University/College Group	12	Jul 1, 2025	Jun 30, 2026	2,500	\$12.00	\$30,000.00
Grammarly for Education, University/College Group	12	Jul 1, 2026	Jun 30, 2027	2,500	\$13.50	\$33,750.00
Total Price						\$63,750.00

CONFIDENTIAL

© Grammarly Inc. | Order Form | Quote ID: Q-151809

GOVERNING TERMS; INVOICES. By signing this Order, Customer is agreeing to purchase from Grammarly the Services above in the quantities and for the amounts shown, subject to the Master Agreement referenced herein. Any purchase order issued by Customer is for its internal purposes only and any terms and conditions referenced or included on such purchase order are void and have no legal effect. The Total Fees amount on this Order Form does not include taxes that, if applicable, will be included on the invoice. Grammarly will send all invoices to the billing email address provided above. Unless otherwise agreed to in writing by the parties, Grammarly will have no obligation to submit invoices to any vendor management portal or other similar system to obtain payment.

SUBSCRIPTION TERM AND RENEWAL. Customer's subscription will begin on the Subscription Start Date and continue until the Subscription End Date. Orders will not automatically renew.

FERPA. To the extent that Customer Data includes education records subject to FERPA, Grammarly will, functioning as a school official, comply with FERPA and its applicable requirements in providing Grammarly's Services to Customer. "FERPA" means the Family Educational Rights and Privacy Act. The terms "education records" and "school official" have the definitions given to such terms under FERPA.

GOVERNING LAW; NO ARBITRATION. If required by the law of the U.S. state where Customer has its main campus ("State"), the Master Agreement will be governed by the law of such State without regard to its conflict of law principles. Any arbitration provisions set forth in the Master Agreement will be void and be of no force and effect.

INDEMNITY. Any provision in the Master Agreement requiring the Customer to indemnify Grammarly will apply as allowed by the State without waiving sovereign immunity and only to the extent permitted under the laws of the State.

Grammarly	
Name	Bonnie Walley
Title	Sales Manager
Signature	
Date	

Lake Land College	
Name	John Woodruff
Title	VP for Business Services
Signature	
Date	



GRAMMARLY CUSTOMER BUSINESS AGREEMENT

This Grammarly Customer Business Agreement is entered into as of the date of last signature below (the “**Effective Date**”) between Grammarly, Inc. (“**Grammarly**”) and Lake Land College (“**Customer**”). This Agreement establishes the terms under which Customer will purchase and use the Services and Grammarly will provide the Services.

1. Provision of the Services to Customer

- 1.1. **Right to Use the Services and Software.** During the Subscription Term, Grammarly (a) will provide the Services to Customer and (b) grants Customer the right to (i) use the Services, and (ii) to install and use any software provided by Grammarly to access the Services in accordance with the Documentation, all subject to the terms of this Agreement.
- 1.2. **Restrictions on the Right to Use the Services.** Customer may only use the Services (a) for its internal business purposes and (b) in accordance with this Agreement, including the Documentation and the Acceptable Use Policy.
- 1.3. **Access for End Users; Responsibility for End Users.** Customer may assign End Users to use the Services. End Users may be employees or contractors (or students, if applicable) of Customer or its Affiliates who are using the Services solely for the benefit of Customer or its Affiliates. Customer is responsible for its End Users’ use of the Services and compliance with this Agreement and the security of the password to access the Services’ accounts. Customer will obtain and maintain from End Users any consents necessary to allow Grammarly to deliver the Services. End User accounts may only be used by a single End User and may not be shared by multiple individuals.
- 1.4. **Service-Specific Terms.** To the extent Customer uses any services covered by any Service-Specific Terms, the applicable Service-Specific Terms are incorporated by reference into this Agreement.
- 1.5. **Service Level Agreement.** During the Subscription Term, Grammarly will provide support for the Services in accordance with the Grammarly Service Level Agreement attached as Exhibit A to this Agreement (“SLA”).
- 1.6. **Changes to the Services.** Customer acknowledges that the Services are evolving and that Grammarly may modify the features and functionality of the Services during the Subscription Term. Grammarly will not materially decrease the overall functionality of the Services purchased by Customer during the Subscription Term.
- 1.7. **No Liability for Third-Party Platforms.** The Services may interoperate, integrate, or be used in connection with Third-Party Platforms. Customer’s use of a Third-Party Platform with the Services is governed by Customer’s agreement with the provider of the Third-Party Platform, not this Agreement, and Grammarly is not responsible for Third-Party Platforms.
- 1.8. **Affiliate Orders.** An Affiliate of Customer may enter its own Order(s) as mutually agreed with Grammarly. This creates a separate Agreement between the Affiliate and Grammarly incorporating this Agreement with the Affiliate treated as “Customer.” Neither Customer nor any Customer Affiliate has any rights under each other’s Agreement with Grammarly, and breach or termination of any such Agreement is not breach or termination under any other.
- 1.9. **Free Trials or Programs.** If Customer registers for a free trial or program for any Service, Grammarly will provide such Service on a trial basis free of charge until the earlier of (a) the end of the free trial or program period; (b) the start date of any paid subscription to such Service; or (c) termination of the free trial or program by either party, in its sole discretion.

2. Payment Terms

- 2.1. **Fees.** Customer will pay the fees for the Services (“**Fees**”) described in the Order in U.S. dollars (unless otherwise specified in the Order). All payment obligations are non-cancellable, and Fees are non-refundable except as required by law or expressly set out in this Agreement.
- 2.2. **Payment Timing.** The payment timing is described in Customer’s Order. If the payment timing is not specified in Customer’s Order, Customer will pay all Fees within thirty days of when Customer receives an invoice. Late payments are subject to a service charge of the lesser of 1.5% per month or the maximum amount allowed by law.
- 2.3. **Taxes.** If there are any government-imposed sales, value-added, delivery, withholding, or similar taxes associated with the purchase of the Services (but not taxes based on Grammarly’s net income, net worth, asset value, property value, or employment) (“**Taxes**”), Customer will pay such Taxes. Unless otherwise expressly specified by Grammarly in an Order and as required by applicable Law, Fees are exclusive of any Taxes.
- 2.4. **Notice of Fee Changes Prior to Renewal; Notice of Corrections.** In the event Grammarly changes Customer’s Fees, Grammarly will give Customer at least thirty days’ notice of that change prior to the renewal of Customer’s then-current Subscription Term. If Customer believes Grammarly has incorrectly billed Customer, Customer has sixty days from receipt of an invoice to notify Grammarly of the error.

3. Protection of Customer Data

- 3.1. **Security.** Grammarly maintains industry standard security and privacy certifications, such as a SOC II certification. Grammarly will use appropriate technical and organizational measures designed to prevent unauthorized access, use, alteration or disclosure of Customer Data and System Data.
- 3.2. **Data Privacy and Data Privacy Addendum.** The terms of the Grammarly Data Privacy Addendum located at <https://www.grammarly.com/online-dpa> are incorporated by reference into this Agreement.
- 3.3. **Data Retention.** Upon the end of the Term, Grammarly will, at the choice and written request of Customer, delete any Customer Data in Grammarly's possession within a commercially reasonable time unless it is required by law to retain it. Grammarly may make instructions available to Customer regarding how to submit such a request and Customer is responsible for following these instructions to request the deletion of Customer Data.
- 3.4. **HIPAA Data.** Customer agrees not to submit to the Services any HIPAA Data unless Customer has entered into a BAA with Grammarly. Unless a BAA is in place, Grammarly will have no liability under this Agreement for HIPAA Data, notwithstanding anything to the contrary in this Agreement or in HIPAA or any similar federal or state laws, rules or regulations. Upon mutual execution of a BAA, the BAA will be incorporated by reference into and subject to the terms of this Agreement.

4. Confidentiality

- 4.1. **Restrictions on Use and Disclosure of Confidential Information.** The recipient of Confidential Information will only use the disclosing party's Confidential Information to exercise its rights and fulfill its obligations under this Agreement, and will use reasonable care to protect against the disclosure of the disclosing party's Confidential Information. The recipient may disclose Confidential Information only to its Affiliates, employees, agents, or professional advisors who need to know it and who have agreed in writing (or in the case of professional advisors are otherwise bound) to keep it confidential. The recipient will ensure that those people and entities use the received Confidential Information only to exercise rights and fulfill obligations under this Agreement.
- 4.2. **Required Disclosure.** The recipient may disclose Confidential Information to the extent required by applicable Legal Process if the recipient uses commercially reasonable efforts to (a) promptly notify the other party of such disclosure before disclosing, and (b) comply with the other party's reasonable requests regarding its efforts to oppose the disclosure, in each case, if doing so is consistent with the Legal Process and does not obstruct a governmental investigation.

5. Intellectual Property Rights

- 5.1. **Reservation of Intellectual Property Rights.** As between the parties, Customer owns all Intellectual Property Rights in Customer Data, and Grammarly owns all Intellectual Property Rights in the Services, the Documentation, and the System Data. Except as expressly stated, this Agreement does not grant either party any rights, implied or otherwise, to the other's content or any of the other's intellectual property.
- 5.2. **Right to Use Customer Data.** Customer grants Grammarly the right to solely use Customer Data during the Subscription Term to provide and protect the Services, as well as to diagnose problems.
- 5.3. **Intentionally Omitted.**
- 5.4. **Feedback.** If Customer or its End Users provide Grammarly with feedback about any of Grammarly's products or services (including the Services), then Grammarly may use that feedback without restriction or obligation to Customer so long as Grammarly does not publicly identify Customer as the source of feedback, and Customer hereby assigns all rights, title, and interest in such feedback to Grammarly.

6. Customer Obligations

- 6.1. **Terminate Unauthorized Use.** Customer will use commercially reasonable efforts to prevent and terminate any unauthorized use of, or access to, the Services, and promptly notify Grammarly of any unauthorized use of, or access to, the Services of which Customer becomes aware. Grammarly reserves the right to investigate any violation or potential violation of the Acceptable Use Policy.
- 6.2. **Provide Privacy Notices.** Customer is responsible for obtaining and providing any required privacy consents or notices for using the Services.
- 6.3. **Compliance with Laws; Export Compliance.** Customer (a) will comply with all export and import laws in performing this Agreement and (b) represents and warrants that it is not listed on any U.S. government list of prohibited or restricted parties or located in (or a national of) a country subject to a U.S. government embargo or designated by the U.S. government as a "terrorist supporting" country. Customer will not submit to the Services any data controlled under the U.S. International Traffic in Arms Regulations.

7. Term, Termination, and Suspension

- 7.1. **Subscription Term; Agreement Term.** The "Subscription Term" of Customer's subscription will begin on the date specified on the applicable Order and will continue until Customer's subscription ends or is terminated in accordance with this Agreement. This Agreement starts on the Effective Date and continues until the end of all Subscription Terms, unless it is terminated sooner in accordance with this Agreement ("Term").

7.2. **Intentionally Omitted.**

7.3. **Termination.** Either party may terminate this Agreement if (a) the other party materially breaches this Agreement and fails to cure that breach within thirty days after receipt of a written notice of the breach, or (b) the other party ceases its business operations or becomes subject to insolvency proceedings. Where the termination is caused by Grammarly's material breach, Grammarly will issue a prorated refund for Customer's unused subscription, measured from the date of breach notice. Grammarly may terminate this Agreement upon notice for an egregious violation by Customer of the Acceptable Use Policy.

7.4. **Suspension.** Grammarly may suspend Customer's or any End User's access to the Services (or any part thereof) if:

- (a) Customer's use of the Services poses a risk to the Services, Grammarly's other customers, or Grammarly (including Grammarly's infrastructure, security, and third-party relationships);
- (b) Customer's use of the Services could subject Grammarly to liability;
- (c) Customer's payment of Fees to Grammarly (or, if applicable, to reseller) is 30 days late; or
- (d) Customer is otherwise in material breach of this Agreement.

Grammarly will provide Customer with prior notice of any suspension when practicable. Once the issue causing the suspension is resolved, Grammarly will take commercially reasonable efforts to promptly restore Customer's access to the Service.

7.5. **Effect of Termination.** When this Agreement terminates, Customer will no longer have access to the Services and Grammarly may elect in its discretion to (a) terminate End Users' accounts or (b) downgrade End Users' accounts to individual subscriber accounts. All sections of this Agreement that should survive termination will do so, including the confidentiality obligations, limitation of liability, and disclaimers.

8. Express Warranty and Disclaimer

8.1. **Express Warranty.** For the Term, the Services will perform in a manner materially consistent with Grammarly's Documentation ("**Service Warranty**"). Customer may provide notice of a warranty failure at any time by delivering a written, reasonably detailed description of the observed failure to Grammarly. Upon receiving such notice, Grammarly will have no fewer than 45 days to correct the failure. If Grammarly cannot do so, Customer may terminate any and all Orders immediately upon written notice and receive a prorated refund for its unused subscription, measured from the date of the warranty failure notice. The foregoing procedures are Customer's exclusive remedy and Grammarly's sole liability for breach of the Service Warranty.

8.2. **Disclaimer about the Services.** EXCEPT AS EXPRESSLY STATED IN THIS AGREEMENT, TO THE FULLEST EXTENT PERMITTED BY LAW, GRAMMARLY, ITS AFFILIATES, AND ITS SUPPLIERS (A) DO NOT MAKE ANY WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR USE, TITLE, NONINFRINGEMENT, OR ERROR-FREE OR UNINTERRUPTED USE OF THE SERVICES; (B) MAKE NO REPRESENTATION ABOUT THE CONTENT OR INFORMATION ACCESSIBLE THROUGH THE SERVICES; AND (C) DO NOT WARRANT THAT THE OPERATION OF THE SERVICES WILL MEET CUSTOMER'S REQUIREMENTS.

8.3. **Beta Services.** Grammarly may create new service offerings or features that are still in development. Grammarly will mark such services or features as "alpha", "beta", "early access" or something similar. Customer may choose to use these beta services in its sole discretion. Grammarly may not support these beta services, may change or discontinue them at any time, and they may not be as secure or reliable as Grammarly's other Services. Customer will treat the beta services and any related documentation as Confidential Information until Grammarly officially launches the beta services. Notwithstanding anything else in this Agreement, Grammarly will have no liability arising out of or in connection with these beta services.

9. Limitation of Liability

9.1. **Limitation on Liability Amount.** Subject to Section 9.3 (Unlimited Liabilities), each party's total aggregate Liability arising out of or relating to this Agreement is limited to the Fees Customer paid during the twelve-month period before the event giving rise to Liability (unless that amount is zero due to Customer participating in a free trial, in which case Grammarly's total liability will not exceed one hundred dollars).

9.2. **Limitation on Indirect Liabilities.** To the extent permitted by applicable law and subject to Section 9.3 (Unlimited Liabilities), neither party will have any Liability arising out of or relating to this Agreement for any (a) indirect, consequential, special, incidental, or punitive damages or (b) lost revenues, cost of replacement services, profits, savings, or goodwill.

9.3. **Unlimited Liabilities.** Nothing in this Agreement excludes or limits either party's Liability for:

- (a) its fraud or fraudulent misrepresentation;
- (b) its indemnification obligations under Section 10 (Indemnification);
- (c) its infringement of the other party's Intellectual Property Rights;

- (d) its payment obligations under this Agreement; or
- (e) matters for which liability cannot be excluded or limited under applicable law.

10. Indemnification

- 10.1. **Grammarly's Indemnification Obligations to Customer.** Grammarly will defend and indemnify Customer against settlement amounts as well as damages and costs finally awarded in any third-party legal proceeding ("Indemnified Amounts") to the extent arising from an allegation that Customer's use of Grammarly's technology used to provide the Services infringes the third party's Intellectual Property Rights.
- 10.2. **Intentionally Omitted.**
- 10.3. **Indemnification Exclusions.** These indemnification obligations will not apply to the extent the underlying allegation arises from (a) the indemnified party's breach of this Agreement; (b) a combination of the indemnifying party's technology with materials not provided by the indemnifying party under this Agreement, unless such combination is required by this Agreement; or (c) the Services provided under a free trial or program.
- 10.4. **Notice Requirement.** The indemnified party must promptly notify the indemnifying party in writing of any allegation(s) that preceded the third-party legal proceeding and cooperate reasonably with the indemnifying party to resolve the allegation(s) and third-party legal proceeding. If breach of this notification obligation prejudices the defense of the legal proceeding, the indemnifying party's obligations will be reduced in proportion to the prejudice.
- 10.5. **Sole Control Requirement.** The indemnified party must give sole control of the indemnified portion of the third-party legal proceeding to the indemnifying party, subject to the following: (a) the indemnified party may appoint its own non-controlling counsel, at its own expense; and (b) any settlement requiring the indemnified party to admit liability, pay money, or take (or refrain from taking) any action, will require the indemnified party's prior written consent, not to be unreasonably withheld, conditioned, or delayed.
- 10.6. **Remedies.** If Grammarly reasonably believes the Services might infringe a third party's Intellectual Property Rights, then Grammarly may, at its sole option and expense, (a) procure the right for Customer to continue using the Services; (b) modify the Services to make them non-infringing without materially reducing their functionality; or (c) replace the Services with a non-infringing, functionally equivalent alternative. If Grammarly cannot reasonably offer these remedies, Grammarly may suspend or terminate Customer's use of the Services, with a pro-rata refund of prepaid and unused Fees for the Services.
- 10.7. **Indemnification is the Sole Remedy for Third-Party Intellectual Property Rights Allegations.** Without affecting either party's termination rights, this Section 10 (Indemnification) states the parties' sole and exclusive remedy under this Agreement for any third-party allegations of Intellectual Property Rights infringement covered by this Section 10 (Indemnification).

11. Insurance

- 11.1. **Coverage Scope.** Grammarly will maintain the following coverage: (a) Commercial General Liability with a minimum aggregate limit of \$2 Million and (b) Professional Technical Errors and Omissions / Cyber Liability with a minimum limit of \$5 Million (per claim and annual aggregate).
- 11.2. **Insurance Certificates.** Upon reasonable request, Grammarly will provide Customer with a copy of its current Certificates of Insurance.

12. Disputes

- 12.1. **Jurisdiction and Venue.** Subject to the dispute resolution provisions below, all claims and disputes arising from or relating to this Agreement or the Services may only be brought in the federal or state courts of Illinois. Both Customer and Grammarly consent to venue and personal jurisdiction there.
- 12.2. **Intentionally Omitted.**
- 12.3. **Intentionally Omitted.**
- 12.4. **Exceptions.** A lawsuit may be filed in the federal or state courts of Illinois solely for injunctive relief to stop unauthorized use or abuse of the Services or infringement of intellectual property rights without first engaging in the informal dispute resolution process described in Section 12.2 (Informal Resolution) above. Notwithstanding anything to the contrary in this Agreement, if Customer represents a governmental entity or institution subject to the law of a United States' state that mandates different dispute resolution terms, governing law, or venue, Grammarly agrees to such state law requirements.

13. Miscellaneous

- 13.1. **Authority to bind.** Each of the parties represents and warrants that it has full legal authority and power to enter into this Agreement.

- 13.2. **Severability.** If one or more of the provisions contained in this Agreement is held invalid, illegal or unenforceable in any respect by any court of competent jurisdiction, such holding will not impair the validity, legality, or enforceability of the remaining provisions.
- 13.3. **Assignment.** Neither party may assign this Agreement, or any rights or obligations established under this Agreement, without the other party's written consent (not to be unreasonably withheld, conditioned, or delayed). Any attempted assignment without consent will be void. Each party hereby consents to assignments made by the other party in connection with a merger, acquisition, reorganization, or transfer of assets.
- 13.4. **Entire Agreement.** This Agreement, together with Customer's Order, constitutes the entire agreement between Customer and Grammarly with respect to its subject matter, and supersedes any and all prior agreements, discussions, negotiations, and offers, whether verbal or in writing. In the event of conflicting provisions, the Order will control over all other documents, and the Data Privacy Addendum and any Service-Specific Terms will control over this Agreement. Excluding Orders, terms in a business form, purchase order, or other ordering document used by either party will not amend or modify this Agreement; any such documents are for administrative purposes only.
- 13.5. **Amendments.** Any amendment to this Agreement must be in writing, expressly stating that it is amending this Agreement and signed by both parties.
- 13.6. **Subcontractors.** Grammarly may use subcontractors to provide the Services under this Agreement, but Grammarly remains responsible and assumes liability for any such subcontractors in their performance of this Agreement. This does not limit any additional terms for subprocessors under the Data Privacy Addendum.
- 13.7. **No Third-Party Beneficiaries.** This Agreement does not confer any benefits on any third party unless it expressly states that it does.
- 13.8. **Headings.** Headings and captions used in this Agreement are for reference purposes only and will not have any effect on the interpretation of this Agreement.
- 13.9. **Governing Law.** Except as set forth in Section 12.4 (Exceptions), this Agreement and all disputes or claims (including procedural issues) between the parties are governed by the laws of Illinois, excluding Illinois's conflict of laws rules. This Agreement will not be governed by the United Nations Convention on Contracts for the International Sale of Goods.
- 13.10. **Notices.** Grammarly will provide notices under this Agreement to Customer by sending an email to the email address that Grammarly has on file for Customer. Customer will provide notices under this Agreement to Grammarly by sending an email to contract_notices@grammarly.com. Notice will be treated as received when the email is sent. Customer is responsible for keeping Customer's email address current throughout the Term.
- 13.11. **Force Majeure.** Except for Customer's obligation to pay Fees owed, neither party will be liable for failure or delay in performance to the extent caused by circumstances beyond its reasonable control, including acts of God, natural disasters, terrorism, riots, or war.
- 13.12. **No Agency or Waiver.** This Agreement does not create any agency, partnership, or joint venture between the parties. Neither party waives any rights by not exercising (or delaying the exercise of) any rights under this Agreement.
- 13.13. **Government Rights.** To the extent applicable, the Services are "commercial computer software" or a "commercial item" for purposes of FAR 12.212 for and DFARS 227.7202. To the extent permitted in this Agreement, use, reproduction, release, modification, disclosure or transfer of the Services is governed solely by the terms of this Agreement, and all other use is prohibited.

14. Definitions

"**Acceptable Use Policy**" means the acceptable use policy set forth at the following link, or other link that Grammarly may provide: <https://www.grammarly.com/acceptable-use-policy>.

"**Affiliate**" means any entity that directly or indirectly Controls, is Controlled by, or is under common Control with a party.

"**Agreement**" means this Grammarly Customer Business Agreement together with any Orders between Customer and Grammarly and all terms linked or referred herein.

"**BAA**" means an addendum to this Agreement covering the handling of HIPAA Data.

"**Confidential Information**" means information that one party (or an Affiliate) discloses to the other party under this Agreement, and which is marked as confidential or would normally under the circumstances be considered confidential information. It does not include information that is independently developed by the recipient, is rightfully given to the recipient by a third party without confidentiality obligations, or becomes public through no fault of the recipient. Subject to those exclusions, Customer Data is considered Customer's Confidential Information.

"**Control**" means control of greater than fifty percent of the voting rights or equity interests of a party or the power to direct the management or operations of an entity.

"**Customer Data**" means data submitted to the Services from Customer directly or at Customer's direction.

"Documentation" means Grammarly's technical documentation, functional specifications, and usage guides for the Services made available at <https://support.grammarly.com/> or through the Services.

"End User" means an individual that Customer permits to use the Services.

"HIPAA" means the Health Insurance Portability and Accountability Act of 1996, as amended and supplemented.

"HIPAA Data" means any patient, medical or other protected health information regulated by HIPAA or any similar federal or state laws, rules or regulations.

"including" means including but not limited to.

"Intellectual Property Rights" means current and future worldwide rights under patent, copyright, trade secret, trademark, and moral rights laws, and other similar rights.

"Legal Process" means any information disclosure request made under law, governmental regulation, court order, subpoena, warrant, or other valid legal authority, legal procedure, or similar process.

"Liability" means any liability, whether under contract, tort (including negligence), or otherwise, regardless of whether foreseeable or contemplated by the parties.

"Order" means Grammarly's order form or, as applicable, an ordering document agreed to with Customer's reseller through which Customer has procured the Services.

"Services" means the services described in Customer's Order, including any software provided by Grammarly to access the services, and includes updates and modifications that Grammarly makes to them from time to time.

"Service-Specific Terms" means the then-current terms specific to one or more services (or portions thereof) set forth at the following link in the "Service-Specific Terms" section, or other link that Grammarly may provide: <https://www.grammarly.com/terms/customer-business-agreement>.

"Third-Party Platform" means any product, add-on or platform not provided by Grammarly that Customer uses with the Service.

"System Data" is data collected by Grammarly about the use of its Services, including technical logs, metadata, user interaction with the Services, diagnostic data, and user action statistics.

This Grammarly Customer Business Agreement is accepted and agreed to by the authorized representative of each party:

Lake Land College

Signature:



Name:

Title:

Date:

Grammarly, Inc.

Signature:



Name:

Title:

Date:

Exhibit A

Grammarly Service Level Agreement

All capitalized terms used and not defined in this Service Level Agreement have the meanings given to them in Grammarly's Customer Business Agreement unless otherwise agreed upon by the parties.

1. Definitions

"Available" means that for the applicable Service, no "major" outage was reported on Grammarly's Status Page for the period in question or the Service was available for your use as measured by Grammarly's server logs; **"Unavailable"** has the opposite meaning.

"Monthly Availability Percentage" means, in respect of a calendar month, the monthly availability percentage calculated as follows (and expressed as a percentage): $A/(B - C)$, where "A" means the number of minutes when the Grammarly Service was Available in that month as reported on Grammarly's Status Page (but excluding the number of minutes counted as "C"); "B" means the number of minutes in that month; and "C" means the number of minutes in that month when the Grammarly Service was Unavailable as a result of an Exclusion.

"Service Credit" means the credit you will receive from Grammarly if we fail to meet the Monthly Availability SLA as described in Section 4(b).

"Service Failure" means any occasion where Grammarly fails to meet the Monthly Availability SLA.

"Status Page" means the web page located at <https://status.grammarly.com/>.

2. Support Obligations & Scope

Grammarly's technical support team is available 24 hours a day, Monday through Friday. We provide support through email and chat and give you access to a named customer success manager and support engineer.

For general issues and inquiries, Grammarly typically responds within 1 business day of your first contact with us. For inquiries related to Service Failures, Grammarly will respond according to the severity of the Service Failure within the timeframes set out below.

Service Failure Priority	Definition	Target First Response Time
P1	A critical incident that renders the Service unusable for a significant number of your users.	2 hours
P2	A significant problem that renders the Service unusable for a limited number of your users.	4 hours
P3	An incident that causes errors or minor problems for your users but does not significantly impede regular use of the Service.	12 hours

Grammarly will classify the Service Failure Priority level based on the information you provide and information pulled from Grammarly's internal systems. If you dispute the Service Failure Priority Level we assign to your inquiry, you must promptly notify us, and we will try to determine the reason for the discrepancy.

3. Monthly Service Availability

Grammarly will ensure that our Services maintain a Monthly Availability Percentage of at least 99.9% (“**Monthly Availability SLA**”).

4. Service Credits

a. Eligibility

To make a claim to receive a service credit for Grammarly’s failure to meet the Monthly Availability SLA (“**Service Credit Claim**”), you must email the customer success manager for your account. To be eligible for reimbursement, the Service Credit Claim must be received within ten (10) business days after the end of the calendar month in which the alleged Service Failure occurred. The email must include:

- a. the words “SLA Credit Request” in the subject line;
- b. the specific date, time (including time zone), and duration of the Service Failure;
- c. a detailed description of how your organization’s use of the Services was impacted by the Service Failure; and
- d. a list of the affected user accounts.

Grammarly may request additional information or documentation from you to corroborate the Service Failure. However, Grammarly’s monitoring and logging infrastructure is the sole source of truth for determining whether Grammarly has met the Monthly Availability SLA.

b. Service Credit Amounts & Procedure

If Grammarly confirms that the Monthly Service Availability was not met after receiving your Service Credit Claim, we will issue you a Service Credit, provided your account is fully paid up without any overdue payments or disputes. You may apply the Service Credit toward a future payment so long as you do so within 365 days of the Service Credit’s issuance.

The amount of Service Credit will equal the applicable Service Credit Percentage shown below, multiplied by the equivalent of what you pay us for one month of Service. For example, if you pay Grammarly on an annual basis, you would receive a Service Credit against your next payment equal to the Service Credit Percentage multiplied by 1/12 of your annual payment.

Monthly Availability Percentage	Service Credit Percentage
Less than 99.9% but greater than or equal to 99.0%	5%
Less than 99.0% but greater than or equal to 95.0%	15%
Less than 95.0%	25%

No refunds or cash value will be given for unused Service Credits. Service Credits may not be transferred or applied to any other Grammarly account or Services that did not experience a Service Failure. The maximum Service Credit we will apply to an invoice will not exceed 50% of the amount invoiced for the affected Service in that invoice billing period.

c. Reseller Purchases

If you purchased our Services through an authorized reseller, (a) you or the reseller may submit a ticket as described in Section 4(a) above, and (b) any Service Credit will be based on the fees invoiced by Grammarly to the reseller under the reseller’s applicable order(s) with Grammarly for your use of the affected Services. Please note that the fees invoiced to you by the reseller may be higher than the fees Grammarly invoices to the reseller, which may result in a smaller-than-expected Service Credit provided by Grammarly to the reseller. Grammarly will issue

your Service Credits to the reseller (and not directly to you), and the reseller will be solely responsible for issuing amounts to you according to your agreement with the reseller for your purchase of the Services.

5. Exclusions

Calculations of the Monthly Availability SLA will not include unavailability to the extent due to: (a) your use of the Service in a manner not authorized under the Agreement; (b) force majeure events or other factors outside of our reasonable control, including internet access or related problems; (c) your or a third party's equipment, software or other technology, including Third Party Platforms, not within the sole and exclusive control of Grammarly; (d) Customer Data; (e) routine scheduled maintenance or reasonable emergency maintenance; (f) your untimely response, or non-response, to Incidents that require your participation (including participation in the source identification or resolution of Incidents), as reasonably determined by Grammarly; (g) the limitation or suspension of the Service due to circumstances reasonably believed by Grammarly to be a significant threat to the normal operation of the Services (e.g., a hacker or a virus attack); (each of a through g, an "**Exclusion**").

The Monthly Availability SLA does not apply to "alpha," "beta," or "trial" features or Services (or similar concepts in the Agreement) or (ii) Services that are expressly excluded from the Monthly Availability SLA in the applicable Documentation. You are not entitled to Service Credits if you are currently in breach of the Agreement.

6. Modifications

Grammarly may modify its support services under these terms at any time upon notice to you.

7. Exclusive Remedies

Service Credits are your exclusive remedy and Grammarly's entire liability for our failure to meet the Monthly Availability SLA.

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
June 9, 2025**

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

Herendeen, Sierra

5/14/25-5/13/26 Intermittent

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

Taylor, Shelby

5/19/25-6/18/25

The following employee has requested a Parental Leave/ Board policy 05.04.11

Taylor, Shelby

6/19/25-6/30/25

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Koontz, Andie	Student Services Intern	5/22/25
	Primary Position College Work-Study	
Sexson, Austin	Student Services Intern	5/21/25
	Primary Position Tutor	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Brown, Ryan	Dual Credit Instructor	5/20/25
Holthaus, Molly	Dual Credit Instructor	5/20/25

Part-time

Lumbala, Lusamba	Bookstore Rush Worker	5/12/2025
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Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Lee, Julian	Correctional Maintenance Instructor	5/16/25
Part-time		
Hicks, Cecelia	Adult Education Instructor	4/25/25
Kersey, James	Technical Support Assistant - Info Security	4/21/25