

Lake Land College

District No. 517

Board of Trustees
Agenda and Board Book
March 10, 2025
Regular Meeting No. 699



MISSION • VISION • VALUES

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

LAKE LAND
COLLEGE

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

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



Regular Meeting No. 699
Monday, March 10, 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 February 10, 2025, Regular Meeting.
2. Approval of Agenda of March 10, 2025, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses.
For summary and details of bills refer to the [Board of Trustees web page](#).
4. Destruction of Tape Recording of the September 11, 2023, Closed Session.

Hearing of Citizens, Faculty and Staff.

Committee Reports.

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

Business Items.

Non-Action Items.

Topic	Board Book Page Number(s)
1. Faculty Focus on Advancing Student Success – Higher Learning Commission (HLC) Assurance Argument and the College's Preparation for the Upcoming HLC Reaccreditation Site Visit (Part 1).	
2. Monthly Data Point Discussion – Historical and Comparative Data for Tuition and Fees.	
3. Proposed Revisions to Board Policy 05.04.14 - <i>Leave of Absence Without Pay</i> .	20-23
4. Calendar of Events.	24-26

Action Items.

Topic	Board Book Page Number(s)
1. Approval of Tuition and Fees Rates for Summer 2025, Fall 2025 and Spring 2026.	27-28
2. Approval of Printing and Mail Preparation for the 2025 Spring Majors and Summer Magazines.	
3. Acceptance of a John Deere Equipment Gift-in-kind Donation from the Lake Land College Foundation.	29-30
4. Acceptance of January 2025 Financial Statements.	31-35
5. Approval of Faculty Tenure Recommendation.	
6. Approval of Reemployment of Tenured and Non-Tenured Faculty Members.	36-40
7. Waiver of First Reading and Approval of Proposed Revisions to Board Policies 11.01 – <i>Equal Opportunity Notice of Non-Discrimination</i> , 11.04 – <i>Discrimination and Harassment</i> , 11.04.01 – <i>Prohibiting Sex Discrimination</i> .	41-52
8. Acceptance of Illinois Green Economy Network (IGEN) Membership Grant.	53
9. Acceptance of ICCB Grant(s).	54-55
10. Approval of Purchase for Taking Back the Trades Round 3 Supplies.	56-58
11. Approval of Bid for ETC Parking Lot Light Replacement, Project # 2025-001.	59-60
12. Approval for Purchase of Amatrol Instructional Products.	61-64
13. Approval of Purchase for Proofpoint.	

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| 14. Approval of One-Year Maintenance Agreement Renewal for Veeam Backup and Recovery Solutions. | |
| 15. Approval of Agreement for Competency-Based Education (CBE) Consulting Services. | 65-74 |
| 16. Approval of MOU with the Lake Land College Faculty Association. | 75-77 |
| 17. Declaration of Surplus Item(s) or Equipment. | 78 |
| 18. Approval of Renewal for Property, Casualty and Liability Insurance. | 79 |
| 19. Approval of Recipient for the Outstanding Full-Time Faculty Award. | 80 |
| 20. Approval of Business Partnership Award. | 81 |
| 21. Approval of Purchase of Squad Car and Accessories for Campus Police Department. | 82-91 |
| 22. Closed Session. | |
| Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), closed session is called to discuss the appointment, employment, compensation, performance or dismissal of specific employees. | |

[Return to Open Session - Roll Call]

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| 23. Approval of Human Resources Report. | 92-93 |
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Other Business. (Non-action)**Adjournment.**

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



Regular Board Meeting No. 698
Board and Administration Center, Room 011
Mattoon, IL
February 10, 2025

Minutes

Call to Order.

Chair Cadwell called the February 10, 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. Gary Cadwell, Chair; Mr. Larry D. Lilly; Mr. Dave Storm, Secretary; Ms. Doris Reynolds, Ms. Denise Walk and Student Trustee Ms. Abbie Kelly.

Trustees Absent: Trustee Curtis and Trustee Wright.

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. Seirra Laughhunn, Executive Assistant to the President's Office; and members of the staff.

Approval of Consent Items.

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

1. Approval of Minutes of January 13, 2025, Regular Meeting.
2. Approval of Minutes of January 13, 2025, Closed Session.
3. Approval of Agenda of February 10, 2025, Board of Trustees Meeting.

4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	400,489.72
Building Fund	\$	109,561.75
Site & Construction Fund	\$	895,317.27
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	228,801.97
Restricted Purposes Fund	\$	174,598.11
Working Cash Fund	\$	-
Audit Fund	\$	1,500.00
Liability Insurance Fund	\$	16,716.90
Student Accts Receivables	\$	99,322.33
Total	\$	1,926,308.05

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

5. Destruction of Tape Recording of the August 14, 2023, Closed Session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Reynolds, Storm and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustees Curtis and Wright.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk had no report at this time.

Resource & Development.

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

Finance.

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

Buildings & Site.

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

Foundation.

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

- The first round of scholarship applications closed Feb. 1st with 751 completed applications. The foundation is currently in the review process and anticipates scholarship notifications to go out in early March. The second round of applications will reopen this summer.
- February 14th is our 5th annual Love a Laker giving day. On this day, we will seek one-time donations from employees, board members, alumni, and community members. Special thanks to SC3F for their matching gift support for the first \$3,000 in donations.
- The Foundation hosted the inaugural Community Partners Breakfast on Jan. 23rd which successfully launched the Community Partners Program for 2025. We're excited to report 18 businesses have committed to date, raising \$76,000.

Student Report

Ms. Abbie Kelly, Student Trustee, said the Student Government Association (SGA) hosted a very successful High School Leadership Conference last Wednesday, February 5. There were around 175 high school students from 11 schools in attendance. The sophomore Student Government members led sessions over: time management, dressing to impress, networking skills, goal setting, collaboration, social media literacy & careers. The SGA keynote speaker, Carlos Andres Gomez, talked about the importance of our future leaders. Ms. Kelly said after all of the activities at the conference were over, SGA had a prize giveaway. SGA offered five 3-credit-hour tuition waivers to seniors and other various prizes to conclude the day.

President's Report.

Dr. Bullock gave the following updates:

- The College received \$841,707 in January from the Illinois Department of Corrections for the FY 2025 outstanding balance. A balance of \$1.27 million remains outstanding with IDOC.
- The College did not receive a payment from the Illinois Department of Juvenile Justice (IDJJ) in January for the FY 2025 outstanding balance. A total of \$62,095 remains outstanding with IDJJ.
- In January, 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 \$2.2 million in credit hour reimbursement and \$2.9 million in equalization remains outstanding.
- The College received \$229,682 in property tax payments in January.

Business - Non-action Items.

Faculty Focus on Advancing Student Success – An Update from Allied Health and the Junior Laker Camp.

Ms. Jessie Palmer, Physical Therapist Assistant Instructor, and Ms. Constance Rickey, Nursing Instructor, highlighted a “Junior Laker Camp” hosted by staff last summer within the Allied Health Division.

Monthly Data Point Discussion – End of Term Enrollment and Spring 2025 – 10th Day Enrollment Report.

Ms. Lisa Cole, Director of Data Analytics, highlighted this report and led a discussion on the challenges of our future enrollment given the upcoming demographic cliff.

Student Services Lakers Works Program.

Ms. Tina Moore, Director of Career Services, highlighted a pilot program that started with the Spring 2025 semester for students to work part-time in various supporting roles within the Student Services Division.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Additionally, Dr. Bullock reminded the Board about the special Board meeting on April 14, 2025, at 4:00 p.m., a special board meeting on April 24, 2025, to conduct the annual organization meeting and hold a retreat for strategic discussions and effective board governance training. Dr. Bullock also reminded Trustees about the May 16, 2025, Commencement and the ETC Grand Opening Event to be held on July 30, 2025.

Action Items.

Approval of Recommendations from the Advisory Committee for Naming Rights, Including:

- **Naming of the Nursing Simulation Lab, Neal Hall Room 109, in Honor of Sarah Bush Lincoln Health Center.**
- **Naming of the New Athletic Practice Facility in Memory of Tom Grunloh's Parents, Clifford and Marian Grunloh.**

President Bullock presented a recommendation from himself and Ms. Christi Donsbach, Executive Director for College Advancement, regarding two naming rights recommendations by the Naming Advisory Committee and the College Foundation.

The first recommendation is for the naming of the Nursing Simulation Lab, Neal Hall Room 109, in honor of Sarah Bush Lincoln Health Center for a period of 20 years to recognize their pivotal role in advancing our mission and enhancing the future of healthcare education at our institution. President Bullock noted that Sarah Bush Lincoln is a neighboring non-profit organization employing nearly 3,000 people. He said that in 2021, Sarah Bush Lincoln made a significant donation to the College to upgrade equipment and renovate the space for the Nursing Simulation Lab, and their gift exceeded the naming rights amount associated with this space. Dr. Bullock said the Naming Advisory Committee recommends the naming timeframe be for a period of 20 years instead of the general and initial ten-year period. He said per Board Policy 11.10 (#7), the Board, at its discretion, may extend the naming period and we believe the generosity of Sarah Bush Lincoln Health Center will be felt by Allied Health students, alumni, staff and faculty at Lake Land College for many years.

Dr. Bullock said the second recommendation is for the naming of the new Athletic Practice Facility in memory of Tom Grunloh's parents, Clifford and Marian Grunloh. He said Tom Grunloh, a 1982 business administration alum and Laker Men's Basketball Team player, has for many years been a strong supporter of the College and he has pledged his financial support for the new Athletic Training Facility in accordance with the Named Spaces Planner. He said that Ms. Donsbach's memo highlights Mr. Grunloh's numerous and significant financial contributions and engagement with Lake Land College and the College's Foundation over many years.

Dr. Bullock said that these two naming recommendations were initially presented to the Board of Trustees by the Naming Advisory Committee during the October 14, 2024 regular Board meeting. He said that per Board Policy 11.10, the required waiting period for the Board to vote on a naming recommendation has now been met.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the following two naming rights, including:

- Naming of the Nursing Simulation Lab, Neal Hall Room 109, in honor of Sarah Bush Lincoln Health Center for a period of 20 years.

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- Naming of the new Athletic Practice Facility in memory of Tom Grunloh's parents, Clifford and Marian Grunloh.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Reynolds, Storm and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustees Curtis and Wright.

Motion carried.

Approval of Planned Retirement Requests.

Trustees reviewed a recommendation from Mr. John Woodruff, Vice President for Business Services, detailing the names and job positions of nine employees requesting acceptance into the College's planned retirement program. Trustees learned this includes two administrators, four faculty members, one supervisory staff, one paraprofessional and one support staff member. Mr. Woodruff said these employees have been advised via oral and written communication that the Planned Retirement Program is not a four-year employment contract and their request must adhere to current Board Policy 05.22.

Trustee Walk moved and Trustee Lilly seconded to approve as presented participation in the College's planned retirement program for nine employees including: Kelly Allee, Chris Strohl, Matthew Greider, Charles Jarrell, Lisa Earp, Kimberly Davis, Michelle Gill, Angela Parr, and Rebecca Earp.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Reynolds, Storm and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustees Curtis and Wright.

Motion carried.

Acceptance of December 2024 Financial Statements.

Trustees reviewed the December 2024 Financial Statements and a memorandum from Mr. Woodruff that highlighted the Financial Statements and significant variances. Mr. Woodruff said some of the significant variances are timing related and should normalize by year's end.

Trustee Storm moved and Trustee Cadwell seconded to approve as presented the December 2024 Financial Statements.

There was no further discussion.

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Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Reynolds, Storm and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustees Curtis and Wright.

Motion carried.

Approval of Tuition Waivers Program for Students Who Have Completed the Illinois High School Diploma in the College's Adult Education Classes or are Enrolled in the College's English Language Acquisition Coursework.

Dr. Bullock said that, per the request of Ms. Chris Strohl, Dean of Workforce Solutions and Community Education, he is recommending the Board to approve a three-credit hour tuition waiver for any student who completes the high school equivalency program (completes all Illinois High School Diploma requirements) or any English Language Acquisition student meeting the skill level required for college coursework, with their eligibility for the three-credit-hour tuition waiver to be during the semester following their high school equivalency completion or mastery of skills. He said the requested period for this tuition waiver program will be for the Summer of 2025 through the Spring of 2028 terms. Trustees reviewed the estimated costs for this program and how many students will likely benefit.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented a three-credit hour tuition waiver for any student who completes the College's high school equivalency program (completes all Illinois High School Diploma requirements) or any student in the College's English Language Acquisition coursework meeting the skill level required for college coursework, with their eligibility for the three-credit-hour tuition waiver to be during the semester following their high school equivalency completion or mastery of skills. The period for this tuition waiver program will be for the Summer of 2025 through the Spring of 2028 terms.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Reynolds, Storm and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustees Curtis and Wright.

Motion carried.

Approval of Purchase of Equipment, Curriculum and Instructor Training from Legacy EV for Use by the Technology Division.

Trustees reviewed a request from Dr. Ike Nwosu, Vice President for Academic Services, for the Board to approve the purchase of a variety of equipment, curriculum and instructor training from Legacy EV of Chandler, Arizona, in the total amount of \$158,064.16 for use by the Technology Division. Trustees were provided the three detailed quotes from Legacy EV.

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Dr. Nwosu reminded Trustees that the College was recently awarded a Rev Up EV Round 3 grant through ICCB, and in order to move forward with grant activities and goals, he reported that the automotive technology program would like to purchase this equipment, curriculum and instructor training from Legacy EV. Trustees were provided details on the pricing for the various components within the overall purchase.

It was noted that a bid was not necessary as Legacy EV is a sole source provider of their proprietary instructional aids and curriculum.

Trustee Lilly moved and Trustee Reynolds seconded to approve as presented the purchase of a variety of equipment, curriculum and instructor training from Legacy EV of Chandler, Arizona, in the total amount of \$158,064.16 for use by the Technology Division.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Reynolds, Storm and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustees Curtis and Wright.

Motion carried.

Approval of Establishing Bank Account with First Mid Bank and Trust for Parking Lot B Project with CDB.

Trustees heard a recommendation from Mr. Woodruff to approve a proposed Trust Agreement for the replacement of Parking Lot B (Capital Development Board Project #810-058-034) and opening of a trust account at First Mid Bank and Trust of Mattoon. Trustees received details regarding the proposed Trust Agreement.

Trustee Storm moved and Trustee Walk seconded to approve as presented the proposed Trust Agreement for the replacement of Parking Lot B (Capital Development Board Project #810-058-034) and opening of a trust account at First Mid Bank and Trust of Mattoon.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Reynolds, Storm and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustees Curtis and Wright.

Motion carried.

Approval of Proposed Revisions to Board Policy 07.28.02 – Academic Integrity Code.

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Dr. Nwosu presented a request from Ms. Sarah Hill, Director of Library Services, on behalf of the Academic Services Artificial Intelligence (AI) Task Force, for the Board to approve proposed revisions to Board Policy 07.28.02 – *Academic Integrity Code*. Trustees received the details of the proposed revisions that inform students to adhere to the instructor's policies (found in the course syllabus) on using AI-generated content in their work. He noted that the Academic Services AI Task Force wants to create an environment that fosters the ethical and effective use of AI for teaching and learning.

Dr. Nwosu said this policy was presented as first reading during the January 13, 2025 regular meeting and during that meeting, we received feedback from numerous Trustees that the revisions should also include a positive reference to the appropriate use of AI. He said that he shared this feedback with the AI Task Force and they have updated the revisions as requested, including a new section that highlights the increasing use of artificial intelligence in different fields and everyday applications.

Trustee Lilly moved and Trustee Reynolds seconded to approve as presented proposed revisions to Board Policy 07.28.02 – *Academic Integrity Code*.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Reynolds, Storm and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustees Curtis and Wright.

Motion carried.

Approval of Purchase of Associate Degree Nursing (ADN) Educational Support Bundles from Assessment Technologies Institute, LLC of Chicago.

Dr. Nwosu highlighted a request from Ms. Erin Swingler, Division Chair for Allied Health and Nursing Instructor, for the Board to approve the purchase of Associate Degree Nursing (ADN) educational support bundles for May 2025 and May 2026 in the respective amounts of \$32,500 and \$38,156.25 from Assessment Technologies Institute (ATI), LLC, of Chicago, for use by the Allied Health Nursing Programs. Trustees received the quote from ATI with pricing details.

Dr. Nwosu reported that students enrolled in Lake Land College Nursing Programs utilize multiple products through ATI and that these products are designed to support student achievement in course and program outcomes. He noted they further aim to promote success on NCLEX examination and this proposed purchase will cover the costs for ADN graduates for the May 2025 and May 2026 graduate cohorts.

Dr. Nwosu reported a bid is not required per Board Policy 10.22 (#4.L.) since the products are from ATI Instructional Products who are a sole source provider of the proprietary assessment software and support. He further noted this purchase will be paid out of funds already budgeted for this product in the FY25 budget.

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Trustee Reynolds moved and Trustee Storm seconded to approve as presented the purchase of ADN educational support bundles for May 2025 and May 2026 in the respective amounts of \$32,500 and \$38,156.25 from Assessment Technologies Institute, LLC, of Chicago, for use by the Allied Health Nursing Programs.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Reynolds, Storm and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustees Curtis and Wright.

Motion carried.

Approval of Furniture Purchase for Northwest Building Labs/Classrooms and Phase 2 of the Effingham Technology Center (ETC).

Trustees heard a recommendation from Mr. Woodruff for the Board to approve the purchase of various furniture items for the Northwest Building labs/classrooms and for phase 2 of the Effingham Technology Center (ETC) from Widmer Interiors of Bloomington, Illinois, at a total cost not to exceed \$336,285.48. Also included is the detailed listing for all furniture items and individual item pricing, with total costs detailed for the Northwest labs/classrooms (\$56,127.15) and phase two or the upper level of ETC (\$280,158.33).

Mr. Woodruff reported a bid was not necessary because Widmer Interiors is a member of the Omnia contract pricing associated with state bidding.

Trustee Walk moved and Trustee Storm seconded to approve as presented the proposal for the purchase and installation of new furniture for the Northwest Building labs/classrooms and Phase 2 of the Effingham Technology Center from Widmer Interiors of Bloomington, Illinois, at a total cost not to exceed \$336,285.48.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Reynolds, Storm and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustees Curtis and Wright.

Motion carried.

Approval of Recipients for the Following Awards:

- **Distinguished Service Award;**
- **Alumnus Achievement Award;**
- **Pacesetter Award.**

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Trustees heard a presentation from President Bullock on behalf of the selection committee for each of the above-referenced awards. Trustees reviewed the nominations and extensive basis for each recommended award recipient. Dr. Bullock said the selection committee recommends the following 2025 award recipients:

- Distinguished Service Award: Dr. Ryan Pine
- Alumnus Achievement: Mr. Gene Honn
- Pacesetter: Mr. Christopher Walk

Trustees learned that, if approved, these award recipients will be honored during the annual Foundation and Alumni Awards Reception.

Trustee Reynolds moved and Trustee Walk seconded to approve the naming of the following 2025 award recipients:

- Distinguished Service Award: Dr. Ryan Pine
- Alumnus Achievement: Mr. Gene Honn
- Pacesetter: Mr. Christopher Walk

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Reynolds, Storm and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustees Curtis and Wright.

Motion carried.

Acceptance of ICCB Grant(s).

Dr. Nwosu presented a recommendation from Dr. Beth Craig, Grants Writer and Coordinator, for the Board to accept a grant award from the Illinois Community College Board. Trustees received the related budget for the grant award.

Trustee Walk moved and Trustee Lilly seconded to approve as presented the following FY2025 grant from the Illinois Community College Board (ICCB) for use by various academic, educational or support departments or divisions at the College:

- The ICCB Developmental Education Reform Act (DERA) Grant in the amount of \$37,404.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Reynolds, Storm and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

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Absent: Trustees Curtis and Wright.

Motion carried.

Approval of the Human Resources Report.

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

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

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

Ethridge, Nicole	3/10/25-4/7/25
Kakara, Suzanne	2/7/25-3/3/25

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Rhine, Scott	Adjunct Faculty Business Division	1/13/25
	Primary Position Special Assistant to Vice President	
Roan, Amber	Student Services Intern	1/22/25
	Primary Position Newspaper Ed Student Newspaper	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Dexheimer, Lynn	Correctional Career Technology Instructor	1/27/25
Lareau, Sarah	Correctional Cosmetology Instructor	1/21/25
Part-time		
Blackford, Kaylee	Lab Student Assistant	1/22/25
Bowers, Keira	Special Needs Note Taker	1/13/25
Craig, Devin	Community Learning Instructor	2/12/25
Fearday, Erica	Adjunct Faculty Allied Health Division	1/13/25
Meese, Allison	Student Services Intern	1/22/25
Sanders, Abigail	Special Needs Note Taker	1/22/25
Schabbing, Jeannie	Cosmetology Clinical Instr (hourly)	1/21/25
Watters, Katherine	Community Learning Instructor	1/18/25
College Work Study		
Cornwell, Sallee	College Work-Study	1/22/25
Poulin, Dylan	College Work-Study	1/16/25

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Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Arena, Amanda	Manager of Bookstore and Course Material Op	1/28/25
Christian, Danny	Correctional Construction Occupations Inst	1/31/25
Helton, Robert	Associate Dean of Correctional Programs	1/31/25
Shoot, James	Groundskeeper	12/31/24
Shedosky, Erin	Custodian	2/10/25
Winkleblack, Lindsay	Nursing Instructor	12/13/24
Zumwalt, Macie	Correctional Office Assistant	1/3/25

Part-time

Arthur, Jacob	College Work-Study	9/25/24
Darimont, Erica	Dual Credit Instructor	5/30/24
Dickens-Montgomery, Amanda	Path Grant Support Service Provider	12/5/24
Humrichous, James	Dual Credit Instructor	5/30/24
King, Elizabeth	Dual Credit Instructor	5/30/24
Metzger, Michelle	Dual Credit Instructor	5/30/24
Mutamira, Tanatswa	Student Assistance Specialist	1/27/25
Nickel, Todd	Dual Credit Instructor	5/30/24
Saddoris, Kendra	Dual Credit Instructor	5/30/24
Shull, Ellie	College Work-Study	11/14/24
Stanley, Eric	College Work-Study	12/11/24
Upton, Sara	College Work-Study	12/13/24

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Higgs, David	Technical Support Specialist	2/11/25
	Transferring from Technical Support Assistant	
Lynn, Daniel	Associate Dean of Correctional Programs	2/3/25
	Transferring from Correctional Career Tech Instructor	

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Reynolds, Storm and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustees Curtis and Wright.

Motion carried.

Other Business. (Non-action)

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There was no additional discussion.

Adjournment.

Trustee Walk moved and Trustee Lilly seconded to adjourn the meeting at 7:07 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/

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: John Woodruff, Vice President for Business Services

DATE: February 20, 2025

RE: Proposed Revisions to Board Policy 05.04.14 – *Discretionary Leave of Absence without Pay*

As part of our ongoing commitment to remain current with Board policies while maintaining a positive and productive work environment, we're submitting recommended updates to Board Policy 05.04.14 – General Leave of Absence without Pay.

Along with renaming the policy *Discretionary Leave of Absence without Pay*, the updates provide additional clarity around the employee requirements to request an absence without pay. Primary updates include employees providing written explanation to the reason(s) the absence is necessary, time commitments related to the initial submission, as well as parameters for requesting an extension. In addition, the policy clarifies the employee's benefit cost ownership while on discretionary leave.

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

05.04.14

General Discretionary Leave of Absence without Pay

A ~~special discretionary~~ leave of absence without pay, and without loss of seniority, status, ~~or appointment or accrued benefits~~, may be approved by the Board of Trustees. In order for a ~~special discretionary~~ leave to be considered by the Board, ~~the individual an employee~~ must have first received the prior written approval ~~by of their appropriate direct supervisor, and administrator the Director of Human Resources,~~ and the ~~president~~ President of the College. ~~Requests~~ Any request must be submitted to the Board for consideration at least two weeks prior to the start of the requested leave when possible. If an employee is not able to submit the leave request to the Board at least two weeks prior to the start of the requested leave due to unforeseen and/or emergency circumstances, the Board may elect to consider the request ~~Unusual hardship cases will be considered on an individual basis.~~

In order to be considered for a discretionary leave of absence, an employee must provide a detailed written explanation outlining the reason(s) for why a leave of absence is necessary. This should include an explanation as to the rationale for the amount of leave requested. The College reserves the right to require an employee provide additional documentation to clarify and/or support the basis for a leave request (or any extension thereof).

All leave requests shall be considered on a case-by-case basis. An employee's years of continuous employment with the College will be taken into consideration when assessing the duration of any requested discretionary leave of absence. The Board, at all times, retains the sole discretion to approve or deny a request.

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

If the discretionary leave is approved, tThe employee will notify the Human Resources Office in writing at least three (3) ~~weeks~~ months prior to the end of the approved leave of their intention to either:

1. Return to full-time employment at the College;
2. Terminate employment at the College (i.e., submit their resignation); or
3. Request an extension of the approved leave period. Any extension requests must include a detailed explanation as to the basis of the extension and will be considered by the College on a case-by-case basis.

In the event an employee does not notify the Human Resources Office at least three (3) weeks prior to the end of the approved discretionary leave and fails to respond to any inquiries from the College regarding their status, the College may consider the employee to have voluntarily resigned from employment effective at the end of the approved leave period.

The employee may elect to participate in the State Universities Retirement System ("SURS") during the period of the approved leave (subject to all SURS rules, regulations, and/or provisions of the retirement system), and the employee may elect to continue insurance coverage at their cost during the period of the leave (arrangements should be made in the Human Resources Office):- During the discretionary leave period, an employee will alone be responsible for the full amount of any required All employee contributions and insurance premiums; employee and employer share, will be the responsibility of the employee. While in this unpaid status During a discretionary leave of absence, the employee will not accrue any benefit time, such as paid vacation or sick leave.

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

For Lake Land College employees at correctional or youth centers, when Should there is be a conflict between this policy and a relevant

collective bargaining agreement, contract, and/or correctional/youth center rule, the ~~Department of Corrections or Department of Juvenile Justice-~~
~~contract(s)~~collective bargaining agreement, contract, and/or rule shall prevail.

Calendar of Events

Monday, March 10, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, April 10, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, April 14, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, April 24, 2025	12 p.m. – 5 p.m. – Special Board Meeting: Lunch & Retreat for Strategic Discussions and Effective Board Governance Training
Friday, April 25, 2025	50 th Anniversary of WLKL Radio Celebration and Luncheon 11:30 a.m. – 1 p.m. Foundation and Alumni Center
Monday and Tuesday, April 28-29, 2025	Higher Learning Commission (HLC) Site Visit
Thursday, May 8, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, May 12, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Friday, May 16, 2025	6 p.m. – Commencement Field House
Thursday, June 5, 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, 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
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: John Woodruff, Vice President for Business Services

FROM: Madge Shoot, Comptroller

DATE: February 19, 2025

RE: Proposed Tuition and Fees Rates for Summer 2025, Fall 2025 and Spring 2026 Terms.

Lake Land College remains committed to delivering a high-quality education to our students, while remaining one of the most affordable educational choices in the State of Illinois. As the College has begun planning for the fiscal year 2026 budget, we are working diligently to balance our budget with the commitment to sustaining the value of a Lake Land College education.

The Cabinet is recommending a 4.85% tuition increase. In-district tuition would increase by \$5.50 per credit hour. It is important to note that the Lake Land College tuition rate would remain significantly below the statewide average for in-district and out-of-district levels compared to other community colleges.

With Board approval, the tuition and fees rates for Summer 2025, Fall 2025 and Spring 2026 are detailed below (FY 2026) and in comparison to the prior fiscal year.

<u>Tuition</u>	<u>In-District</u>	<u>Out-of-District</u>	<u>Out-of-State</u>
FY 2025	\$113.50	\$244.91	\$443.05
FY 2026	\$119.00	\$256.26	\$464.54

Activity Fee:

We are recommending that Lake Land College maintain the activity fee at \$4.00 per credit hour for the upcoming Summer 2025, Fall 2025 and Spring 2026 terms.

Service (including textbook rental) Fee:

We are recommending that Lake Land College increase the service fee by \$1.33 to \$29.00 per credit hour for the upcoming Summer 2025, Fall 2025 and Spring 2026 terms. This increase will help align the College with industry shifts toward digital resources versus printed textbooks. With the current system, many students are charged a digital content fee following the 10th day of a new semester. With the service fee increase, we will eliminate that digital content fee completely in favor of a more upfront and transparent digital access fee.

Rec. Fee:

We are recommending that we maintain the Rec. Fee at the same rate of \$2.00 per credit hour.

Dual Credit Fees:

The dual credit fees structure has already been approved through FY 2027 by the Board of Trustees during the December 2024 regular meeting as part of the new Laker Connect program. This initiative reflects our vision to build bridges between high schools and Lake Land College, creating a stronger, more purposeful pathway to students' academic success.

The proposed increases will set our in-district total tuition and fee cost for 30 credit hours to \$4,620 for the 2025-2026 school year. Please note that these proposed increases reflect only a 7.9% increase since the Summer 2020 term, far below the BLS identified inflation rate of 23.9% over this time period.

Recommended motion: Approve as presented the proposed recommendation for tuition, activity fees, service and rec fees for upcoming Summer 2025, Fall 2025 and Spring 2026 terms.



MEMO

TO: Lake Land College Board of Trustees

FROM: Christi Donsbach, Executive Director for College Advancement

CC: Dr. Josh Bullock, President

DATE: February 19, 2025

RE: Gift-in-Kind equipment item

Lake Land College Foundation has received recent notification from Russell Neu, John Deere TECH Instructor, of a gift-in-kind item of an EIVT Transmission from John Deere. The equipment is valued at \$67,876.40.

The Foundation approved the gift-in-kind equipment donation and respectfully requests the Board of Trustees to move to accept this donation from the Lake Land College Foundation.

Gift-in-Kind Certification

(Approval by all parties must be obtained before gift is accepted)

Donor's Name _____ Organization John Deere

Address _____ City Olathe State/Zip KS 66061

Telephone _____ Fax _____

Donor's Estimated Value \$ _____

Gift-in-Kind Description: (Please describe in detail)

Description EIVT Transmission S.N. 001061

Location of Item _____ Transportation Cost _____

Vehicle Year: _____ Make: _____ Model: _____ VIN: _____

Unit Receiving Gift JD TECH Program Donor intent/restrictions Use for JD TECH Program Only

Gift Usage Plan:

Use/holding/Maintenance (including operating/storage cost) _____

Sale/disposition of gift (including cost) NONE

By signing this form the donor attests that they are relinquishing rights to said property

Donor Signature: _____ Date: _____

Note: Gift receipts do not reflect the dollar value of the contribution. Under mandated Internal Revenue Service guidelines, this valuation responsibility is left to the donor.

CERTIFICATION BY RECEIVING OFFICIAL

I certify that the above is an accurate description of a gift-in-kind made to the Lake Land College Foundation, Inc. on the date listed above. **Title must be attached if gift is a vehicle. If the College deems this gift to be unsatisfactory or unacceptable and declines to accept this item, then attach a description of the Foundation's final disposition of the gift.**

Gift Receiver _____ Date: _____

ACADEMIC APPROVAL

Division Chair/Vice President _____ Date: _____

FOUNDATION APPROVAL

The signatures below indicates by the Foundation of the gift as described and the transfer to and accepted by the College for said gift, including maintenance costs, if applicable. The date of transfer will be the date of the Lake Land College Board of Trustees' approval.

Foundation CEO _____ Date: _____

BOARD OF TRUSTEE APPROVAL

Lake Land College President _____ Date: _____

Board of Trustees of Community College Dist. 517 _____ Date: _____



MEMO

TO: Dr. Josh Bullock, President

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

DATE: March 3, 2025

RE: January FY25 Financial Statement Summary

Please find below a summary of January actual results to the approved budget. We have now completed seven months and are over half way 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.

January - Noteworthy Events Impacting Results

- Excess Revenue over Expenditures – We finished January unfavorable at \$412,658, a slight improvement to December results and significant improvement over January 2024 results.
- Revenue – Revenue for January was unfavorable by \$106,859. Removing the timing element, we are running \$77K favorable this fiscal year versus the same time frame in fiscal 2024. CPPRT payments account are unfavorable by \$381K actual to budget. Equalization is on budget.
- Expenditures – Expenditures for January finished favorable by \$773K. YTD we are a little over \$380K in total expenditures (\$19.58M) over actual fiscal 2024 expenditures (\$19.2M) given the same time frame. We continue to trend well with almost 60% of the fiscal year complete but recognize the importance of focused expenditure control the remaining five months. We have requested from faculty/staff and are evaluating potential, prudent one-time expenditures to recognize in this fiscal budget cycle.

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

	January		YTD	
	<u>Actual V. Budget</u>		<u>Actual V. Budget</u>	
Total Revenue	(\$106,859)	●	(\$4,744)	●
Local Services	(\$56,538)	●	(\$172,067)	●
ICCB Credit Hour Grant	(\$53,184)	●	(\$216,540)	●
ICCB Equalization Grant	(\$0)	●	(\$0)	●
Other State Sources	(\$12,521)	●	(\$89,409)	●
Tuition & Fees	(\$45,913)	●	\$270,226	●
Other Revenue	\$61,297	●	\$191,946	●
Total Expenditures	\$773,537	●	\$4,326,868	●
Salaries & Wages	\$144,223	●	\$1,004,537	●
Employee Benefits (overall)	(\$10,535)	●	\$54,540	●
Instructional	\$139,221	●	\$1,138,897	●
Academic Support	\$24,685	●	\$242,852	●
Student Services	\$15,403	●	\$314,814	●
Public Service/Continuing Education	\$18,664	●	\$240,508	●
Operations & Maintenance	\$286,334	●	\$643,013	●
Institutional Support	\$505,700	●	\$2,302,077	●

●	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.

Jan-25

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

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:							
245,788	302,326	(56,538)	Local Sources	11,649,433	11,821,500	(172,067)	-1.46%	11,130,461	11,748,084	12,255,978
526,586	579,770	(53,184)	ICCB Credit Hour Grant	2,583,709	2,800,249	(216,540)	-7.73%	3,224,717	4,911,960	4,440,957
574,383	574,383	(0)	ICCB Equalization Grant	4,020,683	4,020,683	(0)	0.00%	4,115,026	7,054,330	6,892,600
138,501	331,022	(12,521)	Other State Sources	825,737	915,145	(89,409)	-9.77%	487,424	1,020,389	1,272,246
190,954	224,231	(33,363)	Tuition	8,064,229	8,077,842	(13,613)	-0.17%	7,952,790	7,871,510	8,186,452
171,680	184,231	(12,551)	Fees	3,822,384	3,538,546	283,838	8.02%	3,761,889	4,001,134	1,685,452
243,561	182,263	61,297	Other Revenue	1,164,440	972,494	191,946	19.74%	1,410,290	2,139,472	3,915,729
-	-	-	Gift in Kind	11,100	-	11,100	0.00%	-	227,623	-
2,271,454	2,378,313	(106,859)	Total Revenues	32,141,715	32,146,459	(4,744)	-0.01%	32,082,598	38,974,502	38,649,687
			Expenditures:							
			Instructional							
727,495	774,123	46,629	Salary and Wages	6,612,863	6,980,454	367,591	5.27%	6,569,599	11,590,569	10,660,542
199,193	199,385	192	Employee Benefits	1,289,462	1,339,569	50,108	3.74%	1,246,630	2,186,614	2,433,060
46,220	147,587	101,367	Contractual Services	112,683	328,640	215,958	65.71%	74,769	448,616	669,937
75,274	37,797	(37,477)	General Materials and Supplies	384,324	766,443	382,119	49.86%	515,344	758,016	875,550
6,621	25,115	18,494	Travel and Meeting Expenses	46,183	119,941	73,758	61.50%	36,285	84,029	177,139
15,868	19,750	3,882	Fixed Charges	17,414	58,450	41,036	0.00%	14,383	55,410	99,375
1,366	7,500	6,134	Capital Outlay	7,307	26,735	19,428	72.67%	116,576	139,191	31,735
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	11,100	-	(11,100)	0.00%	-	-	-
1,072,036	1,211,257	139,221	Total Instructional	8,481,336	9,620,232	1,138,897	11.84%	8,573,586	15,262,445	14,947,438
			Academic Support							
54,854	75,146	20,292	Salary and Wages	439,383	439,335	(48)	-0.01%	285,505	667,665	526,799
17,615	16,721	(893)	Employee Benefits	116,945	112,286	(4,659)	-4.15%	83,998	155,882	4,776
-	-	-	Contractual Services	-	-	-	0.00%	-	-	-
8,752	10,700	1,949	General Materials and Supplies	193,878	437,800	243,922	55.72%	179,439	211,727	458,500
1,561	4,900	3,339	Travel and Meeting Expenses	17,663	21,300	3,637	17.07%	16,891	35,588	13,500
-	-	-	Fixed Charges	-	-	-	0.00%	-	-	-
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	-	-	-	0.00%	-	-	-
82,782	107,467	24,685	Total Academic Support	767,869	1,010,721	242,852	24.03%	565,833	1,070,862	1,003,575
			Student Services							
186,222	200,412	14,189	Salary and Wages	1,317,198	1,501,208	184,010	12.26%	817,249	2,144,939	2,702,692
65,813	60,620	(5,193)	Employee Benefits	392,859	410,230	17,371	4.23%	292,194	546,565	514,830
832	2,112	1,280	Contractual Services	11,297	13,477	2,180	16.18%	10,938	10,906	13,477
4,639	6,500	1,861	General Materials and Supplies	60,853	119,462	58,609	49.06%	53,232	107,167	176,604
1,883	5,150	3,267	Travel and Meeting Expenses	45,806	98,450	52,644	53.47%	55,918	99,089	104,435
-	-	-	Fixed Charges	-	-	-	0.00%	-	-	15,000
-	-	-	Capital Outlay	7,500	7,500	-	100.00%	7,500	14,850	-
259,391	274,794	15,403	Total Student Services	1,835,514	2,150,328	314,814	14.64%	1,237,030	2,923,515	3,527,038
			Public Service/Cont Ed							
37,226	54,372	17,146	Salary and Wages	280,938	407,791	126,853	31.11%	260,591	472,854	706,838
8,298	6,823	(1,475)	Employee Benefits	50,848	45,821	(5,027)	-10.97%	48,586	56,217	79,937
7,752	5,800	(1,952)	Contractual Services	15,357	39,800	24,443	61.41%	20,090	64,382	68,000
8,669	15,871	7,202	General Materials and Supplies	56,754	135,457	78,703	58.10%	61,071	108,832	223,239
4,858	3,192	(1,666)	Travel and Meeting Expenses	14,909	29,119	14,210	48.80%	12,740	20,631	47,404
9,628	9,038	(591)	Fixed Charges	73,773	75,033	1,259	1.68%	61,016	104,500	119,290
-	-	-	Capital Outlay	-	15,000	15,000	100.00%	13,195	17,571	15,000
-	-	-	Other	14,933	-	(14,933)	0.00%	202	-	-
-	-	-	GIK	-	-	-	0.00%	-	-	-
76,432	95,096	18,664	Total Public Service/ Cont Ed	507,512	748,020	240,508	32.15%	477,493	844,987	1,259,708
			Operations & Maintenance							
93,047	129,087	36,039	Salary and Wages	663,714	955,052	291,338	30.50%	666,993	1,180,744	1,654,418
31,285	40,275	8,990	Employee Benefits	206,798	270,457	63,659	23.54%	223,291	384,727	471,834
86,075	97,033	10,958	Contractual Services	374,844	291,587	(83,257)	-28.55%	510,400	502,268	388,827
16,415	66,750	50,335	General Materials and Supplies	169,020	193,250	24,230	12.54%	178,581	314,848	252,000
-	895	895	Travel and Meeting Expenses	257	7,040	6,783	96.35%	-	501	7,290
1,100	3,250	2,150	Fixed Charges	14,134	10,250	(3,884)	-37.89%	13,942	122,282	104,000
89,769	169,666	79,897	Utilities	761,342	1,060,705	299,363	28.22%	824,532	1,413,447	1,764,078
-	91,958	91,958	Capital Outlay	174,917	183,915	8,998	100.00%	-	10,800	-
-	5,112	5,112	Contingency Funds	-	35,784	35,784	100.00%	600	820	245,259
-	-	-	GIK	-	-	-	0.00%	-	-	-
317,692	604,026	286,334	Total Operation and Maint	2,365,026	3,008,040	643,013	21.38%	2,418,340	3,930,438	4,887,706
			Institutional Support							
305,997	315,925	9,928	Salary and Wages	2,303,212	2,338,006	34,794	1.49%	1,769,985	4,127,416	4,039,579
107,324	95,169	(12,155)	Employee Benefits	702,236	635,323	(66,913)	-10.53%	681,610	1,104,149	1,113,707
116,286	87,816	(28,470)	Contractual Services	796,961	1,277,941	480,980	37.64%	898,790	1,602,266	1,612,503
94,691	152,897	58,206	General Materials and Supplies	645,968	1,295,039	649,072	50.12%	635,532	999,183	1,935,520
1,728	37,830	36,102	Travel and Meeting Expenses	75,700	193,358	117,657	60.85%	79,383	146,392	272,059
1,359	1,825	466	Fixed Charges	13,783	184,779	170,996	92.54%	12,841	15,940	194,004
-	-	-	Capital Outlay	95,449	162,250	66,801	100.00%	817,543	728,741	263,450
23,502	173,548	150,046	Contingency Funds	356,199	634,705	278,506	43.88%	457,889	1,661,929	591,061
-	100,000	100,000	Other	-	252,250	252,250	100.00%	4,620	564,066	49,175
8,421	200,000	191,579	Strategic Initiatives	82,066	400,000	317,934	100.00%	13,834	367,958	-
-	-	-	One Time Budget Requests	-	-	-	0.00%	-	-	-
-	-	-	GIK	-	-	-	0.00%	-	-	-
659,309	1,165,009	505,700	Total Institutional Support	5,071,574	7,373,650	2,302,077	31.22%	5,372,026	11,318,039	10,071,058
216,471	-	(216,471)	Scholarships, grants, waivers	555,293	-	(555,293)	100.00%	516,840	553,838	1,287,566
2,684,112	3,457,649	773,537	Total Expenditures	19,584,124	23,910,991	4,326,868	18.10%	19,161,148	35,904,124	36,984,089
(412,658)	(1,079,336)	666,678	Revenue Less Expenditures	12,557,592	8,235,468	4,322,124	52.48%	12,921,449	3,070,378	1,665,598
-	-	-	Transfers Out:	-	-	-	0.00%	-	2,047,014	1,665,598
(412,658)	(1,079,336)	666,678	Excess of Revenues over Expenditures & Transfers	12,557,592	8,235,468	4,322,124	52.48%	12,921,449	1,023,364	-

Current Month				Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget Variance
1,404,842.77	1,549,065.40	144,222.63	Salary and Wages	11,617,308.29	12,621,845.11	1,004,536.82
429,528.39	418,993.12	(10,535.27)	Employee Benefits	2,759,147.52	2,813,687.53	54,540.01
257,164.98	340,347.80	83,182.82	Contractual Services	1,311,141.92	1,951,444.50	640,302.58
208,440.37	290,515.07	82,074.70	General Materials and Supplies	1,510,797.05	2,947,450.86	1,436,653.81
16,651.76	77,081.83	60,430.07	Travel and Meeting Expenses	200,518.80	469,207.68	268,688.88
27,955.23	33,862.50	5,907.27	Fixed Charges	119,103.57	328,511.41	209,407.84
89,768.74	169,666.04	79,897.30	Utilities	761,341.80	1,060,705.20	299,363.40
1,365.74	99,457.50	98,091.76	Capital Outlay	277,673.44	387,900.00	110,226.56
23,501.97	178,659.50	155,157.53	Contingency Funds	356,199.30	670,489.00	314,289.70
224,891.99	300,000.00	75,108.01	Other Expenditures	670,891.91	659,750.00	(11,141.91)
2,684,111.94	3,457,648.76	773,536.82	Total	19,584,123.60	23,910,991.29	4,326,867.69

Lake Land College

FY2025 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2024 Budgeted
	Actual	Budgeted	Variance	
Salary and Wages - Instructional	\$6,612,863	\$6,980,454	\$367,591	\$10,660,542
Salary and Wages - Acad. Support	\$439,383	\$439,335	(\$48)	\$526,799
Salary and Wages - Stud. Svcs	\$1,317,198	\$1,501,208	\$184,010	\$2,702,692
Salary and Wages - Public Svc.	\$280,938	\$407,791	\$126,853	\$706,838
Salary and Wages - Maintenance	\$663,714	\$955,052	\$291,338	\$1,654,418
Salary and Wages - Inst. Support	\$2,303,212	\$2,338,006	\$34,794	\$4,039,579
Total Salary and Wages	\$11,617,308	\$12,621,845	\$1,004,537	\$20,290,868

Employee Benefits	Year to Date			FY2024 Budgeted
	Actual	Budgeted	Variance	
Employee Benefits - Instructional	\$1,289,462	\$1,339,569	\$50,108	\$2,433,060
Employee Benefits - Acad. Support	\$116,945	\$112,286	(\$4,659)	\$4,776
Employee Benefits - Stud. Svcs	\$392,859	\$410,230	\$17,371	\$514,830
Employee Benefits - Public Svc.	\$50,848	\$45,821	(\$5,027)	\$79,937
Employee Benefits - Maintenance	\$206,798	\$270,457	\$63,659	\$471,834
Employee Benefits - Inst. Support	\$702,236	\$635,323	(\$66,913)	\$1,113,707
Total Employee Benefits	\$2,759,148	\$2,813,688	\$54,540	\$4,618,144



MEMO

TO: Lake Land College Board of Trustees

FROM: Dr. Jonathan Bullock, President

DATE: March 3, 2025

RE: Reemployment for continued employment for Tenured and Non-tenured Faculty Members for 2025/2026 Academic Year

All performance evaluations have been completed for faculty by the Division Chairs and by the appropriate Vice President. Based upon the results of the Vice Presidents' recommendations and extended conversations with them, I recommend reemployment of the following faculty members:

<u>First-Year Non-Tenure</u>	<u>Division</u>
Kambri Hinds	Business and Technology
Benjamin Panful	Business and Technology
Danielle Mayhaus	Allied Health

<u>Second-Year Non-Tenure</u>	<u>Division</u>
Scott Harley	Agriculture
Ellise Haskett	Counseling
Sarah Lucht	Humanities
Logan Smith	Allied Health
Walter Robison	Business and Technology
Aaron Walk	Counseling

<u>Third Year Non-Tenure</u>	<u>Division</u>
Andrew Cougill	Library
James Crowder	Business and Technology
Kurt Hoene	Business and Technology
Joseph Hoenes	Business and Technology
Lacey Huddleston	Allied Health
Christian Kessler	Agriculture
Jessie Palmer	Allied Health
Kara Molzen	Allied Health
Kellie Niemerg	Counseling
Constance Rickey	Allied Health
Richard Sumitro	Math and Science
Sarah Wright	Business and Technology

<u>Continued Tenure Status</u>	<u>Division</u>
Daniel Allen	Math and Science
Dyke Barkley	Agriculture
Michael Beavers	Business and Technology
Tara Blaser	Humanities and Communication
Katelyn Bloemer	Allied Health
Andrea Bright	Counseling
Dewayne Brown	Vandalia Correctional Center
Bryan Burrell	Counseling
Krista Burrell	Counseling
Dion Buzzard	Business and Technology

Jessica Byers	Allied Health
Greg Capitosti	Math and Science
David Chambers	Social Science and Education
Michael Ben Cohan	Humanities and Communication
Brent Curry	Agriculture
Madison Dailey	Social Science and Education
Marc DalPonte	Math and Science
Kimberly Davis	Social Science and Education
Angela Davison	Business and Technology
Laura Deters	Allied Health
Suzett Doty	Math and Science
Danielle Downs	Financial Aid and Veteran Services
Lisa Earp	Business and Technology
Timothy Flowers	Vandalia Correctional Center
Joshua Fulk	Business and Technology
Andy Gaines	Social Science and Education
Tisha Goad	Allied Health
Matt Greider	Social Science and Education
Karla Hardiek	Allied Health
Sarah Harley	Math and Science
Elizabeth Hartrich	Allied Health
Tarah Haskenherm	Allied Health
Sarah Hill	Library
Shannon Hood	Allied Health
Brenda Hunzinger	Math and Science
Charles Jarrell	Social Science and Education

David Johnson	Social Science and Education
Bambi Jones	Math and Science
Nichole Jones	Allied Health
Kris Kersey	Business and Technology
Ty Knebel	Vandalia Correctional Center
Matt Landrus	Humanities and Communication
Lara Lash	Allied Health
Jon Lebold	Business and Technology
Katie Lotz	Social Science and Education
Brian Madlem	Business and Technology
Cody Marlar	Math and Science
Kristine Marler	Business and Technology
Jennifer Melton	Counseling
Claire Miller	Math and Science
Kevin Miller	Business and Technology
Nathan Miller	Vandalia Correctional Center
Martha Mioux	Allied Health
Tina Moore	Career Services
Rakhasha Nasseripour	Math and Science
Russell Neu	Agriculture
Robert Newell	Humanities and Communication
Amber Niebrugge	Social Science and Education
Heather Nohren	Counseling
Maria Nohren	Allied Health
Ryan Orrick	Agriculture
Katie Parrish	Social Science and Education

Cassandra Porter	Allied Health
Gregory Powers	Humanities and Communication
Anthony Reinhart	Agriculture
Casey Reynolds	Humanities and Communication
Laura Rincker	Math and Science
Eva Ritchey	Humanities and Communication
Matthew Rodgers	Agriculture
Mike Rudibaugh	Math and Science
Marcy Satterwhite	Business and Technology
Lisa Shumard-Shelton	Student Life
Kimberly Smithenry	Allied Health
Erin Swingler	Allied Health
Edward Thomas	Humanities and Communication
David Turnbull	Math and Science
Tanille Ulm	Social Science and Education
Beulah Uphoff	Allied Health
Lori Walk	Business and Technology
Tara Veach Watson	Humanities and Communication
Jeff White	Math and Science
Hayden Wilder	Agriculture
Ryan Wildman	Agriculture
Bethany Workman	Allied Health
Molly Yeske	Allied Health

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: John Woodruff, Vice-President for Business Services

DATE: March 3, 2025

RE: Board Policy Revisions Related to Title IX

On January 31, 2025, the U.S. Department of Education, Office for Civil Rights (OCR) issued a *Dear Colleague Letter* clarifying that, effectively immediately, OCR would begin enforcing *Title IX of the Education Amendments of 1972* ("Title IX") under the 2020 Title IX Rules rather than the 2024 Title IX Rules that were implemented on August 1, 2024.

The change back to the 2020 Rules necessitates revisions in our institutional policies and implementing procedures for addressing sex-based misconduct, including claims of sex discrimination and sex-based harassment. In identifying needed revisions, we have worked closely with Robbins Schwartz who provided a toolkit to help colleges and universities implement policy and procedural changes for both the 2020 and 2024 Title IX Rules.

Attached are recommended revisions to the following Board policies:

- Board Policy 11.01 *Equal Opportunity Notice of Non-Discrimination*
- Board Policy 11.04 *Discrimination and Harassment*
- Board Policy 11.04.01 *Prohibiting Sex Discrimination*

Additionally, because revisions to Board Policy 11.04.01 include revising the name of the policy from *Prohibiting Sex Discrimination* to *Prohibiting Sex-Based Misconduct*, updates will be needed to additional policies throughout the Board Policy Manual that reference Board Policy 11.04.01 including:

- Board Policy 07.28.01 *Student Code of Conduct and Disciplinary Procedures*
- Board Policy 07.29 *Student Complaints*

In presenting these proposed revisions to the Board of Trustees at their meeting on March 10, 2025, I would like to ask for first and final reading so that we may move forward in meeting the requirements established by the Department of Education.

Thank you.

Recommended motion: Approve as presented the recommended updates to Board Policy 11.01 – *Equal Opportunity Notice of Non-Discrimination*, 11.04 – *Discrimination and Harassment* and Board Policy 11.04.01 – *Prohibiting Sex Discrimination*.

11.01

Equal Opportunity Notice of Non-Discrimination

Lake Land College is committed to maintaining a working and learning environment that promotes equal opportunity and that is free from unlawful discrimination and harassment. It is the policy of Lake Land College not to engage in discrimination or harassment against any person because of race, traits of race, color, sex, age, religion, national origin, ancestry, physical or mental disability, association with a person with a disability, marital status, military status, sexual orientation, gender identity, gender-related identity and expression, sex stereotypes, sex characteristics, pregnancy or related conditions, parental status, order of protection status, unfavorable discharge from military service, work authorization status, citizenship status, family responsibilities, actual or perceived decisions regarding reproductive health, or ~~to engage in discrimination~~ on any other basis ~~precluded~~protected by applicable federal and state law statutes. This policy applies to any individual who participates in, or attempts to participate in, any admission and access to and participation, treatment and employment in the College's programs, activities ~~_and/or~~ services.

The following campus office is assigned the responsibility for ensuring compliance with this policy as well as federal and state law statutes and regulations concerning equal opportunity and access:

Director of Human Resources/Title IX Coordinator
Human Resources Office, Lensink Hall, Office #2,
(217) 234-5210; humanresources@lakelandcollege.edu

Board Policy 11.04.01 Prohibiting Sex-Based Misconduct, covers prohibited conduct under the Title IX of the Education Amendments of 1972 ("Title IX") and provides information regarding grievance procedures for complaints and/or reports of sex-based misconduct. Inquiries about the application of Title IX ~~Title IX of the Education Amendments of 1972 ("Title IX")~~ may be addressed to the Director of Human Resources/Title IX Coordinator, the Office for Civil Rights, or both.

11.01

Board Policy 11.04 Discrimination and Harassment provides information regarding grievance procedures for complaints and/or reports alleging discrimination or harassment other than sex-based misconduct.

Procedures for reporting or filing complaints regarding conduct that may constitute discrimination or harassment, including sex-based misconduct discrimination under Title IX, can be obtained through Counseling Services or Human Resources. In addition, these offices will maintain current copies of applicable~~appropriate~~ laws, regulations, and policies.

~~Board Policies 11.04 Discrimination and Harassment and 11.04.01 Prohibiting Sex Discrimination provide information regarding grievance procedures for complaints and/or reports alleging discrimination or harassment.~~

Adopted November 9, 1998

Revised February 13, 2012

Revised July 11, 2024

Revised

11.04

Discrimination and Harassment

Lake Land College is committed to maintaining a working and learning environment in which all individuals are treated with respect and dignity. Faculty, staff and students have a right to work and learn in an atmosphere that promotes equal opportunity and prohibits discriminatory practices. ~~The College is committed~~ In furtherance of its commitment to providing a safe and respectful environment, ~~and the College~~ prohibits discrimination and harassment based on race, traits of race, color, sex, age, religion, national origin, ancestry, physical or mental disability, association with a person with a disability, marital status, military status, sexual orientation, gender identity, gender-related identity and expression, sex stereotypes, sex characteristics, pregnancy or related conditions, parental status, order of protection status, unfavorable discharge from military service, work authorization status, citizenship status, family responsibilities, actual or perceived decisions regarding reproductive health, or any other basis of discrimination ~~prohibited precluded~~ by applicable federal and state law, statutes, or ~~The College further prohibits~~ acts or threats of violence from students, employees, elected officials or third parties including, but not limited to, visitors, vendors, consultants and contractors.

This policy's prohibitions may extend to conduct that occurs on campus, in any College related setting, or during any off-campus College event or activity, such as during trips, conferences, meetings, athletic events, and College-related social events.

Definitions

~~Unlawful h~~ Harassment includesis defined as unwelcome ~~verbal, written or physical~~ conduct ~~by any one person toward another person based on that~~ on the basis of a person's actual or perceived race, traits of race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, sex, age, religion, national origin, ancestry, physical or mental disability, association with a person with a disability, marital status, military status, sexual orientation, gender identity, gender-related identity and expression, sex stereotypes, sex characteristics, pregnancy or related conditions, parental status, ~~or~~ order of protection status, unfavorable discharge from military service, work authorization status, citizenship status, family responsibilities, decisions

Board Policy**11.04**

~~regarding reproductive health, or any other basis of discrimination precluded by applicable federal and state statutes, and category protected by law that (1) has the purpose or and effect of creating a hostile or offensive work or academic environmentsubstantially interfering with educational or work performance; or (2) has the purpose or effect of creating an intimidating, hostile, or offensive educational or work environment.~~ Lake Land College prohibits and will not tolerate any such harassment or discrimination.

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

1. Racial, ethnic, or sexual epithets, slurs or jokes, whether communicated verbally, in writing or electronically.
2. The use of racial or ethnic nicknames or stereotyping.
3. Vulgar, offensive or obscene language, noises, ~~or~~ gestures, or display of any
- ~~4. Display of~~ vulgar, offensive, explicit or obscene pictures, photographs, cartoons, materials or web sites.
4. Display or circulation (including through e-mail) of written or graphic material that denigrates or shows hostility or aversion toward an individual or a group.
5. ~~Verbal or physical acts or threats of violence~~ Threatening, intimidating, or hostile acts including, but not limited to, aggression, hate crimes, bullying, cyber bullying, cyber intimidation, domestic violence, and stalking, ~~or intimidation.~~
6. Actions of ~~sex-based misconduct discrimination which includes discrimination and harassment on the basis of sex, including on the basis of sexual orientation, gender identity, gender-related identity and expression, sex stereotypes, sex characteristics, pregnancy or~~

~~related conditions, parental status, sex-based harassment, sexual violence, domestic violence, dating violence, stalking, and other sex-based misconduct as addressed in Board Policy 11.04.01 Prohibiting Sex-Based Misconduct. Discrimination.~~

~~Employees and students must report all incidents of unlawful harassment. Anyone who believes that he or she is being harassed by a student, employee or third party at the College, or believes that their employment or academic career is being adversely affected by such conduct should immediately report such concerns. Employees should report concerns of harassment to their supervisor, next level administrator, another administrator, or the Director of Human Resources. Students should report such concerns to the Director of Human Resources/Title IX Coordinator or the Vice President for Student Services. In addition, individuals covered by this policy have a right to file claims of sexual discrimination and harassment with the Illinois Department of Human Rights and/or the Equal Employment Opportunity Commission (EEOC).~~

Retaliation

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

Retaliation Charge Reporting Discrimination and Harassment

~~A student or employee who believes he or she has been subjected to any form of retaliation after filing a complaint or being a witness under this policy may file a complaint of retaliation. Employees and students are strongly encouraged to report all incidents of unlawful harassment, discrimination, and retaliation. Anyone who believes that he or she is being harassed by a student, employee or third party, or believes that their employment or academic career is being adversely affected by such conduct should immediately report such concerns.~~

Employees should report concerns of discrimination or harassment to

their supervisor, next level administrator, another administrator, or the Director of Human Resources. Students should report such concerns to the Director of Human Resources/Title IX Coordinator or the Vice President for Student Services. In addition, individuals covered by this policy may have a right to file claims of sexual discrimination and harassment with the Illinois Department of Human Rights and/or the Equal Employment Opportunity Commission (EEOC).

Retaliation Prohibited

No individual making a complaint in good faith, whether formal or informal, will be retaliated against. Witnesses involved in any complaint of harassment, as well as any individual who engages in any other activity protected by this policy will also be protected from retaliation. Whistleblower protections are also available under the State Officials and Employees Ethics Act, the Whistleblower Act, and/or the Illinois Human Rights Act.

Retaliation Charge

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

False or Malicious Complaints

~~It is a form of harassment to~~ This policy strictly prohibits filing a knowingly false or malicious complaint of harassment or ~~to~~ knowingly providing false information in the course of an investigation of such complaint. Such conduct is considered a violation of this Discrimination and Harassment Policy and will subject an employee or student to disciplinary action.

Supervisory Responsibility

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

Supervisors will address any observed or reported incident or complaint

of discrimination or harassment with seriousness and must take prompt action, whether or not a formal written complaint has been filed. Supervisors must immediately consult the Director of Human Resources regarding any discrimination or harassment complaint reported to them.

Sanctions and Disciplinary Action

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

Special Circumstances Complaints Against Elected Officials

Complaints ~~by an elected official (trustee)~~ made against members of the College's Board of Trustees and another elected officials shall be submitted to the Board Chair or College President. ~~the Director of Human Resources.~~ If the report is made to the College President, the President shall promptly notify the Board Chair, or if the Board Chair is the subject of the complaint, the Board Vice Chair. ~~The Director of Human Resources~~ Board Chair, or Board Vice Chair as appropriate, shall, in consultation with legal counsel for the College, ensure that an independent review is conducted with respect to such allegations. If the allegations concern both the Board Chair and the Board Vice Chair, and/or they are witnesses or otherwise conflicted, the Board Secretary shall so consult with legal counsel.

Prompt Investigation and Confidentiality

Substantiated ~~C~~complaints of unlawful discrimination and/or harassment are serious violations of College policy. Once a complaint of unlawful harassment has been made, the College ~~has an obligation to~~ will take all reasonable action to promptly and thoroughly investigate the complaint. ~~matter. The College will take prompt remedial action to address a substantiated complaint of unlawful harassment.~~ All investigations into ~~claims of unlawful harassment~~ complaints filed under this policy will be conducted respectfully and impartially. Every reasonable effort will be

made to preserve confidentiality throughout the pendency of any complaint, to the extent practicable. ~~However, in the course of an investigation, it will be necessary to discuss the complaint with the claimed offender, other persons who may have relevant information, and those with a legitimate need to know.~~ The College will take prompt and reasonable remedial action to address any substantiated complaint of unlawful discrimination and/or harassment.

Implementing Procedures

The College will ~~establish, implement and publish~~maintain procedures implementing this policy, which shall include the following:

- Procedures for reporting allegations of discrimination and/or harassment;
- The College's response and investigation procedures;
- Procedures for processing appeals; and
- Contact information for reporting alleged discrimination and/or harassment.

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

11.04.01

Prohibiting Sex-Based Misconduct-Discrimination

Lake Land College is committed to maintaining a safe and healthy educational and employment environment that is free from ~~sex discrimination, which includes discrimination and~~ harassment ~~and other forms of discrimination based~~ on the basis of sex, ~~including on the basis of~~ sexual orientation, ~~gender identity,~~ gender-related identity and expression, ~~sex stereotypes, sex characteristics,~~ pregnancy, ~~and other protected characteristics related to sex under federal, state, or local law. or related conditions and parental status~~ The College prohibits all forms of sex-based misconduct-discrimination, including, but not limited to, ~~sex discrimination,~~ sexual-based harassment, sexual violence, domestic violence, dating violence, ~~and~~ stalking, ~~and other sex-based misconduct.~~ The College also prohibits discrimination and harassment ~~on the basis of sex, sexual orientation, gender identity, gender-related identity and expression, sex stereotypes, sex characteristics, pregnancy or related conditions, and parental status~~ based on protected characteristics under Board Policy 11.04 – *Discrimination and Harassment*.

It is the policy of Lake Land College to comply with Title IX of the *Education Amendments of 1972* (“Title IX”), the *Violence Against Women Reauthorization Act* (“VAWA”), Title VII of the *Civil Rights Act of 1964* (“Title VII”), the *Illinois Human Rights Act*, the *Jeanne Clery Campus Safety Act* ~~Disclosure of Campus Security Policy and Campus Crime Statistics Act~~ (“Clery Act”), the *Preventing Sexual Violence in Higher Education Act*, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

~~Individuals~~ Employees or students found to have engaged in prohibited misconduct ~~sex discrimination,~~ will be subject to disciplinary action, up to and including termination and/or dismissal from the College. Contractors, visitors, and any other third parties found to have engaged in prohibited misconduct will be addressed in accordance with the authority of the College in the context of the relationship of the third-party to the College.

Board Policy No. 11.04.01**Title IX Compliance**

As required under Title IX and its implementing regulations, the College does not discriminate on the basis of sex and prohibits sex discrimination₁ in the education programs or and activities₂ that it operates. This commitment requirement not to discriminate and prohibition on discrimination extends to admissions₃ and employment.

The College has designated the Director of Human Resources as the Title IX Coordinator(s), who is responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College's Title IX Coordinator(s), the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

Retaliation Prohibited

~~Any form of r~~Retaliation, including intimidation, threats, coercion, ~~discrimination, or any other~~ adverse educational or employment actions, or discrimination taken or threatened against any person because they have, who in good faith, ~~files a complaint,~~ reporteds or discloseds ~~alleged~~sex discrimination, filed a complaint, or otherwise participated₄s or declined₅s to participate in an investigation into allegations of ~~sex~~ discrimination₆, ~~(including, but not limited to testifying, assisting or participating in any manner in an investigation)~~, is strictly prohibited.

Implementing Procedures

The College will establish, maintain and publish procedures implementing this Policy, which set forth:

- The application and scope ~~and jurisdiction~~ of the College's prohibition on sex -based misconduct ~~discrimination~~;
- Definitions of prohibited conduct and a definition of consent;
- Responsibilities of, and contact information for, the College's Title IX Coordinator(s) and Deputy Title IX Coordinator(s);
- Rights and Options for assistance by the College, law enforcement, a medical facility, or a crisis center, following an incident of sex -based ~~discrimination, misconduct~~;

Board Policy No. 11.04.01

- Procedures for reporting and confidentially disclosing alleged sex-based misconduct-discrimination, including a mechanism for reporting and independent review of allegations against an one elected official; ~~by another elected official;~~
- Responsibilities of College employees with regard to reporting, forwarding, and/or keeping confidential allegations of discrimination, as applicable;
- The College's response to reports of alleged sex-based misconduct-discrimination;
- The College's grievance process for complaints alleging Title IX sexual harassment -discrimination, to include complaints and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- Potential sanctions that may be imposed following the implementation of the College's grievance procedures and limits on those sanctions;
- Prevention and education programming provided to College students; and
- Training and education provided to ~~all College employees the~~ Title IX Coordinator(s), Deputy Title IX Coordinator(s), College Police Department, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other sex-based misconduct, or involved in the referral or provision of services to survivors.

Adopted August 8, 2016
 Revised May 8, 2017
 Revised January 8, 2018
 Revised February 10, 2020
 Revised August 10, 2020
 Revised July 11, 2024
Revised



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 FY2025 IGEN Membership Grant

Lake Land College has received a one-year grant for \$15,000 from the Illinois Green Economy Network (IGEN) Membership grant program. This grant opportunity was established to provide funds to IGEN community college members to support activities, programs, and projects in energy efficiency and/or renewable energy.

Grant funds will be used to both replace and upgrade parking and roadway lighting across campus. Funds will be used to replace seven broken light fixtures as well as to upgrade an additional nine fixtures in order for lighting to become fully functioning LED lighting. This project will help the College to be safer with upgraded campus lighting, as well as to be a greener, more sustainable educational environment.

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



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 additional funds for FY25 ICCB Taking Back the Trades Round 3 Grant

Lake Land College has received additional funds from the Illinois Community College Board Taking Back the Trades Round 3 grant program in the amount of \$59,892. This brings the grand total for this one-year grant to \$150,000. This grant program was established to provide access and strengthen pathways to careers in the "trades" for young adults, particularly those in underserved communities marked by high youth unemployment, low graduation rates, or other relevant indicators.

Additional funds for this grant will be used to purchase augmented reality/virtual reality supplies for the Maker's Space Lab at the new Effingham Technology Center. This new learning environment will provide seamless pathway endorsements for the underserved population of high school students in our district who may enroll at Lake Land College to complete their postsecondary education goals. These supplies will be especially valuable for career exploration for high school students in the areas of agriculture, manufacturing and transportation.

I respectfully request that the Board of Trustees accept these additional grant funds.

STATE OF ILLINOIS	UNIFORM GRANT BUDGET TEMPLATE	AGENCY
Organization Name: Lake Land College	UEI (enter numbers only): CXUHYLV7VZN7	NOFO # FY2025 Taking Back the Trades! Trades School Grant Program - Round 3
CFSA Number: Not Applicable	CSFA Description: Not Applicable	Fiscal Year(s): January 1, 2025 to December 31, 2025

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17. Eligible applicants requesting funding for only one year should complete the column under "Year 1." Eligible applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

SECTION A -- STATE OF ILLINOIS FUNDS

Revenues	Year 1	Year 2	Year 3	TOTAL
(a). State of Illinois Grant Amount Requested	\$ 150,000	\$ -	\$ -	\$ -

BUDGET SUMMARY STATE OF ILLINOIS FUNDS

Budget Expenditure Categories <i>OMB Uniform Guidance Federal Awards Reference 2 CFR 200</i>	Year 1	Year 2	Year 3	TOTAL
1. Personnel (Salaries & Wages) 200.430	\$ 9,048	\$ -	\$ -	\$ 9,048
2. Fringe Benefits 200.431	\$ 1,086	\$ -	\$ -	\$ 1,086
3. Travel 200.474	\$ 8,440	\$ -	\$ -	\$ 8,440
4. Equipment 200.439	\$ -	\$ -	\$ -	\$ -
5. Supplies 200.94	\$ 121,597	\$ -	\$ -	\$ 121,597
6. Contractual Services (200.318) & Subawards (200.92)	\$ -	\$ -	\$ -	\$ -
7. Consultant (Professional Services) 200.459	\$ -	\$ -	\$ -	\$ -
8. Construction	\$ -	\$ -	\$ -	\$ -
9. Occupancy (Rent & Utilities) 200.465	\$ -	\$ -	\$ -	\$ -
10. Research & Development (R&D) 200.87	\$ -	\$ -	\$ -	\$ -
11. Telecommunications	\$ -	\$ -	\$ -	\$ -
12. Training & Education 200.472	\$ 5,775	\$ -	\$ -	\$ 5,775
13. Direct Administrative costs 200.413	\$ -	\$ -	\$ -	\$ -
14. Miscellaneous Costs	\$ -	\$ -	\$ -	\$ -
15. A. <u>Grant Exclusive Line Item(s)</u>	\$ -	\$ -	\$ -	\$ -
B. <u>Grant Exclusive Line Item(s)</u>	\$ -	\$ -	\$ -	\$ -
16. Total Direct Costs (lines 1-15) 200.413	\$ 145,946	\$ -	\$ -	\$ 145,946
17. Indirect Costs* (see below) 200.414	\$ 4,054	\$ -	\$ -	\$ 4,054
Rate: _____ % Base: _____				
18. Total Costs State Grant Funds (lines 16 and 17)	\$ 150,000	\$ -	\$ -	\$ 150,000



MEMO

To: Dr. Josh Bullock, President
From: Madge Shoot, Comptroller
Date: February 19, 2025
Subject: Approval of Taking Back the Trades Round 3
Supplies Purchase

During the FY2025 fiscal year, our Center for Business & Industry (CBI) was awarded the Taking Back the Trades Round 3 grant through ICCB. In order to move forward with grant activities and goals, CBI would like to purchase a Snap On Mechanical and Electronic Torque Certification Kit for \$60,624.82. The Taking Back the Trades Round 3 grant has \$60,624.82 for the purchase of this item.

Since Snap On is the only provider that produces and offers this equipment, curriculum and instructor training, the bidding process will not be necessary to purchase these items. I respectfully request your approval to issue payment to Snap On for these grant items.

I will be available for questions.

SNAP-ON®

MECHANICAL AND ELECTRONIC TORQUE CERTIFICATION

The **Snap-on Mechanical and Electronic Torque Certification** is awarded to students who successfully achieve proficiency in the use of torque tools. In-depth knowledge of torque theory, and experience in wrench selection and torque application form **TOOLS FOR LIFE** that enable technicians to be productive efficient and safe when using torque instruments in a wide variety of industries.

Whether just starting out, or a veteran of the shop, a working knowledge of torque theory and application is a fundamental requirement for any engineering, maintenance service or repair position. As the leader in torque instruments, Snap-on developed a certification course that include hands-on classroom training and advanced lab exercises.

This certification provides a widely recognized endorsement of technical expertise and demonstrated achievement. Students who successfully complete the course obtain the training and professionalism required to be safe, accurate and proficient on the job.

COURSE CONTENT INCLUDES:

- Tool safety
 - » Hand tools
 - » Electrical tools
- Principles of fasteners
- Understanding torque theory
 - » Mechanical instruments
 - » Electronic instruments
- Hands-on operation of torque tools



BUILDING TOOLS FOR LIFE

Snap-on S-Tech certifications provide a return on technical education investment through hands-on training and state of the art tools and equipment. **The Snap-on Mechanical and Electronic Torque Certification** connects directly to the following academic subject areas:

- Auto Collision Repair & Refinishing
- Carpentry
- Industrial Maintenance
- Machine Tool & Die
- Automotive Maintenance Technology
- Electromechanical
- Machine Tool Operation
- Mechanical Design Technology
- Agribusiness & Science Technology
- Nuclear Technology
- Wind Energy Technology

Students earn Snap-on S-Tech certifications as proof of achievement. These NC3-backed, stackable credentials increase employment potential and on-the-job productivity in industries such as:

- | | |
|----------------------|-----------------|
| ■ Automotive | ■ HVAC |
| ■ Aviation/Aerospace | ■ Manufacturing |
| ■ Diesel/Heavy Duty | ■ Mass Transit |
| ■ Electrical | ■ Mechanical |
| ■ Energy | ■ Mechatronics |
| ■ Engineering | ■ PC Repair |
| ■ General Repair | ■ Robotics |

For more information and to find the certification school nearest you, please visit www.education.snapon.com, or email: education@snapon.com.

Snap-on is a proud partner of the National Coalition of Certification Centers.



Torque

Snap-on certifications are compatible with other industry recognized certifications. Certifications are developed and administered with NC3 (National Coalition of Certification Centers).



Quote

Submit to Snap-on Industrial
3011 IL RTE 176, Door 1
Crystal Lake, IL 60014
877-740-1900

Quote Number	IMP-001384980	Ship Via	1 - UPS GROUND
Quote Date	2/18/2025	Payment Terms	P30 - NET 30 DAYS
Quote Expiration Date	4/19/2025	Ship to	201588897
Customer Name	LAKE LAND COLLEGE SCHOOL		LAKE LAND COLLEGE SCHOOL 5001 LAKE LAND BLVD MATTOON IL 61938
Customer BP	201588897	Bill to	201588895
Contact Information:			LAKE LAND COLLEGE 5001 S LAKE LAND BLVD MATTOON IL 61938
Name	Brian Madlem		
E-mail	bmadlem@lakelandcollege.edu		
Phone Number	217-234-5541		
Sales Rep	LEITING, JAMES		
Mobile #	414-267-7010		
E-mail Address	Jimmy.C.Leiting@snapon.com		
Customer Reference	Brian Madlem		

Line Number	Part Number	Description	Quantity	List Price	Unit Net Price	Line Total
1	TORQCERTKITP	TORQUE CERT KIT POST SECONDARY	1	\$79,780.00	\$60,624.82	\$60,624.82
				Total Weight	2,057.82 lbs	
				Sub Total	\$60,624.82	
				Shipping	\$0.00	
				Tax	\$0.00	
				Grand Total	\$60,624.82	

Quote Notes: quoted using Sourcewell Contract 121223-SNP Instructors wishing to issue certifications after acquiring this kit must attend an NC3 Train The Trainer and successfully pass the exam. Cost and availability can be found at <https://www.nc3.net/training/>

Tax and freight shown are estimates.

Applicable tax and freight will be charged to the Customer's account.

The sale of product is subject to Snap-on Industrial's standard terms and conditions of sale. Placement of an order is Customer's assent to these terms and conditions and Snap-on hereby objects to any additional and/or different terms, which may be contained in any Customer forms or other documents. No such additional terms will be of any force or effect.

The sale of product is subject to Customer meeting Snap-on Industrial's credit approvals. Financing through Snap-on Credit LLC is available on most purchases. Ask your Sales Rep for more information.

*Please provide vendor and pricing information to customer service on this part number.

MEMO

TO: John Woodruff, Vice President for Business Services

FROM: Jeremy Moore, Facilities Planning Manager

CC:

DATE: March 3, 2025

RE: Approval of Bid for Effingham Technology Center Parking Lot Light Replacement

The College recently solicited bids for the Effingham Technology Center (ETC) Parking Lot Light replacement project. The existing pole-mounted metal halide luminaires are inefficient and costly to replace. The project scope included the replacement of the luminaires with LED as a base bid and an alternate to include replacing the existing fluorescent bollard pathway light fixtures with LED.

This project is expected to qualify for approx. \$4,500 in Ameren incentive rebates & will result in a net savings of \$3,000 in annual electrical usage.

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

NAME	BASE BID	ALTERNATE	TOTAL
PALS ELECTRIC, INC. TEUTOPOLIS, IL	\$31,570	\$50,261	\$81,831
COMMERCIAL ELECTRIC, INC. MATTOON, IL	\$31,148	\$55,388	\$86,536
ANDERSON ELECTRIC, INC. MATTOON, IL	\$38,530	\$62,370	\$100,900
D&M ELECTRICAL, INC. NEOGA, IL	\$38,506	\$65,555	\$104,061
NADLER ELECTRICAL CONTRACTING, INC. SULLIVAN, IL	\$48,460	\$72,047	\$120,507

Based on the bids received, I recommend that we award this bid to Pals Electric, Inc. of Teutopolis, Illinois, for the ETC Parking Lot Light Replacement Project.

Please do not hesitate to contact me with any questions or further clarification.

Recommended Motion: Approve as presented the proposal received by Pals Electric, Inc. of Teutopolis, Illinois for the total amount of \$81,831 for the ETC Parking Lot Light Replacement Project.

LAKE LAND COLLEGE

BID TABULATION

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College ETC Parking Lot Light Replacement
Project No. 2025-001
BID DATE: March 3, 2025 - 1:00 PM

CONTRACTOR	Base Bid	Alternate Bid Bollard Replacement	Total Bid			
D&M Electrical, Inc. Neoga, Illinois	\$ 38,506.00	\$ 65,555.00	\$ 104,061.00			
Pals Electric, Inc. Teutopolis, Illinois	\$ 31,570.00	\$ 50,261.00	\$ 81,831.00			
Anderson Electric Inc. Mattoon, Illinois	\$ 38,530.00	\$ 62,370.00	\$ 100,900.00			
Nadler Electrical Contracting, Inc. Sullivan, Illinois	\$ 48,460.00	\$ 72,047.00	\$ 120,507.00			
Commercial Electric Inc. Mattoon, Illinois	\$ 31,148.00	\$ 55,388.00	\$ 86,536.00			



MEMO

TO: Ike Nwosu, Vice President for Academic Services

FROM: Michael Beavers, Electronics Engineering Technology Instr/Program Coordinator
John Woodruff, Vice President for Business Services

CC: Madge Shoot, Comptroller

DATE: March 3, 2025

RE: Board of Trustee Approval for Amatrol Instructional Products

Students enrolled in the Lake Land College Applied Engineering and Lake Lands Center for Business and Industry programs utilize multiple products from Amatrol. The Tabletop Mechatronics trainer is designed to give students a platform to perform the skills required for the SACA (Smart Automation Certification Alliance) certification and to fulfill the requirements for the program National Science Foundation grant. Our local employers need employees with these skills to continue to be more productive and efficient. Both Applied Engineering and CBI are sharing the cost from current our budgets.

I respectfully request Board of Trustee approval for the amount of \$27,980

Please note that a bid is not required per Board Policy since the products are from Amatrol, the sole source provider of the proprietary curriculum and support.

Recommended Motion: Approve as presented the purchase of the Amatrol Tabletop Mechatronics trainer in the amount of \$27,980 for use by the Applied Engineering and Center for Business and Industry programs

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

Michael Beavers

Moss Enterprises

5408 NW 88th St., Ste 120
 Johnston, IA 50131
 +18008224048
 dana@mossent.com

**ADDRESS**

Lake Land College
 Attn: Michael Beavers
 5001 Lake Land Blvd
 Mattoon, IL 61938

Quote 1768(1) GT**DATE 02/25/2025****EXPIRATION DATE 03/28/2025****EDUCATION SPECIALIST**

Brian Wagaman

ITEM #	DESCRIPTION	QTY	RATE	AMOUNT
870-PTAB82	<p>Tabletop Mechatronics Learning System - AB Micro820</p> <p>Requires (1) 87-TMS series (stations 1-3) Tabletop Mechatronics Station and PC with Ethernet. For PC requirements, see amatrol.com/support. Also requires a router if using more than one 870-PTAB82 or 87-PEAB82 on the same network.</p> <p>Includes: (1) Allen-Bradley Micro820 Programmable Controller, (12) 24 V DC Inputs, (7) Relay Outputs, (1) DIN Rail Mount, (1) Ethernet/IP port, (1) Ethernet Communications Cable, (1) RS232/485 port, (1) Connected Components Workbench (CCW) Software DVD; (1) M25050 Student Curriculum - Interactive PC-Based Multimedia; (1) C25050 Instructor's Guide; (1) K25050 Instructor's Resource Print CD; (1) S25050 Supplemental Disk; (1) D25050 Installation Guide; (1) H25050 Student Reference Guide</p>	3	2,345.00	7,035.00

ITEM #	DESCRIPTION	QTY	RATE	AMOUNT
87-TMS1	<p>Inventory Station - Tabletop Mechatronics Requires (1) 870-PT or 87-PE series Tabletop Mechatronics Learning System, 100-240V/50-60Hz/1ph electrical and compressed air. Requires 88-200-3 Mobile Technology Workstation for use with the 87-TMS4 Robotic Station, 88-200-4 Mobile Technology Workstation for use with the 87-TMS4F Robotic Station or 82-610 or equivalent without 87-TMS4 use.</p> <p>Includes: (1) Table Top Slotted Surface Workstation; (1) PLC Simulator and Electrical Distribution Operator Station; (1) 24 VDC power supply; (1) Powered Feed Module; (1) 2-axis Pick and Place Robot with vacuum pickup; (1) vacuum generator; (1) vacuum sensor; (3) Actuator Position Sensors; (1) storage bin (1) Parts Set; (1) Pneumatic filter/regulator module; (1) Electro-Pneumatic Valve Manifold.</p>	1	6,665.00	6,665.00
87-TMS2	<p>Inspection Station - Tabletop Mechatronics Requires (1) 870-PT or 87-PE series Tabletop Mechatronics Learning System, 100-240V/50-60Hz/1ph electrical, and compressed air. Requires 88-200-3 Mobile Technology Workstation for use with the 87-TMS4 Robotic Station, 88-200-4 Mobile Technology Workstation for use with the 87-TMS4F Robotic Station or 82-610 or equivalent without 87-TMS4 use. Optional 45058 Stepper Motor Programming Package also available.</p> <p>Includes: (1) Table Top Slotted Surface Workstation; (1) PLC Simulator and Electrical Distribution Operator Station; (1) 24 VDC power supply; (1) Stepper Motor Module; (1) Rotary Index Table; (1) Stepper Motor Controller; (1) Stepper Motor Control Programming Software; (1) Cable; (1) Parts Reject Chute; (2) Parts Presence Sensors; (1) Fiber Optic Fork Gauging Sensor; (1) Parts Set; (1) 3-Color Stacklight.</p>	1	6,090.00	6,090.00

ITEM #	DESCRIPTION	QTY	RATE	AMOUNT
87-TMS3	<p>Distribution Station - Tabletop Mechatronics Requires (1) 870-PT or 87-PE series Tabletop Mechatronics Learning System, 100-240V/50-60Hz/1ph electrical, and compressed air. Requires 88-200-3 Mobile Technology Workstation for use with the 87-TMS4 Robotic Station, 88-200-4 Mobile Technology Workstation for use with the 87-TMS4F Robotic Station or 82-610 or equivalent without 87-TMS4 use.</p> <p>Includes: (1) Table Top Slotted Surface Workstation; (1) PLC Simulator and Electrical Distribution Operator Station; (1) 24 VDC power supply; (1) Variable Speed Belt Conveyor; (1) Conveyor Motor Control Relay; (2) Rotary Electrical Actuator Modules; (3) Parts Diverter Arms; (2) Photoelectric Parts Sensors; (2) Parts type detection sensors; (3) Parts Storage Chutes; (1) Parts Set.</p>	1	6,555.00	6,555.00
82-610W	<p>Mobile Technology Workstation, Type 1, White Surface, 6 Foot</p> <p>Includes: (1) Welded Steel Frame; (1) White Laminated Work Surface; (4) Casters. Dimensions: 30"H x 30"W x 72"L.</p>	1	1,635.00	1,635.00
Shipping & Installation	***Shipping and Installation Included***			
If you any questions about this quotation, please contact your Education Specialist at (800) 822-4048.		SUBTOTAL		27,980.00
		TAX		0.00
When ready to invest in your next educational solution, contact Dana Buster at (800) 822-4048 or email purchase order to dana@mossent.com.				
		TOTAL		\$27,980.00

Accepted By

Accepted Date



MEMO

TO: Dr. Johnathan Bullock, President

FROM: Ike Nwosu, Vice President for Academic Services
John Woodruff, Vice President for Business Services

CC: Madge Shoot, Comptroller

DATE: March 3, 2025

RE: Board of Trustee Approval for CBE Consultant Project

Lake Land College is committed to expanding access to flexible, student-centered learning models. Currently, the college is piloting a Competency-Based Education (CBE) format in the Applied Engineering Technology Program under an NSF grant. CBE offers students key advantages, including the ability to progress at their own pace and receive credit for prior learning, making education more accessible and cost-effective.

To support the successful implementation of CBE, I am seeking approval to contract Dr. Kurt Linberg of Hastad Marketing for consulting on Competency-Based Education (CBE) program development at Lake Land College for the amount of \$29,800.

Dr. Linberg and Hastad Marketing have extensive experience helping colleges develop CBE programs, ensuring cost-effective solutions and faculty engagement. Dr. Linberg has worked across multiple disciplines and led the approval of seven CBE programs through the Higher Learning Commission (HLC). He comes highly recommended by peer institutions attempting to develop CBE programming.

The consulting work will extend from mid-March to November 2025, focusing on improving the Applied Engineering Technology CBE Program, auditing policies for HLC approval, and developing a strong submittal. Goals include obtaining HLC approval, launching the first CBE program, identifying necessary college policy changes, and establishing a foundation for future programs.

Recommended Motion: Approve as presented the contract to engage Dr. Kurt Linberg of Hastad Marketing for consulting on Competency-Based Education (CBE) program development at Lake Land College in the amount of \$29,800.

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



Proposal for the CBE Initiatives at Lake Land
College (Lake Land)

February 14, 2025

INTRODUCTION

Hastad Marketing Company (HMC) and its partnering professionals (“we”) are pleased to offer this proposal to provide Competency-Based Consulting Services. As you will see in this proposal:

- We have proven experience working successfully with colleges and universities to advance strategic initiatives including planning, designing, and launching CBE courses and programs.
- We understand the importance of presenting cost-effective solutions in everything we do, engaging with faculty early and often in the project, and working with key faculty and staff so that **they** become the internal CBE experts for future CBE initiatives at Lake Land.
- We are independent consultants that will strive for the best solutions for Lake Land and your students.
- The primary consultant, Dr. Kurt Linberg, has experience working with Community and Technical College faculty and staff across healthcare, K-12 education, IT/cybersecurity, business, aviation, robotics, wastewater treatment, and advanced manufacturing pathways.
- Kurt led the development of **seven** approved CBE program applications for CBE through the Higher Learning Commission (HLC).

SUMMARY

This proposal covers the following CBE initiatives:

1. Recommend improvements to the Applied Engineering Technology credit-based CBE Program necessary for gaining HLC approval.
2. Audit policies and processes to identify improvements necessary for supporting CBE programs and the HLC submittals.
3. Support the development of the initial submittal with the focus on building a quality document. This includes associated planning and assignment of any additional authors at Lake Land. If additional authors are identified, they will receive guidance for writing sections of the submittal.

GOALS

The following are the high-level goals for the CBE program at Lake Land:

- Obtain HLC approval for the first CBE program.
- Successfully launch the first CBE program.
- Coordinate administrative policy and procedural changes with operational staff to support a successful launch.
- Lay a strong foundation for future CBE programs.

OUR TEAM

For this project, only Kurt Linberg will be involved.

Dr. Kurt Linberg, Higher Education Consultant at HMC

For more than 20 years, Kurt has been involved with innovations in education that improve access, reduce cost, and elevate the quality of student outcomes. His academic experiences span numerous roles

(consultant, faculty member, dean, provost, and VP), various modes of delivery (online, hybrid, extension campus, traditional, and CBE), and across public, private, and proprietary colleges. Kurt has experience working with private colleges, large universities like Capella and WGU, and systems like Colorado Community College System. His PhD is in Applied Management and Decision Sciences from Walden University.

APPROACH AND PRICING

The following table outlines our approach to conducting this project and our estimated costs.

Approach	Estimated Cost
Lead (or co-lead) the HLC CBE Program #1 submission including identifying an example of how competencies will be assessed, and an example of course mapping.	\$14,000
Work with operational staff to identify and implement CBE changes (systems, processes) to support a successful launch	\$9,800
Onsite visits (2)	\$6,000
Cost Estimate	\$29,800

To reduce overall costs, it is assumed that most of this work will be done remotely using regular phone and groupware technologies (e.g., Google Meet conferencing).

KEY MILESTONES

- **March 11, 2025 – Start the CBE project.**
- **March 2025** – Meet with Operational Leaders (virtual)
- Early March 2025 - 1st Onsite Visit – Multiple meetings.
 - **Leadership Team** - What to expect with the HLC Review. The need for their continued support with CBE. How does CBE fit with the mission and vision? What are their thoughts about the CBE program?
 - **Operations Team** - Planning readiness to support CBE (e.g., course registrations, billing, SIS, LMS, financial aid and SAP, lab scheduling, faculty load, etc.).
 - **Advising and Student Success** - What will be different with CBE students?
 - **Marketing** – Understand the lead-time for marketing initiatives. When to start planning any special marketing campaigns, if needed, for the CBE program(s).
- March/April 2025 – Obtain state approval for the CBE program.
- April 2025 - Identify a “showcase” Applied Engineering Technology CBE Course with associated Course Map, Assessment example, and Pacing Guide to use in the HLC submission.
- early May 2025 - Internal reviews of the HLC submission.
- **mid-May 2025** - Send **CBE Program #1** submission to HLC.
- May through November 2025 – Continue refining courses and assessments, updating systems, marketing materials, etc. Responding to the HLC Peer Review questions, if needed.
- November 2025 – Anticipated HLC approvals (6 months).

ASSUMPTIONS

- This cost estimate is based on our current and best understanding of the project scope and the following assumptions. Should any of these assumptions be inaccurate or change, the project cost and/or schedule may need to be revised.

- Any project schedule or cost revisions must be agreed upon in advance by both parties in writing prior to commencement.
- This proposal and associated work cannot provide any guarantee of the institution's overall success. Dr. Linberg or HMC cannot guarantee that the HLC submittal will be approved. A six-month review cycle is a guide that HLC provides. It could be longer.
- Faculty and staff will be available to provide timely assistance during this project.
- Lake Land may terminate this agreement provided that all services to the date of termination have been invoiced and paid.
- HMC may terminate this agreement with a 30-day notification.
- Unless otherwise specified, up to one round of revisions to all deliverables is included in this cost estimate.
- All course materials developed as part of this contract will be the property of Lake Land.

TERMS

Before proceeding with work, HMC requests that this agreement is signed. HMC will invoice monthly through the duration of the project.

DISCLAIMER

In no event will HMC be liable to Lake Land, or any of its clients for any lost income, lost savings or incidental, indirect, special or consequential damages, arising out of your use or inability to use the product or the breach of this agreement, even if advised of the possibility of such damages. Some states do not allow the limitation or exclusion of liability for incidental or consequential damages so the above limitation or exclusion may not apply to you.

AUTHORIZATION

Submitted by: Kurt R. Linberg

2/5/2025

Authorized by: HMC

LAKE LAND

date

REFERENCES

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APPLICABLE CONSULTING AND WORK EXPERIENCES FOR PRIMARY
CONSULTANT - DR. KURT LINBERG

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LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: John Woodruff, Vice President for Business Services

DATE: February 20, 2025

RE: Memorandum of Understanding for Lake Land College Faculty Association

I would like to request that the Board of Trustees accept the Memorandum of Understanding (MOU) with the Lake Land College Faculty Association. This MOU will add additional language to Section Article II K. 2.g. The current language provides for multi-year projects inside the classroom only. The additional language will provide for multi-year contracts that are outside of the classroom as well. These are approved by a committee for one year and can be renewed for an additional two years.

Please let me know if you have any questions.

Recommended Motion: Approve as presented the MOU with the Lake Land College Faculty Association, adding additional language to Section Article II K. 2.g.

MEMORANDUM OF UNDERSTANDING

This **MEMORANDUM OF UNDERSTANDING** (the “MOU”) is entered into this ___ day of March 2024, between the Board of Trustees of Lake Land College (the “College”) and the Lake Land College Faculty Association IFT-AFT, Local 2296, AFL-CIO (the “Union”) (collectively, the “Parties”).

WHEREAS, the College and the Union have previously executed a collective bargaining agreement (the “CBA”), effective Academic Year 2023 through 2026.

WHEREAS, Article II, Section K. 2. g. of the CBA (entitled “Innovation Opportunity”) states the process for classroom innovation projects; and

WHEREAS, the Parties wish to resolve any potential conflicts between the different types of innovation requests.

NOW, THEREFORE, the Parties agree as follows:

1. Innovation Opportunity

Article II, Section K. 2. g. of the CBA (“Innovation Opportunity”) shall be amended to read as follows:

For classroom innovation, the full-time faculty member will receive additional compensation for each section of the new modality course taught for the number of semesters approved by the Innovation Committee for a period of one year and can be renewed for an additional two years. For multi-year innovation requests outside the classroom, the full-time faculty members will receive additional compensation as approved by the Innovation Committee for a period of one year and can be renewed for an additional two years. The guidelines will provide a sample ECH Formula.

2. Effect of MOU

Except as otherwise provided, no subsequent alteration, amendment, change, or addition to this MOU shall be binding upon the parties hereto unless reduced to writing and duly authorized and signed by each of them.

3. Entire Understanding

The terms set forth in this MOU represent all of the promises, agreements, conditions, and understandings between the Parties relative to the subject matter hereof and no other promises, agreements, or understandings whether oral or written, expressed or implied exist between the Parties.

4. Effective Date

This MOU is effective immediately upon execution.

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

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

LAKE LAND COLLEGE

By: _____
Union President

By: _____
Chair of the Board of Trustees

Date: _____

Date: _____

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: John Woodruff, Vice President for Business Services

CC:

DATE: February 25, 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:

- **2 Precor Treadmills** – These treadmills in the student fitness center are not functional and can no longer be repaired.

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

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

LAKE LAND COLLEGE

MEMO

TO: Mr. John Woodruff, VP for Business Services
FROM: Madge Shoot, Comptroller
CC:
DATE: March 3, 2025
RE: Property & Casualty Insurance Policy

Dimond Bros., the retained insurance consultant for Lake Land College, solicited bids from various insurance providers for the College's property & casualty insurance coverage. Through this process, Dimond Bros. reached out to several insurance companies inquiring if they would like to provide a bid. The other insurance companies declined to provide a bid, as they did not feel they would be competitive with the exception of, the incumbent agency, Employers Mutual Casualty (EMC). Dimond Bros. indicated the number of insurance companies willing and capable of covering a college with our building values is minimal.

The total premium paid, including current year endorsements, to EMC for the Property and Casualty Insurance Policy was \$290,930 for the time-period April 15, 2024 to April 15, 2025. The bid for the year April 15, 2025 to April 15, 2026 is \$303,447 from EMC. The current year proposed bid from EMC reflects a \$12,517, or 4.3%, increase compared to the prior year. This premium includes an increase in the deductible from \$10K to \$25K. The premium at the \$10K deductible rate is \$316,017. The EMC policy only includes \$25M in earthquake coverage. We're in the process of obtaining a quote for the additional coverage and that will be presented in the April board meeting.

The main rationale for the increase in the Property and Casualty premium is a 9% increase in building value and content values due to the purchase of the Effingham Technology Center. In addition, the policy includes an increase of \$2.0 million in total insured building value due to the increased cost of materials and construction if a building would need to be replaced.

Please do not hesitate to contact us should you have any questions, thank you.

Recommended motion: Approve as presented the bid from Employers Mutual Casualty (EMC), as our Property and Casualty insurance provider for the upcoming year (policy runs 4/15/2025-4/15/2026) at a cost of \$303,447.



MEMO

TO: Dr. Jonathan Bullock, President
FROM: Dr. Ike Nwosu, Vice President for Academic Services
DATE: March 4, 2025
RE: ICCTA Outstanding Full-Time Faculty Member Award Nominee

On behalf of the screening committee, it is with sincere pleasure that I nominate Mr. Dyke Barkley, Agriculture/Horticulture Instructor, for the 2025 ICCTA Outstanding Full-Time Faculty Member Award.

Dyke is an exemplary educator, leader, and student as well as faculty mentor whose impact extends far beyond the classroom. As the coordinator behind the Horticulture/Landscaping program at Lake Land College, he has tirelessly worked to build and improve the curriculum, ensuring that students—both traditional and non-traditional—receive an education grounded in real-world experience. His hands-on teaching philosophy brings industry challenges into the classroom, preparing students for success in their careers. His efforts include developing innovative learning environments, such as greenhouse production systems, a living wall, and outdoor display gardens that transform theoretical concepts into tangible experiences.

Dyke's dedication to student engagement is unwavering. In addition to his role as an instructor, he serves as an advisor for multiple student organizations, including the Horticulture Club, Collegiate Farm Bureau, and the Professional Agriculture Student Organization. He is also leading his 15th annual international study abroad trip to Belize, providing students with life-changing cultural and professional experiences.

His leadership extends into numerous college and statewide initiatives. He has served on the LLC Academic Council, the Guided Pathways initiative, and as a mentor to faculty. His commitment to advancing agriculture education is evident through his active participation in organizations such as the Illinois Association of Community College Agriculture Instructors and the Master Gardener Program.

His accolades, including the LLC Shine Award and leadership roles in professional organizations, reflect his unwavering dedication to both his students and his field.

I respectfully request that the Board of Trustees accept this nomination at their March 10, 2025.



MEMO

TO: Dr. Jonathan Bullock, President
FROM: Dr. Ike Nwosu, Vice President for Academic Services
DATE: March 4, 2025
RE: ICCTA Business Partnership Award Nominee

It is with sincere pleasure that Academic Services and the Allied Health Division nominate Sarah Bush Lincoln for the 2025 ICCTA Business Partnership Award.

Lake Land College and Sarah Bush Lincoln have a long-standing transformative partnership rooted in improving the lives of community members. For more than 30 years, Lake Land College and Sarah Bush Lincoln have collaborated on curriculum, workforce development, employment, and student support services pertaining to those enrolled within Allied Health Programs. These initiatives have resulted in rural health industry growth, which can either detect early or prevent disease processes from occurring. Furthermore, countless students have experienced the results of self-empowerment through meeting Allied Health Program outcomes and securing sound employment within the community.

The steadfast partnership between Lake Land College and Sarah Bush Lincoln is a powerful force that will promote lifelong learning and a healthier community for many years. I respectfully request that the Board of Trustees accept this nomination at their March 10, 2025, Board meeting.



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Jean Anne Highland, Chief of Staff

DATE: March 5, 2025

RE: Purchase of Squad Car and Accessories for Campus Police Department.

Within its master plan, the College's Police Department monitors to ensure their police squad cars are purchased new on an approximate three-year rotating basis so that their fleet does not become aged out or have issues/failures at the same time. It is again time to purchase a new squad car and to surplus and rotate out of service our oldest vehicle that has been having serious issues (e.g., transmission).

Please find attached a detailed quote from Morrow Brothers Ford, Inc. of Greenfield, Illinois, for the purchase of a 2025 AWD Ford Police Interceptor (\$56,109) and installation of related accessories (\$6,790) for a total amount of \$62,899. Chief Jeff Branson is also requesting approval for total expenditures of up to \$64,000 to cover the cost of the purchase from Morrow Brothers as well as additional costs to transfer equipment from the older squad car to the new one once the vehicle is received on site. These additional costs include payment to a vendor to transfer the radio, video equipment, locking gun rack and flashlight.

Please note that a bid is not necessary per Board Policy 10.22 (#4.K.) as Morrow Brothers utilizes state contract pricing.

I respectfully request the Board approve spending up to \$64,000 for the purchase of a new squad car and installation of related accessories from Morrow Brothers Ford Inc. of Greenville, Illinois, at a total cost of \$62,899 and for additional costs to transfer equipment from an older squad car to the new squad car.



WWW.MORROWBROTHERSFORDINC.COM

1242 Main Street • Greenfield, IL • 62044

Phone (217) 368-3037 • Fax (217) 368-3517 • Toll Free 1-877-368-3038

**STATE OF ILLINOIS
2025 POLICE INTERCEPTOR
GOVERNMENT PRICING**

ORDERING AGENCY: Lake Land College Police Dept.CONTACT PERSON: Jeff Branson CELL: 217-962-0794

FORD FLEET # _____ PURCHASE ORDER # _____

QUANTITY: 1 COST EACH: \$ _____ADDRESS: 5001 LAKE LAND BLVD.CITY: MATHEON ZIP CODE: 61938 TAX EXEMPT # E999 - - - - -PHONE: _____ FAX: _____ EMAIL: Jbranson@LakeLandCollege.EDUTOTAL ORDER COST: \$ 62,899.00SIGNATURE J Branson TITLE Chief of Police

Morrow Brothers Ford Inc.
1242 Main Street
Greenfield, IL 62044

Phone # 1-217-368-3037
Fax # 1-217-368-3517
Email: richie@morrowbrothersfordinc.com

Please submit this signed form and a copy of your agency's Illinois Tax Exempt Letter with your order.


PAYMENT DUE UPON DELIVERY

2025 POLICE INTERCEPTOR UTILITY STANDARD EQUIPMENT

- AWD 3.3L Gasoline V6 DI 136-MPH Top Speed
 - 10-Speed Automatic Transmission w/Column Shifter
 - Brakes – 4-Wheel Heavy-Duty Disc w/H.D. Front & Rear Calipers
 - Class III Trailer Hitch Receiver W/ 5000 Lbs. Towing Capacity
 - (2) Rear Recovery Hooks
 - Electric Power-Assist Steering
 - Engine Hour Meter
 - Engine & Transmission Oil Coolers
 - Fuel Tank Capacity 21.4-Gallons
 - H8 AGM Battery (850CCA/92-AMP)
 - Manual Police Pursuit Mode (Steering Wheel Switch Execution)
 - Suspension – Independent Front & Rear
 - Daytime Running Lamps User Configurable to On or Off
 - Door-Lock Cylinders (Front Driver / Passenger / Liftgate)
 - Dark Tint Privacy Glass – 2nd Row, Rear Quarter & Heated Liftgate Glass
 - Headlamps – Automatic, LED Low-And-High-Beam
 - Note:** Includes Front Headlamp / Police Interceptor Housing
 - Pre-Drilled Hole for Side Warning, Does Not Include LED
 - Tires – 255/60R18 A/S BSW W/Full Size Spare
 - Wheel-Lip Moldings – Black
 - Wheels – 18" X 8.0 Black Steel W/Polished Stainless Steel Hub Cover
 - Windshield – Acoustic Laminated
 - Cargo Hooks in Cargo Area
 - Climate Control – Dual-Zone Electronic Automatic Temperature Control
 - Floor Covering – Heavy-Duty Thermoplastic Elastomer
 - Glove Box – Locking/Non-Illuminated
 - Heated Sanitization Solution
 - Overhead Console
 - Red/White Task Lighting in Overhead Console
 - Mirror – Day/Night Rear View
 - Cabin Particulate Air Filter
 - PowerPoints – (2) USB A+C Type Ports
 - **Seats**
 - Power Cloth Dual Front Bucket Seats
 - Built-In Steel Intrusion Plates in Both Driver/Passenger Seatbacks
 - 2nd Row Vinyl, 35/30/35 Fixed Split Bench Seat w/Manual Fold-Flat
 - Red And White Dome Lamp in Cargo Area
 - Cruise Control, (4) User Configurable Switches on Steering Wheel
 - Steering Wheel Manual Tilt / Telescoping
 - Speedometer – LCD Display Calibrated w/Digital Readout.
 - Wipers – Front Speed-Sensitive Intermittent; Rear Dual Speed Wiper
 - Universal Top Tray – Center of I/P for Mounting Aftermarket Equipment
 - Power Windows, Power Door Locks, Power Mirrors
 - Advantetrac® W/RSC® (Roll Stability Control®)
 - Airbags, Dual-Stage Driver & Front-Passenger, Side Seat, Passenger-Side Knee, Roll Curtain Airbags and Safety Canopy®
 - Anti-Lock Brakes w/ Traction Control
 - Seat Belt-Minder® (Front Driver / Passenger)
 - Rear Cross Traffic Brake Assist
 - Individual Tire Pressure Monitoring System
 - Perimeter Alert detects motion in an approximately 270-degree radius on the sides and back of vehicle; If movement is determined to be a threat, chime will sound at Level I. Doors will lock and windows will automatically go up at Level II. Includes visual display.
 - Rearview Camera Viewable on 8" Center Stack Screen
 - Seat Belts, Pretensioner/Energy-Management System w/Adjustable
 - SOS Post-Crash Alert System
 - **Audio**
 - AM/FM / MP3 Capable / Clock / 4-Speakers / 1-USB Port
 - Sync® Phoenix — Includes Hands-Free Voice Command (Compatible with Most Bluetooth Connected Mobile Devices)
 - 8" Color LCD Screen Center-Stack "Smart Display"
 - Supports Android Auto & Apple Carplay
 - Easy Fuel® Capless Fuel-Filler
 - Upfitter Power Pigtail Harness
 - Fleet Telematics Modem
- The items listed below are **included** in the base price of our vehicle.
- ★ Driver's Side LED Spotlight
 - ★ Headlight Wig-Wag System
 - ★ Factory Ignition Override Idle Lockout
 - ★ Remote Keyless Entry w/ (4) Remotes & (4) Keys
 - ★ Front And Rear Dual Air Conditioning
 - ★ H8 AGM 850 CCA H.D. Battery
 - ★ Dark Car. Interior Lights Disabled
 - ★ Rear Liftgate Timer Delete
 - ★ Power Heated Mirror Glass
 - ★ Blind Spot Information System
 - ★ Cross Traffic Alert System
 - ★ Pre-Collision Mitigation System
 - ★ Pre-Drilled Taillamp Housing
 - ★ Red/White Cargo LED Dome Light

ENGINE		OPTION CODE	PRICE	SELECTION
STD	Police Interceptor Utility AWD	K8A	STD	STD
	The pricing listed in this document is for factory ordered vehicles. It is possible that there may be in stock units available. Additional options are available upon request. Payment is due upon delivery.			
	AWD 3.3L V6 Direct-Injection FFV 10-Speed Automatic Transmission 136-MPH Top Speed	99B/44U	\$44,940.00	<input checked="" type="checkbox"/>
	AWD 3.0L V6 EcoBoost® 10-Speed Automatic Transmission 148-MPH Top Speed	99C/44U	\$48,540.00	<input type="checkbox"/>
COLORS		OPTION CODE	PRICE	SELECTION
VERMILLION RED		E4	N/C	<input type="checkbox"/>
ICONIC SILVER METALLIC		JS	N/C	<input type="checkbox"/>
DARK BLUE		LK	N/C	<input type="checkbox"/>
ROYAL BLUE		LM	N/C	<input type="checkbox"/>
SILVER GREY METALLIC		TN	N/C	<input type="checkbox"/>
STERLING GREY METALLIC		UJ	N/C	<input type="checkbox"/>
AGATE BLACK		UM	N/C	<input type="checkbox"/>
OXFORD WHITE		YZ	N/C	<input checked="" type="checkbox"/>
CARBONIZED GREY		M7	N/C	<input type="checkbox"/>
Cloth Front Bucket Seats / Vinyl Rear Split Bench 35/30/35		9W	STANDARD	
Cloth Front Bucket Seats / Cloth Rear Split Bench 35/30/35		FW	\$ 70.00	

EQUIPMENT GROUP	OPTION CODE	PRICE	SELECTION
Police Interior Upgrade Package -Carpet Floor Covering -Cloth Seats – Rear -Center Floor Console less shifter (Maintains Column Shifter) -Includes Console and Top Plate with 2 cup holders -Floor Mats, front and rear (carpeted) -18" Aluminum Wheel -Selectable Sport Mode -High Series Headlamp with LED Corner Warning Lights -Includes SYNC Phoenix ® Note: Not available with EcoBoost Powertrain (99C/44U)	65U	\$ 365.00	<input type="checkbox"/>
Front Headlamp Lighting Solution -Includes LED Low beam/High beam headlamp, Wig-wag function and (2) Red/Blue/White LED side warning lights in each headlamp (factory configured: driver's side W/R / passenger W/B) -Includes pre-wire for grille LED lights, siren and speaker (60A) -Wiring, LED lights included (in headlamps only; grille lights not included). Note: This option is included in our turnkey upfit package.	66A	\$ 845.00	<input type="checkbox"/>
Tail Lamp Lighting Solution -Includes LED Tail Lamp Wig-Wag Module -LED lights only. Wiring, controller "not" included. Note: This option is included in our turnkey upfit package.	66B	\$ 401.00	<input type="checkbox"/>
Rear Lighting Solution -Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / passenger side blue) mounted to inside liftgate glass -Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / Passenger side blue) installed on inside lip of liftgate (lights activate when liftgate is open) -LED lights only. Wiring, controller "not" included. Note: Included with Ready for the Road (67H) Note: LED lights only – does "not" include wiring or controller Note: Recommend using Ultimate Wiring Package (67U)	66C	\$ 431.00	<input type="checkbox"/>
Ready for the Road Package: All-in Complete Package – Includes Police Interceptor Packages: 66A, 66B, 66C, plus -Whelen Cencom Light Controller Head with dimmable backlight -Whelen Cencom Relay Center / Siren / Amp w/Traffic Advisor control (mounted behind 2 nd row seat) -Light Controller / Relay Cencom Wiring (wiring harness) w/additional input/output pigtailed -High current pigtail -Whelen Specific WECAN Cable (console to cargo area) connects Cencom to Control Head -Pre-wiring for grille LED lights, siren and speaker (60A) -Rear console plate (85R) – contours through 2 nd row; channel for wiring -Grille linear LED Lights (Red / Blue) and harness -100-Watt Siren / Speaker Note: Not available with options: 66A, 66B, 66C, 67U and 65U	67H	\$ 3,565.00	<input checked="" type="checkbox"/>
Ultimate Wiring Package Includes the following: -Rear console mounting plate (85R) – contours through 2 nd row; channel for wiring -Pre-wiring for grille LED lights, siren and speaker (60A) -Wiring harness I/P to rear cargo area (overlay) -Two (2) light cables – supports up to six (6) LED lights (engine compartment/grille) -One (1) 10-amp siren/speaker circuit engine compartment -Rear hatch/cargo area wiring – supports up to six (6) rear LED lights -Does "not" include LED lights or controller	67U	\$ 598.00	<input type="checkbox"/>

Police Wire Harness Connector Kit – Front/Rear For connectivity to Ford P1 Package solutions includes: Front – (2) Male 4-pin connectors for siren – (5) Female 4-pin connectors for lighting/siren/speaker – (1) 4-pin IP connector for speakers – (1) 4-pin IP connector for siren controller connectivity – (1) 8-pin sealed connector – (1) 14-pin IP connector Rear – (2) Male 4-pin connectors for siren – (5) Female 4-pin connectors for lighting/siren/speaker – (1) 4-pin IP connector for speakers – (1) 4-pin IP connector for siren controller connectivity – (1) 8-pin sealed connector – (1) 14-pin IP connector	67V	\$ 190.00	
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KEY EXTERIOR OPTIONS			
Engine Block Heater	41H	\$ 175.00	<input type="checkbox"/>
(4) Body Molded Splash Guards	SPG	\$ 290.00	<input type="checkbox"/>
Lamps / Lighting			
SoundOff Signal Intersector 16 LED Dual Color Under Mirror Side Warning (1) Red/White (1) Blue/White: Price is per pair. Shipped loose, to be installed by upfitter	ENT2	\$ 407.00	<input type="checkbox"/>
Front Warning Auxiliary LED Lights (Driver side – Red / Passenger side – Blue) Factory installed.	21L	\$ 566.00	<input type="checkbox"/>
Rear Auxiliary Liftgate Lights Whelen ION T DUO R/W, B/W. Price is per pair. Located beneath liftgate glass in applique panel. Shipped loose, to be installed by upfitter.	TLI2	\$ 296.00	<input checked="" type="checkbox"/>
Rear Quarter Glass Side Marker LED Lights Whelen Avenger II DUO Color LED lights R/B, R/B. Price is per pair. Shipped loose, to be installed by upfitter.	AVC12J	\$ 476.00	<input checked="" type="checkbox"/>
Whelen RST Rear Facing Interior Lightbar TRIO Color Provides red/blue/amber warning and directional lighting – fully programmable. Controller not included. Shipped loose, to be installed by upfitter.	TRAYW10	\$ 1,197.00	<input checked="" type="checkbox"/>
Side Marker LED – Sideview Mirrors (Driver side – Red / Passenger side – Blue) Located on exterior mirror housing. LED lights only. Wiring, controller “not” included. Factory installed	63B	\$ 320.00	<input type="checkbox"/>
Additional Overhead Red/White LED Dome Light Mounted Above Center Console Independent switch. On/Off/On	FDL	\$ 138.00	<input checked="" type="checkbox"/>
Overhead LED White Dome Light in Prisoner Area Wire for switch run to center console for upfitter to connect	51W	\$ 148.00	<input type="checkbox"/>
Driver's Side Only LED Spotlight	51R	Included	<input checked="" type="checkbox"/>
Passenger Side LED Spotlight	51S	\$ 394.00	<input type="checkbox"/>
Setina PB450L Push Bumper / Grille Guard w/Whelen ION TRIO LED Warning R/B/W Shipped loose to be installed by upfitter.	PB450L	\$ 1,282.00	<input type="checkbox"/>
(2) Whelen Micron Stud Mount LED Grille Lights. 1R & 1B Price is per pair. To be installed by upfitter.	MCRS	\$ 198.00	<input type="checkbox"/>
Body			
Glass – Solar Tint 2nd Row door glass, Rear Quarter and Liftgate Window (Deletes Dark Glass)	92G	\$ 112.00	<input type="checkbox"/>

Glass – Solar Tint 2nd Row Only door glass, Privacy Glass on Rear Quarter and Liftgate	92R	\$ 85.00	<input checked="" type="checkbox"/>
Underbody Deflector Plate (engine and transmission shield)	76D	\$ 320.00	<input type="checkbox"/>
Wheels			
Wheel Covers (18" Full Face Wheel Cover) Note: Only available with the standard Police wheel, not available with Police Upgrade Package 65U	65L	\$ 75.00	<input type="checkbox"/>
Audio / Video			
12.1" Integrated Computer Screen -Includes 12.1" touchscreen display in center stack and allows for operation of laptop in remote location to free up cabin space in front passenger area - Includes Audio Video Extender (AVX) box, (2) AVX cables, (2) USB cables and (1) HDMI cable -Includes SYNC Phoenix ®	47E	\$ 3,578.00	<input type="checkbox"/>
¼ Size Picture in Picture (8" Rear Camera Image in upper lefthand quadrant of display) Note: Not available with Integrated Computer Screen (47E)	87M	N/C	<input type="checkbox"/>
Doors/Locks/Windows			
2 nd Row Door Glass Barriers, 1R & 1L. Price is per pair. To be installed by upfitter.	DGB	\$ 398.00	<input checked="" type="checkbox"/>
Rear-Door controls Inoperable (locks, handles and windows) Note: Can manually remove window or door disable plate with special tool Note: Locks/windows operable from driver's door switches	68G	\$ 80.00	<input checked="" type="checkbox"/>
KEYS			
Keyed Alike – 1435x	59E	\$ 47.00	<input type="checkbox"/>
Keyed Alike – 1284x	59B	\$ 47.00	<input type="checkbox"/>
Keyed Alike – 0135x	59D	\$ 47.00	<input type="checkbox"/>
Keyed Alike – 0576x	59F	\$ 47.00	<input type="checkbox"/>
Keyed Alike – 1111x	59J	\$ 47.00	<input type="checkbox"/>
Keyed Alike – 1294x	59C	\$ 47.00	<input type="checkbox"/>
Keyed Alike – 0151x	59G	\$ 47.00	<input type="checkbox"/>
Flooring / Seats			
1st and 2nd row carpet floor covering (includes floor mats, front and rear)	16C	\$ 141.00	<input type="checkbox"/>

WeatherTech Floor Liners Front and Rear	WTX	\$ 241.00	<input type="checkbox"/>
Rear Console Plate. Note: Not available with option: 65U, 85D	85R	\$ 56.00	<input type="checkbox"/>
Safety & Security			
Ballistic Door-Panels (Level III+) – Driver Front-Door Only1	90D	\$ 1,495.00	<input type="checkbox"/>
Ballistic Door-Panels (Level III+) – Driver & Pass Front-Doors1	90E	\$ 2,979.00	<input type="checkbox"/>
Ballistic Door-Panels (Level IV+) – Driver Front-Door Only2	90F	\$ 2,274.00	<input type="checkbox"/>
Ballistic Door-Panels (Level IV+) – Driver & Pass Front-Doors2	90G	\$ 4,541.00	<input type="checkbox"/>
Misc			
Badge Delete -Deletes the "Police Interceptor" badging on rear liftgate -Deletes the "Interceptor" badging on front hood (EcoBoost®)	16D	N/C	<input type="checkbox"/>
Setina Dual Drawer Locking Storage Box Shipped loose for upfitter to install.	SDDSB	\$ 2,453.00	<input type="checkbox"/>
Additional Noise Suppression Bonds (Ground Straps)	60R	\$ 100.00	<input type="checkbox"/>
Rear Bumper Step Pad	16P	\$ 100.00	<input type="checkbox"/>
Whelen 100 Watt Siren/Speaker w/Mounting Shipped loose for upfitter to install.	SA315P	\$ 249.00	<input checked="" type="checkbox"/>

License / Title / Delivery

New M, MP or Sheriff License/*Title \$225.00 Per unit.

Transfer M, MP or Sheriff License/*Title \$225.00 Per unit.

Delivery to Government Agency \$300.00 Per unit.

Agency pick up from Greenfield, IL. \$0

Agency pick up with full tank of gasoline \$80.00 Per unit.

*Illinois Secretary of State requires the dealer to complete and submit license and titling.

625 ILCS 5/3-102

625 ILCS 5/5-401.2(a)

625 ILCS 5/3-113

TURNKEY READY FOR THE ROAD VEHICLE EQUIPMENT PACKAGE

Whelen Super LED Exterior Lightbar or Interior Lightbars Red/Blue/White

- Super LED Take-Down Lights w/Wig-Wag
 - Integrated Traffic Advisor, LED Alley Lights
- Circle one: Exterior Lightbar or Interior Lightbars

Whelen Full Feature Siren

- Wail, Yelp, Priority, Horn, PA.
- Integrated Light Controls

(1) Whelen 100-Watt Siren Speaker

(1) Whelen Avenger in each cargo side glass, total of 2.

Headlight Wig-Wag System

Whelen 4-Corner LED Warning

Havis Vehicle Specific Equipment Console

- Deluxe Armrest
- (2) Cup Holders
- (2) 12 V Power Ports
- (1) USB Power Port

Installation of or prep for customer supplied mobile radio.

All Parts, Labor and Professional Installation \$6,790.00

Available Equipment Package Options:

Upgrade Lightbar with Full Scene Light Override	Add \$440.00
Whelen Rear Pillar Warning, 1R & 1L Red/Blue	Add \$998.00
Setina PB450L Push Bumper w/TRIO LED Warning	Add \$1,388.00
SoundOff Intersector Under Mirror DUO R/W, B/W	Add \$585.00
SoundOff Runner 61" Lower Side Warning R/B/W	Add \$1,378.00
Setina 10XL TM Front Prisoner Partition w/WR	Add \$1,173.00 ✓
Setina 12VS Expanded Metal Rear Cargo Barrier	Add \$773.00 ✓
Prisoner Transport Seat w/12VS Rear Cargo Barrier	Add \$1,793.00 ✓
2 nd Row Side Glass Barriers 1 Right and 1 Left	Add \$436.00 ✓
Blac-Rac 1082E AR Rack w/T-Rail and Timer	Add \$1,177.00
Docking Station MDT Mount w/Charge Guard	Add \$498.00
Install customer supplied Video Camera	Add \$490.00

Notes:

\$56,109.00
 + 6,790.00

 \$62,899.00

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
March 10, 2025**

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

Daily, Madison	3/10/25-5/30/25
Mather, Sharon	2/16/25-8/19/25 intermittent and continuous
Swingler, Erin	3/4/25-6/2/25 intermittent and continuous

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Dundee, Wade	Dual Credit Instructor	2/18/25
Lewis, Robert	Allied Health Ems Unpaid Adjunct	1/10/25
Lowry, Dustin	Allied Health Ems Unpaid Adjunct	1/10/25
Marshall, Brianna	Dual Credit Instructor	2/19/25
Miller, Kimberly	Allied Health Ems Unpaid Adjunct	1/10/25
Norris, Tamara	Dual Credit Instructor	2/27/25

Full-time

Benton, Gabriel	Correctional Automotive Technology Instructor	2/11/25
Leisch, Timothy	Custodian	3/11/25
Schmidt, Hannah	Correctional Career Technology Instructor	2/18/25

Part-time

Housh, Sarah	Lab Student Assistant	3/17/25
Keller, Rachel	Test Proctor	3/5/25
Nhliziyo, Nothando	Student Services Intern	3/3/25
Rogers, Raven	Student Services Intern	2/3/25
Rosenbery, Madalynn	Tutor - Student Learning Assistance Center	3/4/25
Schultz, Emma	Adjunct Faculty Allied Health Division	2/25/25
Wirth, Krishna	Newspaper Editor - Student Newspaper	2/3/25

Part-time Grant Funded

Ward, Tyler	Perkins Student Worker	2/17/25
Wood, Adalyn	Perkins Student Worker	2/7/25

College Work Study

Mattox, Soule	College Work-Study	3/4/25
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Terminations/Resignations**The following employees are terminating employment**

	Position	Effective Date
Full-time		
Bretscher, Emily	Associate Dean of Correctional Programs	2/14/25
Fournier, Derek	Correctional Construction Occupations Instructor	2/28/25
Spiller, Kevin	Associate Dean of Correctional Programs	2/28/25
Venatta Catey, Brenda	Application Engineer (Retired)	2/28/25
Part-time		
French, Mikahya	Part-Time Groundskeeper	12/13/24
Gage, Whitney	Allied Health Ems Unpaid Adjunct	3/1/24
Murphy, Susan	Adjunct Faculty Social Science Division	5/8/23
Shirley, Katelynn	Lab Student Assistant	12/9/24

Transfers/Promotions**The following employees are recommended for a change in position**

	Position	Effective Date
Full-time		
Hewitt, Paul	Application Engineer	3/17/25
	Transferring from Information Security Specialist	
Kearns, Jace	Groundskeeper	3/17/25
	Transferring from PT Groundskeeper	