

Lake Land College

District No. 517



Board of Trustees

Agenda and Board Book
May 9, 2022
Regular Meeting No. 665

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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. 665
Monday, May 9, 2022, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon

Agenda

I. Routine.

A. Call to Order.

B. Roll Call.

C. Consent Items.

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

1. Approval of Minutes of April 18, 2022, Regular Meeting.
2. Approval of Minutes of April 18, 2022, Closed Session.
3. Approval of Agenda of May 9, 2022, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.
For summary and details of bills refer to:
<https://www.lakelandcollege.edu/board-of-trustees/>
5. Destruction of Tape Recording of November 9, 2020 Closed Session.

II. Hearing of Citizens, Faculty and Staff.

III. Committee Reports.

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

IV. Business Items.

A. Non-Action Items.

	Board Book Page Number(s)
1. CTS Energy Savings Update.	
2. Faculty Focus on Advancing Student Success – Livestock Judging Team.	
3. Appointment of Board Committees	
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5. Calendar of Events.	

B. Action Items.

	Board Book Page Number(s)
1. Acceptance of March 2022 Financial Statements.	25-37
2. Continued Employment of Grant Funded Employees.	38
3. Approval of Proposed Revisions to Board Policy 03.09 – <i>Quorum of the Board.</i>	39-41
4. Approval of Bid for Truck for Snow Plow Work.	42-43
5. Approval of Bid for Webb Hall Chiller #2 Repair.	44-45
6. Approval of Bid for Luther Student Center Chiller # 2 Replacement.	46-47
7. Approval of 2022-2023 College-Wide Committees.	48-53
8. Approval of Base Salary Increase for Administrative, Supervisory and Support Staff, Excluding Correctional Centers.	54

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| 9. Approval of MOU with Lake Land College Paraprofessional Association. | 55-59 |
| 10. Approval of MOU with Lake Land College Faculty Association. | 60-62 |
| 11. Approval of MOU with Lake Land College Custodial Association. | 63-65 |
| 12. Approval of Resolution No. 0522-008 authorizing and providing for an Installment Purchase Agreement for the purpose of financing capital improvements in and for the District and for the issue of not to exceed \$16,100,000 General Obligation Debt Certificates (Limited Tax), of the District, evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to the purchaser thereof. | 66-111 |
| 13. Approval of One-Time FY 2022 Budget Purchases. | 112-115 |
| 14. Approval of Real Estate Purchase and Sale Agreement. | |
| 15. Closed Session.
Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), closed session is called to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College. | |
| [Return to Open Session - Roll Call] | |
| 16. Approval of Human Resources Report as Discussed in Closed Session. | 116-117 |

V. Other Business. (Non-action)

VI. Adjournment.

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



Regular Board Meeting No. 664
Board and Administration Center, Room 011
Mattoon, IL
April 18, 2022

Minutes

Call to Order.

Chair Sullivan called the April 18, 2022, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board & Administration Center, Mattoon, IL.

Chair Sullivan announced the Board would remove from the agenda action item #7 – Approval of Bid for Greenhouse Utilities Connection.

Roll Call.

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

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

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

Approval of Consent Items.

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

1. Approval of Minutes of March 14, 2022, Regular Meeting.
2. Approval of Agenda of April 18, 2022, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	457,036.03
Building Fund	\$	36,519.92
Site & Construction Fund	\$	12,965.33
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	90,367.86
Restricted Purposes Fund	\$	527,756.90
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	22,775.14
Student Accts Receivables	\$	286,427.04
Total	\$	1,433,848.22

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

4. Destruction of Tape Recording of October 12, 2020, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Adjournment Sine Die.

Trustee Storm moved and Trustee Curtis seconded to adjourn sine die at 6:02 p.m. to conduct the annual organizational meeting.

Motion carried by unanimous voice vote.

Organization of the Board

Call to Order and Appointment of Secretary Pro Tem.

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Chair Sullivan called the meeting to order at 6:03 p.m. and appointed Trustee Wright to act as Secretary Pro Tem.

Roll Call.

Trustees Present: Mr. Gary Cadwell, Mr. Kevin Curtis, Ms. Doris Reynolds, Mr. Dave Storm, Mr. Mike Sullivan, Ms. Denise Walk, Mr. Tom Wright and Student Trustee Katie Greuel.
Members Absent: None.

Election of Chairperson Pro Tem.

Trustee Curtis nominated Trustee Sullivan to act as Chairperson Pro Tem. Trustee Storm seconded the nomination.

There being no further nominations, Chair Sullivan declared the nominations to be closed.

Chairman Pro Tem asked for a roll call vote on the motion to appoint Trustee Sullivan as the Chairperson Pro Tem.

There was no further discussion.

Roll Call vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Absent: None. Student Advisory Vote: Greuel voted yes.

Motion carried.

Election of Secretary Pro Tem.

Trustee Storm nominated Trustee Wright to act as Secretary Pro Tem. Trustee Reynolds seconded the nomination.

There being no further nominations, Chair Pro Tem Sullivan declared the nominations to be closed.

Chairman Pro Tem Sullivan asked for a roll call vote on the motion to appoint Trustee Wright as the Secretary Pro Tem.

There was no further discussion.

Roll Call vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Absent: None. Student Advisory Vote: Greuel voted yes.

Motion carried.

Election of Board Chair and Length of Term.

Trustee Curtis nominated Trustee Sullivan to serve as Chair of the Board for a period of one year. Trustee Cadwell seconded the nomination.

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There being no further nominations, Chair Pro Tem Sullivan declared the nominations to be closed and requested a roll call vote on the motion to elect Trustee Sullivan as the Board Chair for a period of one year.

There was no further discussion.

Roll Call vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Absent: None. Student Advisory Vote: Greuel voted yes.

Motion carried.

Election of Board Vice-Chair and Length of Term.

Trustee Reynolds nominated Trustee Cadwell to serve as Vice Chair of the Board for a period of one year. Trustee Curtis seconded the nomination.

There being no further nominations, Chair Pro Tem Sullivan declared that the nominations to be closed and requested a roll call vote on the motion to elect Trustee Cadwell as Board Vice Chair for a period of one year.

There was no further discussion.

Roll Call vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Absent: None. Student Advisory Vote: Greuel voted yes.

Motion carried.

Election of Board Secretary and Length of Term.

Trustee Storm nominated Trustee Wright to serve as Secretary of the Board for a period of one year. Trustee Reynolds seconded the nomination.

There being no further nominations, Chair Pro Tem Sullivan declared that the nominations to be closed and requested a roll call vote on the motion to elect Trustee Wright as the Board Secretary for a period of one year.

There was no further discussion.

Roll Call vote:

Yes: Trustees Cadwell, Curtis, Reynolds, Storm, Sullivan, Walk and Wright. No: None. Absent: None. Student Advisory Vote: Greuel voted yes.

Motion carried.

6:08 p.m. - The new officers took their seats, and Chair Sullivan took responsibility for the meeting.

Approval of Resolution No. 0422-006 – Appointment of College Treasurer and Approval of Surety Bonds.

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Trustee Reynolds motioned and Trustee Walk seconded to Approve Resolution No. 0422-006 as presented to appoint Mr. Greg Nuxoll, Vice President for Business Services, as College Treasurer and approve the related Surety Bonds. A full and complete copy of the Resolution is attached to and part of these minutes.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 0422-007 Authorizing College Treasurer to Act as College Fiscal Agent.

Trustee Cadwell motioned and Trustee Storm seconded to Approve Resolution No. 0422-007 as presented to authorize the Treasurer to act as the College's fiscal agent. A full and complete copy of the Resolution is attached to and part of these minutes.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Committee Reports.

ICCTA/Legislative.

Trustee Walk said the state legislature recently wrapped up the FY 2023 budget and sent the budget to Governor Pritzker for his signature. She stated the budget is exceptionally positive for higher education. Some highlights include the following:

- Provides a fiscal year 2022 supplemental 5% increase for community colleges, which is also included in the fiscal year 2023 budget. The fiscal year 2023 budget includes a 5% increase in funding for Adult Education and Career & Technical Education.
- Funding for MAP grants increases \$122 million and expands the program to include students seeking short-term credentials and certificates, as well as increasing the maximum grant award for students.
- Includes \$25.0 million to community colleges for the Pipeline for Advancement of the Healthcare (PATH) Workforce program, a new program to expand the health care workforce.

Resource & Development.

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

Finance.

Trustee Storm, Committee Chair, said the Committee met recently and the Committee's review will be discussed later in the meeting per the agenda.

Buildings & Site.

Trustee Curtis, Committee Chair, said the Committee met recently and the Committee's review will be discussed later in the meeting per the agenda.

Foundation.

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

- Please join us for an Open House celebrating our newest Foundation & Alumni Center and Workforce Development Center on Thursday, June 30th!
- The Foundation and Financial Aid offices were excited to jointly award over 250 student scholarships totaling \$375,000. The average scholarship amount is \$1,500 from the first round! Applications will be open for the second round the month of August.
- The College Advancement staff joined Kellie Niemerg, our Foundation Awards & Corporate Relations Coordinator, last month in an awards event where she was the recipient of the EIU College of Education Rising Star award. Please join us in congratulating her!
- As we have our final appeal arriving in mailboxes soon, just a friendly reminder the Foundation strives for 100% board giving from Foundation, Alumni and Board of Trustee board members each fiscal year. Thanks in advance for the consideration and to all who have helped achieve this goal for the year.

Student Report.

Student Trustee Katie Greuel had no report.

President's Report.

- We will begin our energy savings summer hours in which the College is closed on Fridays from May 20 – August 12.
- Lake Land received a payment of \$4,648 in March from the Illinois Department of Corrections (IDOC) and \$41,340 from the Illinois Department of Juvenile Justice (IDJJ)

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toward the FY2022 outstanding balance. A total of \$1,104,981 remains outstanding for IDOC and \$35,748 for IDJJ.

- In March, the College received payments from the State of Illinois for FY 2022 credit hour reimbursement of \$333,617 and equalization payments of \$505,251. A balance of \$1.6 million remains outstanding for credit hour reimbursement and \$1.5 million for equalization.
- The College received property tax payments in March totaling \$42,926.

Business Items.

Non-action Items.

Acknowledgement of Community College Month.

Chair Sullivan provided a statement on behalf of the Board of Trustees regarding national Community College Month and Governor Pritzker's recent proclamation declaring April 2022 as Illinois Community College Month.

Faculty Focus on Advancing Student Success – Technology Upgrades to the College's Broadcasting Lab.

Mr. Greg Powers, Speech Communication/Broadcasting Instructor and Director of Broadcast Operations, highlighted technology upgrades being planned for the College's Broadcasting Lab.

Spring 2022 Commencement.

Ms. Valerie Lynch, Vice President for Student Services, invited Trustees to participate in the Spring 2022 Commencement ceremony at 6:00 p.m. on Friday, May 13, 2022, in the Field House.

Monthly Data Point Discussion – Data for Decision Makers Publication.

Ms. Lisa Cole, Director of Data Analytics, highlighted data she has compiled in an updated Data for Decision Makers publication that includes 2020 US Census information. The report provides key data elements such as our district's population, income, education, workforce, and industry.

Phi Theta Kappa All-Illinois Academic Team Nominees.

Ms. Lynch announced that two students, Ms. Rachel Kessler of Strasburg and Ms. Maggie Gouchenouer of Louisville, were nominated and recognized as members of the All-Illinois Community College Academic Team.

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Ms. Lynch and Chair Sullivan congratulated these PTK students for their outstanding achievements!

Curriculum Committee Update

Mr. Jon Althaus, Vice President for Academic Services, presented an update on activities by the Curriculum Committee from October 2021 to March 2022.

Proposed Revisions to Board Policy 03.09 – Quorum of the Board.

Ms. Jean Anne Highland, Chief of Staff, proposed revisions to Board Policy 03.09 – *Quorum of the Board* which clarify that, absent a disaster proclamation by the Governor, the Board will follow the limitations and procedural rules per 5 ILCS 120/7 when a board member requests attendance at a meeting by means other than physical presence (video or audio conference).

This was presented as first reading for consideration, and will bring this back to the board for requested approval during the May 2022 regular meeting.

Correction to Board Policy 11.17 – Food Service and Catering.

President Bullock notified the Board that a correction has been made to Board Policy 11.17 – *Food Service and Catering*. Details of the correction were provided to the trustees. The correction was for a title change for the position responsible for management of food service and catering contracts. This change has been made by the administration as this did not affect the content or intention of the policy.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock highlighted Spring Commencement on May 13 and the Board Retreat on May 19, 2022.

Action Items.

Acceptance of February 2022 Financial Statements.

Trustees reviewed the February 2022 Financial Statements and reviewed a memorandum from Mr. Greg Nuxoll, Vice President for Business Services, which highlighted the Financial Statements and significant variances. Trustee Storm, Finance Committee Chair, said the Committee met recently to review in depth the February 2022 Financial Statements. He said that although the revenues are lower than budgeted, the College has offset this with lower expenses. He also noted the administration's commitment to monitor how much is added to the fund balance at the end of the fiscal year.

Trustee Storm moved and Trustee Reynolds seconded to approve as presented the February 2022 Financial Statements.

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There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Certification of Student Trustee and Sophomore Student Government Association Election Results.

Trustees heard a request from Ms. Lynch to accept the above-referenced election results and seat the newly elected student trustee, Ms. Maggie Kelly. Trustees reviewed the election results.

Trustee Reynolds moved and Trustee Curtis seconded to certify as presented the 2022 winners of the sophomore SGA delegates election, the student trustee election and seat Ms. Maggie Kelly as the 2022-2023 student trustee effective April 19, 2022.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Spring Marketing Campaign Contract.

Trustees heard a request from Ms. Lynch that the Board approve a supplemental media buy for a spring marketing campaign, in the amount of \$29,020, with Interact Communications of La Crosse, Wisconsin. The proposed supplemental media buy agreement was provided to each trustee. Ms. Lynch said the Marketing and Public Relations (MPR) Department has been successfully working with Interact Communications for the past three years for advertising and marketing and they have identified innovative, leading-edge marketing tactics to reach targeted audiences as a priority for the College's summer and fall 2022 marketing. Targeted audiences have been identified in partnership with the College's Data Analytics Department and use of accessible data through the National Student Clearinghouse.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented a supplemental media buy for a spring marketing campaign, in the amount of \$29,020, with Interact Communications of La Crosse, Wisconsin.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Financial Advisory Agreement with PMA Securities, LLC.

Trustees heard a recommendation from Trustee Storm, Finance Committee Chair, regarding the administration's intent to seek board approval in the coming months to issue general obligations bonds to finance constructions projects beneficial to the College. Trustees received a request from Mr. Nuxoll for the Board to approve an agreement with PMA Securities, LLC of Naperville, for professional advisory services in issuing these general obligation bonds. Trustees learned the College has used PMA Securities in past bond offerings and has been very pleased with their overall performance.

The proposed agreement was provided to each trustee and included a fee structure, which is dependent on the amount of bonds ultimately placed as set forth in the agreement on page eight of the agreement. For example, should the College issue approximately \$17 million in bonds as planned, the fee payable to PMA Securities would be \$53,125, which calculates to \$3.13 per \$1,000 plus \$2,500 for their services.

Trustee Storm moved and Trustee Curtis seconded to approve as presented an agreement with PMA Securities, LLC of Naperville, for professional advisory services in issuing general obligation bonds to finance upcoming construction projects beneficial to the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Declaration of Surplus Items from the EMS Program.

Trustees heard a recommendation from Mr. Nuxoll that the Board declare as surplus a Bullseye Fire Extinguisher Training Simulator. He said this item had been previously used by the EMS Department and has become obsolete and has little value to the College. He said if this item is approved by the Board as surplus, then it will be disposed of in a manner most beneficial to the College, with the College considering a donation to the local Fire Department of this surplus item.

Trustee Reynolds moved and Trustee Curtis seconded to declare as surplus a Bullseye Fire Extinguisher Training Simulator that had been previously utilized by the EMS Department so that this item may be disposed of in a manner most beneficial to the College.

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There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Acceptance of FY 2022 ICCB Developmental Education Innovation Grant.

Trustees heard a recommendation from Mr. Althaus for the Board to accept the FY 2022 Developmental Education Innovation Grant, in the amount of \$24,380, from the Illinois Community College Board. Mr. Althaus said this grant will allow our math faculty to develop and teach a College Algebra Co-Requisite course that will be available to students who would have originally placed into the developmental MAT 006 Intermediate Algebra course. Mr. Althaus also said these students will be able to take this course and get credit for college algebra in one semester, which will save them both time and money in their college degree journey. Mr. Althaus stated the co-requisite college algebra course will be six credit hours, with four contact hours and three lab hours that meets seven hours per week.

Additionally, Mr. Althaus said the grant will enable our faculty to contact district schools to educate the counselors and students (preferable in 8th – 9th grade) on STEM job opportunities and the available math pathways in high school and at Lake Land or other colleges.

Trustee Walk moved and Trustee Curtis seconded to accept the FY 2022 Developmental Education Innovation Grant, in the amount of \$24,380, from the Illinois Community College Board.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Bid for Fitness Center Flooring.

Trustees heard a recommendation from Mr. Nuxoll that the Board award the bid from Carpet Weaver's Inc. of Champaign, in the amount of \$54,780, for the Fitness Center Flooring Project. Mr. Nuxoll said the bid tabulation sheet was provided to each trustee and it shows Carpet Weaver's as the sole bidder. Mr. Nuxoll reported this project will cover the current flooring with a rolled rubber flooring that will be much safer and easier to clean.

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Trustee Curtis moved and Trustee Storm approved as presented the bid from Carpet Weaver's Inc. of Champaign, in the amount of \$54,780, for the Fitness Center Flooring Project.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Contract with Architect of Record.

Trustees heard a request from Mr. Nuxoll for the Board to grant approval to sign on behalf of the College the AIA Document B121 – Standard Form of Master Agreement between Owner and Architect, with Bailey Edward of Champaign, Illinois as the College's architect. He reminded Trustees that the Board granted approval in February 2022 for the administration to engage Bailey Edward as the College's architect of record.

Trustee Storm moved and Trustee Curtis seconded to grant approval to Mr. Nuxoll sign on behalf of the College the AIA Document B121 – Standard Form of Master Agreement.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval to Increase Mileage Reimbursement Rate to Federal Mileage Reimbursement Rate.

Trustees heard a recommendation from Mr. Nuxoll for the Board to begin reimbursing mileage at the federal mileage reimbursement rate of 58.5 cents per mile and to adjust to the federal mileage reimbursement rate should it be adjusted for pricing and inflation in the future. Mr. Nuxoll said the administration is providing this recommendation given the sharp increases in gasoline prices over the past months along with increased travel due to activities returning to more normal post COVID levels.

Trustee Cadwell questioned if Board Policy should be updated to reflect the Board's approval of the reimbursement rate change to align with the federal reimbursement rate. [Dr. Bullock was able to later clarify Board Policy 10.34 (8) reflects the Board's role to approve the reimbursement rate.]

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Trustee Cadwell moved and Trustee Walk seconded to approve for the College to begin reimbursing mileage at the federal mileage reimbursement rate of 58.5 cents per mile and to adjust to the federal mileage reimbursement rate should it be adjusted for pricing and inflation in the future.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Data Center UPS.

Trustees heard from Mr. Nuxoll his recommendation for the Board to approve the purchase and installation of a new data Center uninterruptible power supply (UPS) solution and related warranty, in the total amount of \$290,729.70, and use the College's Fund Balance to fund the project. Trustees received the two quotes received from Dell Technologies for the purchase of the UPS unit and related warranty.

Mr. Nuxoll's recommendation highlighted two options of either purchasing new rack-mounted UPS units or installing a new data center UPS to fix the issues we have been having with power outages. Given the anticipated recurring costs every 3-5 years to replace all rack-mounted units, Mr. Nuxoll said his recommendation is to purchase and install a new data center UPS to fix our power outage issues.

Trustee Walk moved and Trustee Reynolds seconded to approve the purchase from Dell Technologies for a new data center uninterruptible power supply (UPS) solution and the related warranty, in the total amount of \$290,729.70, and use the College's Fund Balance to fund the project.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Approval of Contract Extension with ISS Project Manager.

Trustees heard a recommendation from Mr. Nuxoll requesting the Board to approve extending the current contract with Randstad Technologies, LLC of Atlanta, GA, in the amount of \$211,200 for sub-contract work to assist the ISS team with on-going and future IT projects. Trustees received the current one-year contract, which was approved by the Board in May

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2021 and funded with a portion of the College's allotted HEERF funds. Mr. Nuxoll said this subcontractor's assistance has helped with the immense and nearly unmanageable workload of the ISS team resulting from the pandemic and being in the midst of a major refresh and overhaul of important IT systems across the College. Mr. Nuxoll and Mr. David Stewart, Chief Information Officer, reported this demand on the ISS team continues as we still have major infrastructure systems being overdue for upgrades and other projects to make Lake Land more efficient and secure. Mr. Nuxoll's memo to each trustee highlighted the projects that the temporary project manager subcontractor will assist.

Trustee Storm moved and Trustee Cadwell seconded to approve extending the current contract with Randstad Technologies, LLC of Atlanta, GA, in the amount of \$211,200 for subcontract work to assist the ISS team with on-going and future IT projects, utilizing a portion of the College's allotted HEERF funds for this expense.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Approval of Contract Extension with ISS System Administrator.

Trustees heard a recommendation from Mr. Nuxoll requesting that the Board approve to continue working with a temporary staffing agency and subcontractor for another year to receive the assistance of an ISS System Administrator at the anticipated cost of \$153,600, again utilizing a portion of the College's allotted HEERF funds for this expense. Mr. Nuxoll said rather than utilizing Randstad Technologies for this subcontract work, they wish to work with local, temporary staffing agencies for the System Administrator subcontractor position. Mr. Nuxoll's memo to each trustee highlighted the body of work for the ISS System Administrator to assist. Trustee Walk stressed the need for the administration to eventually be able to maintain this body of work within the College staff.

Trustee Walk moved and Trustee Reynolds seconded to approve the use of a portion of the College's allotted HEERF funds to hire for one additional year an ISS System Administrator subcontractor through a temporary staffing agency at an anticipated cost of \$153,600.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Closed Session

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7:18 p.m. – Trustee Walk moved and Trustee Curtis seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(5) and (8) to consider the purchase or lease of real estate property for the use of the College and to discuss security procedures. School building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

Return to Open Session - Roll Call

7:45 p.m.

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

Trustees Absent: None.

Approval of Veeam Backup Solution as Discussed in Closed Session.

Trustees reviewed a recommendation from Mr. Stewart requesting the Board approve a three-year agreement with Veeam in the amount of \$58,077.60 and use the College's Fund Balance to fund the project.

Trustee Cadwell motioned and Trustee Walk seconded to approve a three-year agreement with Veeam in the amount of \$58,077.60 and use the College's Fund Balance to fund the project. This action followed discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Approval of Human Resources Report as Discussed in Closed Session.

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

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

The following employees are recommended for FMLA leave. Board policy 05.14.12.

Donelson, Marissa
 Herendeen, Sierra

05/16/22-07/12/22
 02/26/22-intermittent

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Pender, Diane	03/21/22-05/07/22
Smithenry, Kimberly	08/19/22-11/13/22
Todd, Dalton	03/03/22-03/17/22

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Borges, Andressa	Collection Site Lead	3/14/22
Part-time - Grant Funded		
Ennis, Emily	Tutor-Student Carl Perkins	2/24/22

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Caldeira, Lara	Test Proctor	12/30/21
Hussein, Yassin	Bookstore Rush Worker	3/2/22

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Volunteer-unpaid		
Vilardo, McKenzie	Dual Credit Instructor	8/22/22
Full-time Grant Funded		
Carlson, Nathaniel	Apprenticeship Navigator-WIOA	04/19/22
Jump, Alexander	Correctional Automotive Technology Instructor	4/4/22
Matlock, Casey	Associate Dean of Correctional Programs	3/22/22
Thompson, Brian	Correctional Automotive Technology Instructor	3/8/22
Part-time		
Polston, Renee	Allied Health Den Clinical Instructor (hourly)	3/23/22
Shonkwiler, Ryan	Clinical Dentist	4/28/22
Westcott, Robert	Technical Writer	3/8/22
White, Mary	Allied Health Den Clinical Instructor (hourly)	3/23/22
Yactor, Robin	Dual Credit Coordinator	8/20/22
Part-time Grant Funded		
Buenker, Hannah	Perkins Student Worker - Allied Health	4/4/22
Merryman, Jarod	Pathways Classroom Assistant	3/25/22

Terminations/Resignations

The following employees are terminating employment

Position	Effective Date
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Full-time

Christian, Danny	Correctional Construction Occupations Instructor	3/4/22
Devries, Jodyne	Correctional Horticulture Instructor	3/11/22
Feldkamp, Darren	Police Officer	6/30/21
Followell, Charles	Correctional Commercial Cooking Instructor	3/8/22
Jackson, Nicole	Donor Information & Database Coordinator	4/15/22
Jackson, Kaitlin	Outreach Advisor/Mentor, TRIO Destination	3/25/22
Watson, Brian	Associate Dean of Correctional Programs	3/18/22

Part-time

Cole, Tracy	Adult Education Instructor	6/21/21
Drake, Allen	Adjunct Faculty Agriculture Division	12/11/20
Michl, Lanna	Cosmetology Clinical Instr (hourly)	3/3/22
Pals, Justin	Adjunct Faculty Math and Science Division	5/10/21
Ritchie, Michael	Adjunct Faculty Math and Science Division	12/6/19
Satterfield, Ryan	Adult Education Adjunct Faculty	3/17/22
Scroggins, Amanda	Covid Test Collection Assistant	3/2/22
Souza, Hamilton	Bookstore Rush Worker	1/14/22
Webb, Camden	TRIO Destination College Student Specialist	1/3/22

Transfers/Promotions

The following employee is recommended for a change in position

	Position	Effective Date
Full-time		
Matherly, David	Custodian	3/21/22
	Transferring from – Maintenance I	
Tabbert, Will	Kluthe Custodian	3/10/22
	Transferring from - Custodian	
Cavanagh, Mason	Associate Dean of Correctional Programs	4/4/22
	Transferring from – Corr Office Asst	
Part-time		
Totten, Ty	Adult Education Welding Instructor	3/31/22

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Greuel voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

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Trustee Cadwell moved and Trustee Curtis seconded to adjourn the meeting at 7:48 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/



MEMO

TO: Valerie Lynch, Vice President for Student Services
FROM: Dustyn Fatheree, Student Life Specialist and Navigator News Advisor
RE: 2022 ICCJA Navigator Awards

Lake Land College newspaper student employees attended a one-day conference on April 8, 2022 for the Illinois Community College Journalism Association (ICCJA) spring conference at Eastern Illinois University (EIU). These students competed against other Illinois community colleges in various categories – there were around 300 entries submitted to the contest, in total. On behalf of the ICCJA, I am honored to announce these awards for the Navigator staff regarding 2022:

2nd Place: Addison Eddy for Sports Photo

3rd Place: Hannah Hunt for News Story

Samantha Stokes for Arts Review

Navigator Staff for Front Page Design

Honorable Mentions:

Navigator Staff for Mike Foster General Excellence

Congratulations to the students who received an award! The Navigator will continue to strive to create innovative and high-quality content for the Lake Land community.



MEMO

TO: Dr. Josh Bullock, President

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

DATE: April 26, 2022

RE: March 2022 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of March for Fiscal Year 2022.

Areas of Concern:

- While the College remains favorable to budget in aggregate through March 2022, the nine months of FY2022, it remains concerning that tuition and fees revenue are significantly unfavorable to budget year to date due to lower enrollment than anticipated.

Overall Variances:

- *Revenue* – Total March 2022 revenue was \$1,624,286 resulting in a favorable variance of \$736,930 MTD; meanwhile, an unfavorable YTD variance exists of \$995,549. The main drivers for year to date unfavorable variance are the line items of tuition and fees. Tuition is unfavorable \$972,166 YTD and fees are unfavorable \$699,518 YTD.
- *Expenditures* – Total March 2022 expenditures were \$2,182,349 resulting in a favorable variance of \$117,438 MTD. A favorable variance exists of \$5,341,960 YTD with favorable variances in essentially nearly all line items.

Revenue Variances:

- *Local Sources* – A monthly favorable variance exists of \$169,801 MTD while a favorable YTD variance of \$700,491 continues to exist. The YTD variance is mainly dependent on the local counties' property tax cycle. As the year transpires, we expect the variance to remain favorable for the year.
- *ICCB Credit Hour Grant* – We received payments of \$226,558 in March 2022 resulting in a favorable monthly variance of \$7,285 and a yearly unfavorable variance of \$8,796. The variances are timing related as we typically receive a larger payment in the 1st

month of each quarter and smaller payments the last two months of each quarter. We expect the variance to normalize by year-end.

- *ICCB Equalization Grant* – We received equalization payments of \$505,251 in March 2022 resulting in a favorable monthly variance of \$192,614, while a yearly unfavorable variance exists of \$142,298. The variances are timing related based on a slow payment process from the State of Illinois but we remain hopeful it will normalize during the course of the year.
- *Tuition & Fees* – March 2022 tuition was unfavorable monthly by \$5,159 while fees were favorable by \$15,545. Year to date, tuition is unfavorable by \$972,166 and fees are unfavorable by \$669,518. In the FY 2022 budget, the College budgeted enrollment to be at the same level as the FY 2021. The enrollment headcount and credit hours are below anticipated levels resulting in an unfavorable variance in both categories.
- *Other State Sources* – The monthly variance was favorable \$228,553 while YTD the variance is unfavorable by \$51,630. We expect the variance to normalize over the course of the year.
- *Other Revenue* – Month to date the variance is favorable by \$68,291 and favorable Year to Date by \$173,367.

Expenditure Variances:

- *Salary & Wages (overall)* – Overall, the salary and wage line has a monthly favorable variance of \$147,092 and year to date favorable variance of \$2,696,118. A portion of the YTD variance relates more to timing issues along with how the College records prepaid salaries for audit purposes. As the year transpires, we expect a portion of the variance to normalize.
- *Employee Benefits (overall)* – Overall, there was a monthly favorable variance in employee benefits in March 2022 of \$33,943 and a favorable YTD variance of \$91,932.
- *Instructional* – The Instructional expenditures had a favorable variance in March 2022 of \$51,406 and a YTD favorable variance exists of \$2,294,144. The YTD variance is mainly attributable to favorable variances in salary and wages and general material and supplies.
- *Academic Support* – The Academic Support expenditures had a favorable variance of \$12,012 in March 2022 and YTD of \$324,279.
- *Student Services* – The Student Services expenditures has a favorable variance in March 2022 of \$4,053 and maintains a favorable YTD variance of \$238,980.
- *Public Service/Continuing Education* – The Public Service/Continuing Education has a favorable variance of \$12,466 and maintains a favorable YTD variance of \$139,872.

- *Operations & Maintenance* – The Operations and Maintenance expenditures has a monthly favorable variance of \$24,722 and a favorable YTD variance of \$524,692.
- *Institutional Support* – The Institutional Support expenditures has a favorable March 2022 variance of \$13,922 and a year to date favorable variance of \$1,848,019 with favorable variances in nearly all line items. As the year transpires, we expect the variance to begin to normalize.
- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area has an unfavorable variance of \$1,142 MTD and \$28,027 YTD. The College was able to process more scholarships than anticipated thus far year to date resulting in an unfavorable variance.

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

Board Meeting – May 2022
Fund 03, 04, 05, 06, 11 and 12 Analysis

Fund 03 - Operational and Maintenance Restricted Funds

- Year to date, the revenues are over budget by \$32,919 and expenditures were under budget by \$94,085 for a net excess of a negative \$61,166.
 - Local source revenue exceeds budget by \$149,287 but the positive variance is mitigated by negative investment income of \$116,368.

Fund 04 – Bond and Interest Fund

- Year to date, the revenues were under budget by \$542,811 and expenditures were over budget by \$72,300 for a net excess of a negative \$615,111.

Fund 05 – Auxiliary and Enterprise Funds

- Year to date, the revenues were over budget by \$343,614 and expenditures were under budget by \$243,182 for a net excess of a positive \$586,797.
 - The largest revenue sources that were above budget were the Print Shop, College Farm and the Transfer for Tuition Waivers.
 - The two largest expenditure line items below budget were Athletics and the College Farm.

Fund 06 – Restricted Funds

- Year to date, overall revenue is \$5,304,436 under budget.
- Year to date, overall expenditures are \$14,130,365 under budget.
 - Fund 06 is our restricted purposes fund where we record grants and third party spending such as IDOC and DJJ. The grant document or IDOC/DJJ contract dictates what we will receive as revenue and the same amount is allocated for spending. We are only reimbursed based on what we actually spend so the revenues and the expenses should always equal at year end.
 - We included the CARES Act Funds for students and the institution in both revenue and expense, and of course we did not budget for such funds.

Fund 11 – Audit Fund

- Year to date, the revenues are over budget by \$794 and expenditures were under budget by \$5,155 for a net excess of a negative \$4,361.

Fund 12 – Tort Fund

- Year to date, the revenues are over budget by \$16,962 and expenditures were under budget by \$76,368 for a net excess of a negative \$59,396.
 - The largest expenditure source that was above budget was the Police Department amounting to \$71,679.

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY21 Audited Numbers	FY22 Annual Budget
Revenues:										
229,162	59,361	169,801	Local Sources	10,292,624	9,592,133	700,491	7.30%	9,071,701	9,758,060	9,745,282
226,558	219,274	7,285	ICCB Credit Hour Grant	3,280,310	3,289,106	(8,796)	-0.27%	3,363,833	4,471,285	4,385,475
505,251	312,637	192,614	ICCB Equalization Grant	4,547,257	4,689,555	(142,298)	-3.03%	4,734,115	6,312,153	6,252,740
328,344	39,792	288,553	Other State Sources	879,552	931,182	(51,630)	-5.54%	570,084	1,143,651	1,154,557
(8,249)	(3,090)	(5,159)	Tuition	7,701,115	8,673,281	(972,166)	-11.21%	8,302,530	8,799,744	8,670,590
196,776	181,230	15,545	Fees	3,418,459	4,117,977	(699,518)	-16.99%	3,601,266	2,897,434	4,177,668
146,444	78,154	68,291	Other Revenue	1,093,869	920,501	173,367	18.83%	805,756	3,083,197	1,110,509
-	-	-	Gift in Kind	5,000	-	5,000	0.00%	65,976	-	-
1,624,286	887,357	736,930	Total Revenues	31,218,186	32,213,736	(995,549)	(0)	30,515,261	36,465,524	35,496,821
Expenditures:										
Instructional										
873,778	984,016	110,238	Salary and Wages	7,875,862	9,606,363	1,730,500	18.01%	8,019,257	9,888,575	12,547,027
175,596	189,318	13,721	Employee Benefits	1,468,784	1,654,380	185,596	11.22%	1,474,335	2,072,422	2,277,438
101,899	50,720	(51,179)	Contractual Services	242,645	347,080	104,435	30.09%	244,302	379,895	406,760
28,094	17,387	(10,707)	General Materials and Supplies	347,959	487,871	139,913	28.68%	273,438	418,237	163,678
4,819	7,253	2,434	Travel and Meeting Expenses	11,349	76,289	64,940	85.12%	4,580	23,890	117,757
9,490	4,900	(4,590)	Fixed Charges	30,703	55,250	24,547	0.00%	28,417	72,309	56,375
8,789	278	(8,512)	Capital Outlay	62,057	111,271	49,214	44.23%	13,403	74,931	120,435
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	5,000	-	(5,000)	0.00%	58,573	-	-
1,202,465	1,253,871	51,406	Total Instructional	10,044,359	12,338,503	2,294,144	18.59%	10,116,305	12,930,258	15,689,470
Academic Support										
29,332	36,177	6,845	Salary and Wages	288,710	407,810	119,100	29.20%	414,766	533,103	388,891
5,325	10,417	5,092	Employee Benefits	55,262	90,785	35,523	39.13%	93,367	129,057	68,707
-	-	-	Contractual Services	-	500	500	100.00%	-	-	1,500
4,359	4,597	237	General Materials and Supplies	188,459	329,072	140,612	42.73%	168,479	195,845	333,406
1,446	1,283	(163)	Travel and Meeting Expenses	4,705	33,250	28,544	85.85%	1,314	1,439	8,800
-	-	-	Fixed Charges	-	-	-	0.00%	4,555	4,555	-
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	-	-	-	0.00%	-	-	-
40,462	52,474	12,012	Total Academic Support	537,137	861,416	324,279	37.64%	682,481	864,000	801,304
Student Services										
125,632	136,560	10,927	Salary and Wages	1,197,163	1,324,798	127,635	9.63%	1,218,293	1,554,454	1,717,949
37,485	40,176	2,690	Employee Benefits	306,703	350,872	44,169	12.59%	313,053	432,709	471,802
-	-	-	Contractual Services	10,372	9,322	(1,050)	-11.26%	10,086	12,142	9,322
10,636	3,321	(7,315)	General Materials and Supplies	44,947	106,988	62,041	57.99%	33,757	63,582	113,270
3,985	1,736	(2,249)	Travel and Meeting Expenses	11,661	37,950	26,289	69.27%	1,857	43,320	42,580
-	-	-	Fixed Charges	80,409	60,306	(20,103)	-33.33%	-	-	60,306
-	-	-	Other Expenditures	7,500	7,500	-	0.00%	1,750	5,352	15,000
177,739	181,792	4,053	Total Student Services	1,658,756	1,897,736	238,980	12.59%	1,578,796	2,111,558	2,430,229
Public Service/Cont Ed										
25,032	33,952	8,921	Salary and Wages	220,267	314,471	94,204	29.96%	208,610	289,179	433,304
5,556	6,210	654	Employee Benefits	42,015	48,371	6,357	13.14%	38,218	53,190	67,001
1,349	2,000	651	Contractual Services	48,899	29,505	(19,394)	-65.73%	14,471	25,881	42,155
4,471	6,623	2,152	General Materials and Supplies	47,005	96,037	49,032	51.06%	22,500	64,100	116,191
322	410	88	Travel and Meeting Expenses	1,819	3,465	1,646	47.51%	1,373	1,950	4,595
8,388	8,388	-	Fixed Charges	76,919	76,947	27	0.04%	113,657	151,135	102,235
-	-	-	Capital Outlay	115,000	123,000	8,000	0.00%	-	-	123,000
-	-	-	Other	-	-	-	0.00%	-	94	-
-	-	-	G/K	-	-	-	0.00%	-	-	-
45,117	57,583	12,466	Total Public Service/ Cont Ed	551,924	691,796	139,872	20.22%	398,829	585,530	888,481
Operations & Maintenance										
73,147	84,661	11,514	Salary and Wages	663,410	794,183	130,773	16.47%	658,789	910,742	1,089,976
29,016	35,797	6,781	Employee Benefits	233,134	313,973	80,839	25.75%	237,096	336,212	421,363
12,047	100	(11,947)	Contractual Services	175,265	203,803	28,538	14.00%	224,744	280,474	260,470
11,319	15,188	3,868	General Materials and Supplies	134,184	186,969	52,785	28.23%	110,581	176,617	220,500
-	-	-	Travel and Meeting Expenses	51	1,250	1,199	95.92%	-	-	1,250
750	750	-	Fixed Charges	7,500	11,750	4,250	36.17%	127,914	243,355	103,788
95,274	109,779	14,505	Utilities	794,704	1,006,013	211,308	21.00%	853,655	1,160,988	1,335,350
-	-	-	Capital Outlay	-	15,000	15,000	100.00%	-	23,253	15,000
-	-	-	Contingency Funds	-	-	-	0.00%	13,632	6,313	-
-	-	-	Gift In Kind	-	-	-	100.00%	-	-	-
221,553	246,275	24,722	Total Operation and Maint	2,008,248	2,532,940	524,692	4	2,226,411	3,137,956	3,447,697
Institutional Support										
283,287	281,934	(1,353)	Salary and Wages	2,159,042	2,652,949	493,907	18.62%	2,021,087	3,302,222	3,631,055
85,000	90,004	5,004	Employee Benefits	1,041,837	781,286	(260,552)	-33.35%	658,483	1,069,862	1,287,608
23,827	86,186	62,359	Contractual Services	397,495	1,130,626	733,131	64.84%	500,402	830,571	1,400,678
60,073	38,102	(21,971)	General Materials and Supplies	1,392,533	1,772,743	380,210	21.45%	623,551	793,481	959,849
8,604	5,551	(3,053)	Travel and Meeting Expenses	23,608	237,437	213,830	90.06%	16,204	27,904	273,481
478	575	97	Fixed Charges	201,998	214,525	12,527	5.84%	199,889	202,096	218,150
-	-	-	Capital Outlay	74,772	161,700	86,928	53.76%	23,709	498,684	18,900
32,602	5,442	(27,160)	Contingency Funds	356,691	573,396	216,705	37.79%	282,715	545,476	1,392,266
-	-	-	Other	563,382	522,216	(41,166)	0.00%	448,272	511,279	49,075
-	-	-	Strategic Initiatives	297,501	310,000	12,499	4.03%	-	79,612	400,000
-	-	-	COVID Expenses	-	-	-	0.00%	-	-	-
493,872	507,794	13,922	Total Institutional Support	6,508,859	8,356,878	1,848,019	3	4,774,312	7,861,187	9,631,062
1,142	-	(1,142)	Scholarships, grants, waivers	642,310	614,283	(28,027)	0.00%	651,517	695,834	1,228,566
2,182,349	2,299,787	117,438	Total Expenditures	21,951,592	27,293,552	5,341,960	19.57%	20,428,652	28,186,322	34,116,809
(558,063)	(1,412,431)	854,368	Revenue Less Expenditures	9,266,594	4,920,184	4,346,411	(0)	10,086,610	8,279,202	1,380,012
-	-	-	Transfers Out:	-	-	-	0.00%	599,592	(1,373,457)	1,380,012
(558,063)	(1,412,431)	854,368	Excess of Revenues over Expenditures & Transfers	9,266,594	4,920,184	4,346,411	(0)	9,487,018	9,652,659	-

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance
1,410,208.07	1,557,300.18	147,092.11	Salary and Wages	12,404,455.16	15,100,572.87	2,696,117.71
337,977.30	371,920.09	33,942.79	Employee Benefits	3,147,735.09	3,239,666.99	91,931.90
139,121.57	139,005.95	(115.62)	Contractual Services	874,675.96	1,720,835.71	846,159.75
118,952.23	85,216.54	(33,735.69)	General Materials and Supplies	2,155,086.42	2,979,679.46	824,593.04
19,176.47	16,233.40	(2,943.07)	Travel and Meeting Expenses	53,193.55	389,641.35	336,447.80
19,106.11	14,612.50	(4,493.61)	Fixed Charges	317,119.79	358,471.50	41,351.71
95,273.74	109,779.17	14,505.43	Utilities	794,704.05	1,006,012.50	211,308.45
8,789.16	277.50	(8,511.66)	Capital Outlay	251,829.26	410,970.83	159,141.57
32,602.39	5,442.00	(27,160.39)	Contingency Funds	356,691.08	573,396.00	216,704.92
-	-	-	Other Expenditures	570,881.60	529,715.64	(41,165.96)
2,181,207.04	2,299,787.33	118,580.29	Total	20,926,371.96	26,308,962.85	5,382,590.89

Lake Land College
FY2022 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2022 Budgeted	FY22 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$7,875,862	\$9,606,363	\$1,730,500	\$12,547,027		\$12,547,027	\$12,547,027
Salary and Wages - Acad. Support	\$288,710	\$407,810	\$119,100	\$388,891		\$388,891	\$388,891
Salary and Wages - Stud. Svcs	\$1,197,163	\$1,324,798	\$127,635	\$1,717,949		\$1,717,949	\$1,717,949
Salary and Wages - Public Svc.	\$220,267	\$314,471	\$94,204	\$433,304		\$433,304	\$433,304
Salary and Wages - Maintenance	\$663,410	\$794,183	\$130,773	\$1,089,976		\$1,089,976	\$1,089,976
Salary and Wages - Inst. Support	\$2,159,042	\$2,652,949	\$493,907	\$3,631,055		\$3,631,055	\$3,631,055
Total Salary and Wages	\$12,404,455	\$15,100,573	\$2,696,118	\$19,808,202	\$0	\$19,808,202	\$19,808,202

Employee Benefits	Year to Date			FY2022 Budgeted	FY22 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$1,468,784	\$1,654,380	\$185,596	\$2,277,438		\$2,277,438	\$2,277,438
Employee Benefits - Acad. Support	\$55,262	\$90,785	\$35,523	\$68,707		\$68,707	\$68,707
Employee Benefits - Stud. Svcs	\$306,703	\$350,872	\$44,169	\$471,802		\$471,802	\$471,802
Employee Benefits - Public Svc.	\$42,015	\$48,371	\$6,357	\$67,001		\$67,001	\$67,001
Employee Benefits - Maintenance	\$233,134	\$313,973	\$80,839	\$421,363		\$421,363	\$421,363
Employee Benefits - Inst. Support	\$1,041,837	\$781,286	(\$260,552)	\$1,287,608		\$1,287,608	\$1,287,608
Total Employee Benefits	\$3,147,735	\$3,239,667	\$91,932	\$4,593,919	\$0	\$4,593,919	\$4,593,919

Mar-22	Operations & Maint Restricted--Fund 03				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Sources	1,824,287	1,675,000	149,287	1,510,264	1,675,000
Bond Proceeds			-	-	-
Loan Proceeds			-	-	-
Investment Income	(116,368)		(116,368)	173,078	-
Total Revenues	1,707,919	1,675,000	32,919	1,683,342	1,675,000
Expenditures:					
Student Center Renovations : Buildi	53,178		(53,178)	3,265	-
Construction Proj : Site Improvemen	448,432	426,383	(22,049)	402,345	426,383
PHS Projects : Site Improvements				-	-
New Site: Sire Improvements	18,857		(18,857)	2,063,990	-
Other			-	-	-
Total Expenditures	520,468	426,383	(94,085)	2,469,600	426,383
Excess of Revenues over Expenditures & Transfers	1,187,451	1,248,617	(61,166)	(786,259)	1,248,617

Mar-22	Bond and Interest--Fund 04				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
General : Local Taxes	6,054,643	6,597,500	(542,857)	6,427,680	6,597,500
General : Investment Income	46	-	46	46,171	-
General : Transfer from Other Funds	-	-	-	-	165,150
Total Revenues	6,054,689	6,597,500	(542,811)	6,473,851	6,762,650
Expenditures:					
Work Cash Bonds : Debt Principal Pa	-	-	-	-	-
Work Cash Bonds : Interest on Debt	0.01	-	(0)	-	-
Work Cash Bonds : Other Fixed Charg	-	-	-	-	-
Funding Bonds : Debt Principal Paym	6,064,980	6,065,000	21	6,339,982	6,065,000
Funding Bonds : Interest on Debt	422,046	347,325	(74,721)	223,677	694,650
Funding Bonds : Other Fixed Charges	600	3,000	2,400	1,200	3,000
Funding Bonds : Bond Is	-	-	-	-	-
Administration : Intere	-	-	-	-	-
Total Expenditures	6,487,625	6,415,325	72,300	6,564,859	6,762,650
Excess of Revenues over Expenditures & Transfers	(432,936)	182,175	(615,111)	(91,009)	-

Mar-22	Auxillary Enterprise Fund--Fund 05				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Ag Judging Activity Fees	-	-	-	-	6,500
Ag Judging Transfer	-	-	-	-	27,200
Auto Shop	-	15,000	(15,000)	342	15,000
Athletics	-	-	-	-	819,704
Fitness Center	32,765	55,000	(22,236)	36,614	55,000
Bookstore	653,618	614,931	38,687	475,281	636,084
Print Shop	638,306	530,799	107,507	444,602	680,066
Food Service	4,475	7,089	(2,614)	117	7,600
College Farm	185,522	110,000	75,522	128,795	110,000
Comm Choir	-	-	-	-	5,100
Student Life	-	-	-	181,836	259,500
WLKL Radio Activity fees	-	-	-	-	1,100
Transfer for Tuition Waivers	161,749	-	161,749	-	515,000
Total Revenues	1,676,434	1,332,820	343,614	1,267,587	3,137,854
Expenditures:					
Ag Judging	33,032	30,531	(2,502)	16,346	33,700
Auto Shop	-	15,000	15,000	277	15,000
Athletics	485,798	670,037	184,239	404,816	771,028
Fitness Center	58,239	92,291	34,053	45,176	103,676
Bookstore	633,859	616,960	(16,899)	486,206	684,030
Print Shop	551,450	495,573	(55,877)	414,636	633,808
Food Service	5,968	5,790	(177)	9,375	7,899
College Farm	36,788	68,947	32,158	55,884	79,172
Comm Choir	-	5,100	5,100	-	5,100
Student Life	134,260	156,158	21,897	97,907	172,771
WLKL Radio	-	1,100	1,100	-	1,100
Tuition Waivers	599,911	625,000	25,089	599,942	625,000
Total Expenditures	2,539,305	2,782,487	243,182	2,130,564	3,132,283
Excess of Revenues over					
Expenditures & Transfers	(862,871)	(1,449,667)	586,797	(862,977)	5,571

Mar-22	Restricted Purposes Fund--Fund 06				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Adult Ed	317,451	363,632	(46,181)	273,797	479,815
Pathways	383,097	373,710	9,387	315,791	467,138
Perkins	342,271	341,880	391	329,383	437,868
WIOA	1,747,705	3,136,278	(1,388,573)	1,923,203	4,150,507
College Work Study	-	79,154	(79,154)	2,390	79,154
GAST	28,159	37,500	(9,341)	28,200	50,000
IL Cooperative Work Study	44,352	18,000	26,352	22,282	18,000
IPRF Grant	19,609	66,000	(46,391)	26,494	88,000
Veterans Services	80,269	798,500	(718,231)	76,138	1,060,000
ISAC MAP	495,474	1,140,000	(644,526)	457,269	1,520,000
Department Of Education	3,809,228	8,171,195	(4,361,967)	4,278,977	10,871,195
Direct loans	1,062,888	2,068,000	(1,005,112)	1,111,123	2,068,000
Corrections	5,496,673	8,492,277	(2,995,604)	1,674,926	11,259,037
CARES Funds-Students	3,156,706	-	3,156,706	1,744,057	-
CARES Funds-Institutional	2,796,392	-	2,796,392	-	-
Privately Funded Grant	202,315	85,000	117,315	448,436	85,000
TRIO SSS	134,747	210,170	(75,423)	204,675	276,105
TRIO DC	199,473	239,948	(40,475)	218,373	322,329
Total Revenues	20,316,808	25,621,244	(5,304,436)	13,135,513	33,232,148
Expenditures:					
Adult Ed	310,794	684,724	373,930	325,061	479,815
Pathways	241,771	626,847	385,076	275,581	467,138
Perkins	375,408	663,778	288,370	329,383	437,868
WIOA	2,069,820	4,123,137	2,053,317	2,045,018	4,150,507
College Work Study	11,724	79,154	67,430	2,715	79,154
GAST	10,579	50,000	39,421	2,560	50,000
IL Cooperative Work Study	-	-	-	(310)	18,000
IPRF Grant	11,003	88,000	76,997	12,333	88,000
Veterans Services	179,629	730,000	550,371	230,895	1,060,000
ISAC MAP	928,624	1,520,000	591,376	917,126	1,520,000
Department of Education	3,851,054	10,871,195	7,020,141	4,376,547	10,871,195
Direct loans	1,074,661	2,068,000	993,339	1,112,339	2,068,000
Corrections	3,910,712	11,404,372	7,493,660	6,514,143	11,259,037
CARES Funds-Students	3,109,917	-	(3,109,917)	2,022,682	-
CARES Funds-Institutional	3,018,658	-	(3,018,658)	-	-
Privately Funded Grant	71,233	-	(71,233)	310,284	85,000
TRIO SSS	151,264	360,955	209,690	224,191	276,105
TRIO DC	215,782	402,836	187,054	244,487	322,329
Total Expenditures	19,542,633	33,672,997	14,130,365	18,945,035	33,232,148
Excess of Revenues over Expenditures & Transfers	774,175	(8,051,754)	8,825,929	(5,809,522)	-

	Mar-22	Audit Fund--Fund 11			
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	75,794	75,000	794	87,659	75,000
Total Revenues	75,794	75,000	794	87,659	75,000
Expenditures:					
Admin Staff Ful	17,460	18,684.43	1,225	17,165	25,568.17
Support Staff F	10,774	11,828.01	1,054	10,704	16,185.70
Medical Benefit	6,484	8,647.85	2,164	6,470	11,624.98
Life Insurance	19	20.70	2	19	27.60
Audit Services	46,900	36,900.00	(10,000)	46,000	46,900.00
Printing	-	400.00	400	-	500.00
Total Expenditures	81,636	76,481	(5,155)	80,358	100,806
Excess of Revenues over Expenditures & Transfers	(5,842)	(1,481)	(4,361)	7,301	(25,806)

Mar-22	Tort Fund--Fund 12				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	2,241,962	2,225,000	16,962	1,482,134	2,225,000
Misc Income			-	-	
Total Revenues	2,241,962	2,225,000	16,962	1,482,134	2,225,000
Expenditures:					
Student Services	69,136	75,679	(6,543)	76,107	97,749
Operations and Maintenance	140,292	141,415	(1,123)	132,718	192,993
Police Dept	376,183	304,505	71,679	352,607	395,827
Institutional Support	104,197	99,690	4,507	95,160	135,981
Fixed Charges-ins	625,476	617,637	7,839	713,744	846,360
Total Expenditures	1,315,285	1,238,926	(76,358)	1,370,335	1,668,910
Excess of Revenues over Expenditures & Transfers	926,677	986,074	(59,396)	111,799	556,090



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: Greg Nuxoll, Vice-President for Business Services

DATE: April 22, 2022

RE: Continued Employment of Grant Funded Employees

I respectfully request the Lake Land College Board of Trustees approve the sending of honorable termination notices to all permanently federally grant-funded, full-time and part-time employees of Lake Land College. When and if contracts are received for these grants, I also request the authorization to rescind these termination notices and reemploy affected personnel. Although this is a practice we regret having to enact, we feel it is in the College's best interest in the event the anticipated grant funds are not received.



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Jean Anne Grunloh, Chief of Staff

DATE: May 4, 2022

RE: Update of Board Policy 03.09 – *Quorum of the Board.*

Please find attached recommended revisions to Board Policy 03.09 – Quorum of the Board to reference that the Board will follow the limitations and procedural rules per 5 ILCS 120/7 when a board member requests attendance at an open session meeting by means other than physical presence (video or audio conference). This referenced law states that a majority of a public body physically present may allow a member of that body to attend the meeting by other means if the member is prevented from physically attending because of: personal illness or disability; employment purposes of the business of the public body; or a family or other emergency.

I presented this recommendation as first reading for your consideration during the April 2022 regular meeting. Since that time, we have not received any questions or comments on this policy revision recommendation.

03.09

Quorum of the Board

At all meetings of the Board of Trustees, whether regular or special, a majority of members physically present shall constitute a quorum unless specific conditions related to a disaster declaration are met per Illinois Public Act 101-064 (Article 15) and subsection 7(e) of the Open Meetings Act, which permit meetings without the physical presence of a quorum. The student Board member shall not be counted in determining a majority of the Board for voting purposes or for a quorum when counting a majority of the members voting on an issue. When a vote is taken upon any measure before the Board, a quorum being established, a majority of the members shall determine the outcome thereof. No action of the Board shall be invalidated by reason of any vacancy on the Board or by reason of any failure to select a non-voting student member.¹

Attendance by means other than physical presence (video or audio conference)~~conference call~~ is allowed at open meetings of the Board of Trustees in accordance with the limitations and procedural rules per 5 ILCS 120/7. A Board member attending by means other than physical presence ~~conference call~~ may not be used to determine a quorum unless specific conditions related to a disaster declaration are met per Illinois Public Act 101-064 (Article 15) and subsection 7(e) of the Open Meetings Act. ~~The courts have held that conferencing is not a per se violation of the Open Meetings Act. However,~~ Ithe Board member must be on a speaker phone audible to the audience at the live meeting, and the caller must be able to hear the participants at the meeting. If the disaster related exception does not apply, attendance by means other than physical presence conferencing must be specifically approved by Board vote each time a member ~~desires to attend by conference call~~requests to do so. Attendance by means other than physical presence ~~conference call~~ is not permitted during closed sessions of the Lake Land College Board of Trustees.

¹ 110 ILCS 805/3-9 Illinois Public Community College Act



Memo

To: Dr. Josh Bullock, President

From: Greg Nuxoll, Vice President for Business Services

Date: May 4, 2022

Re: Approval of Bid for Purchase of New 2022 Ford F450

The College recently solicited bids for the purchase of a new 2022 Ford F450 4x4 SD Super Cab (X4H) Chassis.

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 one bid was received. Below is a listing of the bid that was received:

<u>Name</u>	<u>Total Bid</u>
Morrow Brothers Ford Inc. Greenfield, Illinois	\$56,008

If the bid is approved, the truck will be properly outfitted to become the College's newest snowplow. The current College-owned snowplows are approximately 30 years old and in need of continual repair. Both snowplows require a CDL license to drive but are not licensed to be driven on roads outside of campus. The new truck would be road worthy with the driver not needing a CDL license; in addition, the truck would be a great asset to the Physical Plant as the truck can be used for multiple projects besides plowing snow.

Based on the bids received, it is my recommendation that we award this bid to Morrow Brothers Ford Inc. of Greenfield, Illinois, for the new 2022 Ford F450.

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

LAKE LAND COLLEGE BID TABULATION

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College 2022 Ford F450 Bid Tab
Project No. 2022-013
BID DATE: May 4, 2022 - 10:00 AM

CONTRACTOR	Total Bid					
Morrow Brothers Ford Inc. Greenfield, Illinois	\$ 56,008					

LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President

From: Greg Nuxoll, Vice President for Business Services

Date: April 28, 2022

Re: Approval of Bid for Webb Hall Chiller #2 Repair

The College recently solicited bids for the Webb Hall Chiller #2 Repair Project.

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

<u>Name</u>	<u>Total Bid</u>
ENTEC Services, Inc. Mattoon, Illinois	\$24,200
Davis-Houk Mechanical Urbana, Illinois	\$30,600
Reliable Plumbing & Heating Company Champaign, Illinois	\$41,940
All-Pro HVAC & Plumbing LLC Tuscola, Illinois	\$46,685

Based on the bids received, it is my recommendation that we award this bid to ENTEC Services, Inc. of Mattoon, Illinois, for the Webb Hall chiller #2 repair project.

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

**LAKE LAND
COLLEGE
BID TABULATION**

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College WH Chiller #2 Repair Bid
Tab
Project No. 2022-011
BID DATE: April 28, 2022 - 1:00 PM

CONTRACTOR	Total Bid					
ENTEC Services, Inc. Mattoon, Illinois	\$ 24,200					
Davis-Houk Mechanical Urbana, Illinois	\$ 30,600					
Reliable Plumbing & Heating Company Champaign, Illinois	\$ 41,940					
All-Pro HVAC & Plumbing, LLC Tuscola, Illinois	\$ 46,685					

LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President

From: Greg Nuxoll, Vice President for Business Services

Date: April 28, 2022

Re: Approval of Bid for Luther Student Center Chiller #2 Replacement

The College recently solicited bids for the Luther Student Center Chiller #2 Replacement Project.

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

<u>Name</u>	<u>Total Bid</u>
Reliable Plumbing & Heating Company Champaign, Illinois	\$30,910
Davis-Houk Mechanical Urbana, Illinois	\$34,900
All-Pro HVAC & Plumbing LLC Tuscola, Illinois	\$38,415
ENTECH Services, Inc. Mattoon, Illinois	\$42,000

Based on the bids received, it is my recommendation that we award this bid to Reliable Plumbing & Heating Company of Champaign, Illinois, for the Luther Student Center chiller #2 replacement project.

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

LAKE LAND COLLEGE BID TABULATION

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College LSC Chiller #2 Replacement
Bid Tab
Project No. 2022-012
BID DATE: April 28, 2022 - 1:30 PM

CONTRACTOR	Total Bid					
Reliable Plumbing & Heating Company Champaign, Illinois	\$ 30,910					
Davis-Houk Mechanical Urbana, Illinois	\$ 34,900					
All-Pro HVAC & Plumbing LLC Tuscola, Illinois	\$ 38,415					
ENTEC Services, Inc. Mattoon, Illinois	\$ 42,000					



MEMO

TO: Lake Land College Board of Trustees
FROM: Dr. Josh Bullock, President
DATE: May 3, 2022
RE: College-Wide Standing Committees FY 2023

I respectfully request the Lake Land College Board of Trustees approve the attached list of FY 2023 College-Wide Standing Committees. This is being presented per Board Policy 02.09 which states that the College President shall annually recommend to the Board the list of standing committees, their purposes and their membership composition. I submit this recommendation following a thorough review of each committee's prior year accomplishments and validating the on-going need for each committee included on the recommended list.

Upon approval by the Board, the administration will begin the process of confirming individuals to serve in the various positions as identified by job position for each committee. This process will also include confirmation of individuals to serve on the College's task forces and review boards. Selection of appropriate committee, task force and review board members will be conducted in consultation with each bargaining unit as outlined in their respective collective bargaining agreements.

Attachment

Lake Land College Standing Committees 2022-2023

Standing Committees:

Appointed to advise, make proposals, and when applicable, render decisions concerning educational needs and policy adherence of the institution. Committees noted with an * are referenced for faculty membership representation in the faculty association collective bargaining agreement. Unless otherwise noted, faculty appointments may include instructional or academic support faculty.

Academic and Enrollment Calendar Committee

Purpose: Develop and recommend to the College President the College academic calendar. Establish enrollment calendars.

Chair: VP for Student Services

Committee Assistant: Administrative Assistant to VP for Student Services

Members:

Director of Marketing & Public Relations

Comptroller

Academic Scheduling Coordinator

Academic Counselor/Coordinator for Orientation

Dean of Academic Operations

Chief Information Officer

Coordinator of Strategic Student

Communications & Initiatives

Dean of Admissions Services

Financial Aid Representative

Manager of Bookstore and Textbook Rentals

One Teaching Faculty

One Career Division Chair

One Transfer Division Chair

VP for Academic Services

Sponsor: VP for Student Services

Academic Council Committee*

Purpose: To facilitate ongoing dialogue between full-time faculty and the Administration/Board of Trustees.

Co-Chair: VP for Academic Services and One Faculty to be voted on by faculty at first meeting.

Committee Assistant: Administrative Assistant to VP for Academic Services

Members:

VP for Academic Services

*One academic support faculty member elected by academic support faculty (7)

*One teaching faculty member elected from each academic division (1)

Agriculture:

Allied Health:

Business:

Humanities:

Math/Science:

Non-teaching:

Social Science:

Technology:

At least two administrators: VP for Business Services & VP for Student Services

Director of Human Resources

Dean of Academic Operations

Faculty appointments are for three-year rotating terms

*Faculty Association President

Sponsor: VP for Academic Services

Academic Standards Committee

Purpose: Establish and review academic standards and requirements and recommend related changes in Board Policy to the College President.

Chair: VP for Student Services

Committee Assistant: Administrative Assistant to VP for Student Services

Members:

Dean of Admission Services

One Academic Counselor

One Division Chair

Two Faculty

Student selected by Student Government Association

Sponsor: VP for Student Services

(DC and faculty appointments are three-year terms)

Lake Land College Standing Committees 2022-2023

Advising Committee

Purpose: Develop, implement, and assess advising practices that promote retention, persistence, and completion.

Chair: Academic Counselor/Coordinator of Advising

Committee Assistant: Counseling Services Specialist

Members:

One to two Teaching Faculty from each division:

Allied Health

Agriculture

Business

Humanities

Technology

Math/Science

Social Science

Two Academic Counselors

Two students selected by Student Government Association

Sponsor: VP for Student Services

Assessment Committee

Purpose: Support continuous improvement by leading College-wide participation and integration of assessment activities and results.

Chair: Director of Assessment & Program Review

Committee Assistant: Executive Assistant to the President's Office

Members:

One Administrator

One Business Services Staff

One Student Services Staff

One Academic Services Staff

Director of Data Analytics

Director of Institutional Research and Reporting

One Teaching Faculty from each division:

Allied Health

Agriculture

Business

Humanities

Technology

Math/Science

Social Science

Sponsor: VP for Academic Services

Curriculum Committee

Purpose: Foster innovative course, credential, and program offerings. Facilitate and recommend the addition, revision or elimination of courses, credentials, and programs.

Chair: VP for Academic Services

Committee Assistant: Administrative Assistant to VP for Academic Services

Members:

Dean of Academic Operations

Dean of Admission Services

Director of Assessment & Program Review

Director of Data Analytics

Director of Institutional Research and Reporting

Director of Library Services

Associate Dean of Enrollment

All Division Chairs

Academic Scheduling Coordinator

One Member from Workforce Solutions and Community Ed.

One Admissions and Records Staff

One Academic Counselor

One Career Faculty

One Transfer Faculty

Two students selected by the Student Government Association

Sponsor: VP for Academic Services

Developmental Education Committee

Purpose: Improve student retention, persistence, and completion through communication and integration of developmental education best practices and continuous improvement strategies.

Chair: Division Chair for Math/Science or Humanities

Committee Assistant: Administrative Assistant to the current Chair

Members:

Director of Data Analytics

Director Student Success Service

Director of Institutional Research and Reporting

Developmental Reading/Writing Coordinator

Developmental Reading/Writing Instructor

Developmental Math Coordinator

Developmental Math Instructor

Counselor/Retention Coordinator

Lake Land College Standing Committees 2022-2023

Counselor for Student Accommodations
 Director of TRIO SSS
 Division Chairs for Mathematics and Humanities
 Student identified by Director Student Success
 Service
Sponsor: VP for Academic Services

Employee Development Committee*

Purpose: Plan the three scheduled faculty and staff development days (per academic year).

Chair: Sr. Human Resources Generalist

Committee Assistant: Human Resources Assistant

Members:

*Five faculty members
 One Paraprofessional
 Two Supervisory/Support Staff
 One Human Resources Staff

Sponsor: VP for Business Services
 (One member also serves on Inclusion and Diversity Education Committee)

Employee Reward and Recognition Committee

Purpose: Coordinate and implement College-wide employee celebrations and initiatives that foster a sense of teamship to recognize and reward employees demonstrating the College's vision and values.

Chair: Director of HR

Committee Assistant: Human Resources Assistant

Members:

One Marketing & Public Relations
 One Audio-Visual Services
 One Supervisory/Support
 One Physical Plant
 One Human Resources staff
 One Adjunct Faculty
 One Faculty
 One Paraprofessional

Co-Sponsors: VP for Business Services and President

Faculty Sabbatical Leave Committee*

Purpose: Evaluate and make recommendations regarding requests for faculty sabbatical leaves.

Chair: VP for Academic Services

Committee Assistant: Administrative Assistant to VP for Academic Services

Members:

*One teaching faculty from each division

*One Non-teaching faculty

VP for Student Services

Sponsor: VP for Academic Services (Faculty appointments are for three-year rotating terms.)

General Education Committee

Purpose: Establish and promote the general education philosophy and learning goals.

Recommend strategies for integration and assessment of general education and learning goals within the college curriculum.

Chair: Transfer Faculty Member (3 year term)

Committee Assistant: Administrative Assistant to the current Chair

Members:

Director of Assessment & Program Review

Director of Data Analytics

Faculty members should represent all academic divisions -

Five Transfer Faculty

Three Career faculty including Chair

Two non-teaching Faculty

Student selected by Student Government Association

Sponsor: VP for Academic Services

Health Insurance Committee*

Purpose: Provide annual evaluation and recommendations regarding College programs for employee wellness and health insurance.

Chair: VP for Business Services

Committee Assistant: Administrative Assistant to VP for Business Services

Members:

College Nurse

Three Administrators

*Three Faculty (Teaching or Non-Teaching)

One Paraprofessional

One Custodial

Lake Land College Standing Committees 2022-2023

Two Supervisory/Support
Sr. Human Resources Generalist and
College Compliance Coordinator
Sponsor: VP for Business Services

**Inclusion and Diversity Education
Committee**

Purpose: Provide leadership to educate, advocate and celebrate diversity to facilitate an inclusive environment.

Chair: Coordinator of International Studies Program

Committee Assistant: Administrative Assistant to Student Life

Members

Director of Student Life
Coordinator of International Studies Program
Counselor for Student Accommodations
One Human Resources Staff
One Supervisory/Support Staff
One Paraprofessional
One Custodial
Five Faculty Members
One Adjunct Faculty Member
Two students selected by the Student Government Association.

Sponsor: VP for Student Services
(One member also serves on Employee Development Committee)

Information Technology Committee

Purpose: Review, evaluate, and prioritize information technology projects and make recommendations to the Cabinet for final approval. Provide guidance to technology project requesters for all areas of the College.

Chair: Chief Information Officer

Committee Assistant: Administrative Assistant to the VP of Business Services

Members:

Coordinator of Strategic Student Communications & Initiatives
Dean of Admission Services
Chair for Counseling
Director of Enterprise Applications
Director of Financial Aid & Veteran Services

Comptroller
Director of Human Resources
Dean of Academic Operations
Director of Dual Credit
Director of Marketing & Public Relations
Director of Institutional Research and Reporting
One Faculty Member
One Member from Workforce Solutions and Community Ed.
Sponsor: VP for Business Services

Innovation Committee*

Purpose: Evaluates faculty requests for funding to support innovation in the classroom, professional development experiences and initiatives that support areas of focus to move the college forward.

Chair: VP for Academic Services

Committee Assistant: Administrative Assistant to VP for Academic Services

Members:

Three Faculty Members (3 year rotating terms)
Three Staff/Administrators
Sponsor: VP for Academic Services

NIMS (National Incident Management System) Committee

Purpose: Ensure the college is prepared to respond to critical incidents. Maximize the safety and well-being of students, employees and visitors by executing the appropriate response to mitigate the crisis.

Chair: Chief of Police

Committee Assistant: Executive Assistant to the President's Office

Members (executive team):

Police Sergeant & Coordinator for Emergency Mgt. Response & Training
President
VP for Academic Services
VP for Business Services
VP for Student Services
Dean for Workforce Solutions & Community Education
Director of Marketing and Public Relations

Lake Land College Standing Committees 2022-2023

Chief of Staff
 Chief Information Officer
 One Faculty Member
Sponsor: President

Occupational Safety Committee

Purpose: Promote occupational safety and ensure that the College is in compliance with related state and federal occupational safety regulations.

Chair: Sr. Human Resources Generalist and College Compliance Coordinator

Committee Assistant: Employment Specialist

Members:

College Nurse
 Director of Physical Plant Operations
 One Custodial Staff
 One Paraprofessional
 Two Faculty
 One Administrator/Supervisory
Sponsor: VP for Business Services

Strategic Planning Committee

Purpose: Assist with facilitating the development and maintenance of the College's strategic plan. Serve as a resource to the President's Cabinet on issues related to the strategic plan. Be champions for the planning process and aid in communicating the process with the College community.

Chair: Chief of Staff

Committee Assistant: Executive Assistant to the President's Office

Members:

Vice President for Academic Services
 Chief Information Officer
 Associate Dean of Enrollment
 Director of Institutional Research and Reporting
 Director of Data Analytics
 Director of Assessment & Program Review
 One Faculty Association
 One Paraprofessional
 One Custodial
 Two Support (Business Services and Student Services)

One Career Tech Faculty
 One Transfer Faculty
 Three Appointed Team Members (Academic Services, Student Services, Business Services)
Sponsor: President

Training/Retraining Committee*

Purpose: Discuss problem areas and determine faculty members who will be affected when there is retrenchment at the College.

Chair: VP for Academic Services

Committee Assistant: Administrative Assistant to the VP for Academic Services

Members:

Membership is appointed as needed.
Sponsor: VP for Academic Services



MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: May 5, 2022

RE: Base Salary Adjustments for Administrative, Supervisory, & Support Employees

For Fiscal Year 2023, we are proposing a base salary adjustment for our Administrative, Supervisory, and Support staff employees, excluding correctional centers, which addresses the current inflationary increases in living expenses and the financial pressures these increases have placed on our employees.

Excluding those staff that are currently in planned retirement, it is recommended that employees within these work groups receive a base salary increase of 5.00%, which is consistent with rates outlined in the proposed MOU with the Lake Land College Faculty Association.

I respectfully recommend the Board approve these base salary adjustments for the Administrative, Supervisory, and Support staff employees of the college, excluding correctional center staff.

MEMORANDUM OF UNDERSTANDING

This **MEMORANDUM OF UNDERSTANDING** (the “MOU”) is entered into this ___ day of May 2022, between the Board of Trustees of Lake Land College (the “College”) and the Lake Land College Paraprofessional Union IFT-AFT, Local 6028, AFL-CIO (the “Union”) (collectively, the “Parties”).

WHEREAS, the College and the Union have previously executed a collective bargaining agreement (the “CBA”), effective July 1, 2020, through June 30, 2023.

WHEREAS, the Parties have reached a voluntary agreement regarding Article VIII (“Wage rates”) and Appendix A (“Wage Schedule”);

WHEREAS, the Parties have reached a voluntary agreement to extend the current CBA for two (years) through 2025;

NOW, THEREFORE, the Parties agree the CBA shall be amended as follows:

1. Term of Contract

The current CBA, effective July 1, 2020 through June 30, 2023, shall be extended for two years with all provisions continuing in full force through June 30, 2025, except as specifically provided in this Agreement.

2. Wage Rates

Article VIII of the CBA (“Wage Rates”) shall be amended to read as follows:

The employee’s total annual wages shall meet all federal and state law requirements including SURS. Qualified employees for whom the Board has accepted resignations under Article XVIII (“Planned Retirement Program”) shall receive a 6% raise in their contractual salary for each of the last four (4) years of service to comply with the SURS cap on end of career earnings. Entry level employees will be classified and paid wage rates in accordance with the attached Wage Schedule, Appendix A. All other employees covered by this agreement will receive an increase in their base salary based on the following schedule:

7/1/2020-6/30/2021:

A member employed by the College as a full-time paraprofessional for less than 15 years shall receive an increase in base wages equivalent to \$1.25 per hour. A member employed by the College as a full-time paraprofessional for 15 or more years shall receive a base salary increase of 3%.

7/1/2021-6/30/2022:

A member employed by the College as a full-time paraprofessional for less than 15 years shall receive an increase in base wages equivalent to \$1.40 per hour. A member

employed by the College as a full-time paraprofessional for 15 or more years shall receive a base salary increase of 3%.

7/1/2022-6/30/2023:

A member employed by the College as a full-time paraprofessional for less than 15 years shall receive an increase in base wages equivalent to \$2.00 per hour. A member employed by the College as a full-time paraprofessional for 15 or more years shall receive a base salary increase of 5%.

7/1/2023-6/30/2024:

A member employed by the College as a full-time paraprofessional for less than 15 years shall receive an increase in base wages equivalent to \$1.50 per hour. A member employed by the College as a full-time paraprofessional for 15 or more years shall receive a base salary increase of 4%.

7/1/2024-6/30/2025:

A member employed by the College as a full-time paraprofessional for less than 15 years shall receive an increase in base wages equivalent to \$1.40 per hour. A member employed by the College as a full-time paraprofessional for 15 or more years shall receive a base salary increase of 3%.

To be eligible for an annual increase, a new employee must be hired prior to April 1st of the current fiscal year. The annual increase will be granted after the new employee completes the ninety (90) day probationary period. The increase will not be retroactive to July 1. This does not apply to employees who are on probationary status due to advancement, transfers, bidding, or bumping.

* For purposes of calculating years applicable to wage rates, it will be determined by time worked in a paraprofessional position at the start of the current contract. This applies to this section only.

3. Article XXI Bereavement Leave

Each full-time employee will, in the event of a death in the immediate family, be granted a maximum of five (5) working days of bereavement leave per occurrence with full pay. Immediate family is defined as the spouse, civil union partner, child, step-child, parent, step-parent, grandchild, brother, or sister of the employee.

Bereavement leave with pay will be granted for a maximum of three (3) working days in the event of the death of mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandparents, aunts, uncles, nephews, nieces, or foster parents.

Bereavement leave must be taken within the first five (5) working days of the death of an immediate family member and within the first three (3) working days of the death of all other family members, but need not be taken consecutively. The timeframe for when bereavement leave is granted may be authorized by the employee's vice president or President.

Bereavement leave days granted will not be accumulative from year to year, nor chargeable against any other paid employee leave.

If circumstances require, days needed in addition to the five- and three-day allotments may be charged to personal and/or sick leave balances.

Per the Child Bereavement Leave Act, employees are entitled to a maximum of ten (10) working days of unpaid leave for bereavement due to the death of a child or stepchild. The employee must take any unpaid leave allowed under the Act within 60 days after they are notified of the death of a child.

For Lake Land College employees at correctional or youth centers, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contract shall prevail.

4. Appendix A (“Wage Schedule”)

Appendix A of the CBA (“Wage Schedule”) shall be amended to read as follows:

Level 1				
2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
\$ 11.75	\$ 12.85	\$ 14.75	\$16.00	\$17.00

Food Services Assistant
 Food Services Cook
 Mailroom Assistant

Level 2				
2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
\$ 12.85	\$ 14.05	\$ 16.00	\$17.25	\$18.25

Accounting Assistant I
 Accounting Assistant II – Accounts Payable
 Accounting Assistant II – Cashier
 Administrative Assistant to Agriculture and Technology
 Administrative Assistant to Allied Health – Dental
 Administrative Assistant to Business
 Administrative Assistant to Career Services
 Administrative Assistant to Field House Operations
 Administrative Assistant to Humanities
 Administrative Assistant to Math/Science and Social Science/Education

Administrative Assistant to Student Life
 Administrative Assistant to the Director of Community and Professional Programs
 Administrative Assistant to the Kluthe Center
 Administrative Assistant to TRIO
 Bookstore Assistant
 Central Receiving/Mailroom Assistant
 Library Circulation Assistant
 Tutoring & Testing Center Specialist

Level 3				
2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
\$14.00	\$15.30	\$17.00	\$18.25	\$19.25

Accounting Assistant III – Accounts Receivable
 Academic Services Specialist
 Academic Services Specialist for the Dean of Guided Pathways
 Administrative Assistant to the Comptroller
 Marketing Production Specialist
 Administrative Assistant to the Dean of Admission Services
 Financial Aid Outreach Specialist
 Library-Cataloging/Acquisitions Assistant
 Student Service Specialist III – Admissions
 Workforce Development Specialist
 Facilities Coordinator to Physical Plant Operations
 Counseling Services Operations Specialist
 Community and Professional Program Specialist
 Allied Health Specialist
 College Advancement Specialist

5. 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.

6. Non-Precedential

The Parties agree that the circumstances leading to the creation of this MOU are unique and that entering into this MOU will not constitute a binding precedent for addressing any future issues.

7. **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
PARAPROFESSIONAL UNION IFT-AFT,
LOCAL 6028, AFL-CIO**

LAKE LAND COLLEGE

By: _____
Union President

By: _____
Lake Land College Board of Trustees

Date: _____

Date: _____

MEMORANDUM OF UNDERSTANDING

This **MEMORANDUM OF UNDERSTANDING** (the “MOU”) is entered into this ___ day of May 2022, 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 July 1, 2020, through June 30, 2023.

WHEREAS, the Parties have reached a voluntary agreement regarding Article II. B. 9 (“Salary Guidelines”) and Article II B 10;

NOW, THEREFORE, the Parties agree the CBA shall be amended as follows:

1. Appendix A

Article II B.9 of the CBA (“Salary Guidelines”) shall be amended to read as follows:

The full-time faculty salary schedule seeks to provide assurance of fair placement at the entry-point of employment and salary advancement for pre-approved and completed educational coursework, as specified below:

Level	Minimum Base Salary (9 month)		
	2020-2021	2021-2022	2022-2023
*T (Technical)	\$32,694	\$33,250	\$34,247
T+15 credit hours	\$33,269	\$33,834	\$34,849
T+30	\$33,845	\$34,421	\$34,453
T+45	\$34,422	\$35,007	\$36,057
A (Associate)	\$34,997	\$35,592	\$36,660
A+15	\$35,572	\$36,176	\$37,262
A+30	\$36,146	\$36,761	\$37,863
A+45	\$36,723	\$37,347	\$38,467
B (Bachelor)	\$37,299	\$37,933	\$39,071
B+15	\$37,875	\$38,519	\$39,674
M (Master)	\$38,450	\$39,104	\$40,277
M+15	\$39,024	\$39,687	\$40,878

M+30	\$39,600	\$40,273	\$41,482
M+45	\$40,177	\$40,860	\$42,086
D (Doctorate)	\$41,272	\$41,974	\$43,233

*requires a minimum of 2,000 hours of work experience in the area

2. **Wage Increases**

Article II B.10 of the CBA shall be amended to read as follows:

Full-time faculty covered by this agreement each academic year shall receive an increase in their base salary based on the following schedule:

Academic Year 2020-2021	Academic Year 2021-2022	Academic Year 2022-2023
1.80% of 2019-2020 base salary + \$500	2.0% of 2020-2021 base salary + \$250	5.0% of 2021-2022 base

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. **Non-Precedential**

The Parties agree that the circumstances leading to the creation of this MOU are unique and that entering into this MOU will not constitute a binding precedent for addressing any future issues.

5. **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: _____
Lake Land College Board of Trustees

Date: _____

Date: _____

MEMORANDUM OF UNDERSTANDING

This **MEMORANDUM OF UNDERSTANDING** (the “MOU”) is entered into this ___ day of May 2022, between the Board of Trustees of Lake Land College (the “College”) and the Lake Land College Custodial Association (the “Union”) (collectively, the “Parties”).

WHEREAS, the College and the Union have previously executed a collective bargaining agreement (the “CBA”), effective July 1, 2021, through June 30, 2024.

WHEREAS, the Parties have reached a voluntary agreement regarding Article X , Section 3 (“Wage Increases”) and Appendix A (“New Employees Wage Schedule”);

NOW, THEREFORE, the Parties agree the CBA shall be amended as follows:

1. Wage Rates

Article X, Section 3 of the CBA (“Wage Increases”) shall be amended to read as follows:

The employee’s total annual wages shall meet all federal and state law requirements including SURS. Qualified employees for whom the Board has accepted resignations under Article XVII (“Planned Retirement Program”) shall follow that section relative to wage increases.

7/1/2021-6/30/2022:

A full-time bargaining unit member who has completed their probationary period as of June 30, 2021 and has been employed by the College less than 20 years shall receive an increase of base wages of \$1.40 per hour. A full-time bargaining unit employed by the College for 20 or more years shall receive a base salary wage increase of 2.5%.

7/1/2022-6/30/2023:

A full-time bargaining unit member who has completed their probationary period as of June 30, 2022 and has been employed by the College less than 20 years shall receive an increase of base wages of \$1.60 per hour. A full-time bargaining unit employed by the College for 20 or more years shall receive a base salary wage increase of 5.0%.

7/1/2023-6/30/2024:

A full-time bargaining unit member who has completed their probationary period as of June 30, 2023 and has been employed by the College less than 20 years shall receive an increase of base wages of \$1.70 per hour. A full-time bargaining unit employed by the College for 20 or more years shall receive a base salary wage increase of 4.0%.

2. Appendix A

Appendix A of the CBA (“New Employees Rate Schedule”) shall be amended to read as follows:

	2021-22	2022-23	2023-24
Custodian	13.80	15.40	16.85
Lead Custodian	16.20	17.55	19.00
Grounds Keeper	16.20	17.55	19.00
Service Worker	16.20	17.55	19.00
Maintenance I	16.20	17.55	19.00
Grounds Keeper/ Master Gardener	17.40	18.85	20.30
Maintenance II	19.50	21.15	22.90

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. Non-Precedential

The Parties agree that the circumstances leading to the creation of this MOU are unique and that entering into this MOU will not constitute a binding precedent for addressing any future issues.

5. 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
CUSTODIAL ASSOCIATION**

LAKE LAND COLLEGE

By: _____
Union President

By: _____
Lake Land College Board of Trustees

Date: _____

Date: _____

DRAFT

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, held in Room 011 of the Board and Administration Center, 5001 Lake Land Boulevard, Mattoon, Illinois, in said Community College District at 6:00 o'clock P.M., on the 9th day of May, 2022.

* * *

The meeting was called to order by the Chairman, and upon the roll being called, Mike Sullivan, the Chairman, and the following Trustees were physically present at said location:

_____ and _____ (non-voting student trustee).

The following Trustees were allowed by a majority of the members of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: _____

No Trustee was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The Chairman announced that the next item for consideration was the issuance of not to exceed \$16,100,000 General Obligation Debt Certificates (Limited Tax) to be issued by the District pursuant to Section 17(b) of the Local Government Debt Reform Act, and that the Board of Trustees would consider the adoption of a resolution providing for an Installment Purchase Agreement in order to complete capital projects in and for the District, including, but not limited

to, constructing the Rural Development Technology Center and renovating, repairing and equipping District facilities, authorizing the issuance of said Certificates evidencing the rights to payment under said Agreement and providing for the sale of said Certificates. The Chairman then explained that the resolution sets forth the parameters for the issuance of said Certificates and sale thereof by designated officials of the District and summarized the pertinent terms of said parameters, including the specific parameters governing the manner of sale, length of maturity, rates of interest and purchase price for said Certificates.

Whereupon Trustee _____ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Trustees prior to said meeting and to everyone in attendance at said meeting who requested a copy:

Lake Land College

Board of Trustees



RESOLUTION authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real or personal property, or both, in and for Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, and for the issue of not to exceed \$16,100,000 General Obligation Debt Certificates (Limited Tax), of said Community College District evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to the purchaser thereof.

RESOLUTION NUMBER: 0522-008

DATE: 5-9-22

* * *

WHEREAS, Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois (the "*District*"), is a community college district of the State of Illinois operating under and pursuant to the Public Community College Act of the State of Illinois, as amended (the "*Public Community College Act*"), the Local Government Debt Reform Act of the State of Illinois, as amended (the "*Debt Reform Act*"), and in particular, the provisions of Section 17(b) of the Debt Reform Act (the "*Installment Purchase Provisions*"); and

WHEREAS, the Board of Trustees of the District (the "*Board*") has considered the needs of the District and, in so doing, the Board has deemed and does now deem it advisable, necessary,

and for the best interests of the District to complete capital projects in and for the District, including, but not limited to, constructing the Rural Development Technology Center and renovating, repairing and equipping District facilities, including, in connection with said work, acquisition of all land or rights in land, mechanical, electrical, and other services necessary, useful or advisable thereto (the "*Project*"), all as shown on preliminary plans and cost estimates on file with and approved by the Board; and

WHEREAS, the Board has determined the total cost of the Project and expenses incidental thereto, including financial, legal, architectural, and engineering services related to such work (the "*Related Expenses*") and to the Agreement hereinafter provided for in this Resolution to be not less than \$16,100,000, plus estimated investment earnings which may be received on said sum prior to disbursement; and

WHEREAS, sufficient funds of the District are not available to pay the costs of the Project, and it will, therefore, be necessary to borrow money in the amount of not to exceed \$16,100,000 for the purpose of paying such costs; and

WHEREAS, pursuant to the Installment Purchase Provisions, the District has the power to purchase real or personal property through agreements that provide that the consideration for the purchase may be paid through installments made at stated intervals for a period of no more than 20 years, to sell, convey and reacquire either real or personal property upon any terms and conditions and in any manner as the Board shall determine, if the District will lease, acquire by purchase agreement, or otherwise reacquire the property as authorized by applicable law and to issue certificates evidencing indebtedness incurred under such agreements; and

WHEREAS, the Board finds that it is desirable and in the best interests of the District to avail of the provisions of the Installment Purchase Provisions to authorize an Installment Purchase Agreement (the "*Agreement*"); name as counter-party to the Agreement the Treasurer of the

Board (the "*Treasurer*"), as nominee-seller; authorize the Chairman (the "*Chairman*") and Secretary (the "*Secretary*") of the Board to execute and attest, respectively, the Agreement on behalf of the District and to file same with the Secretary in his or her capacity as keeper of the records and files of the District; and issue certificates evidencing the indebtedness incurred under the Agreement in the amount of not to exceed \$16,100,000:

NOW THEREFORE Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Authorization. It is necessary and advisable for the residents of the District to pay the costs of the Project, including all Related Expenses, and to borrow money and, in evidence thereof and for the purpose of financing same, enter into the Agreement and, further, to provide for the issuance and delivery of certificates evidencing the indebtedness incurred under the Agreement.

Section 3. Agreement is a General Obligation; Annual Budget. The District hereby represents, warrants, and agrees that the obligation to make the payments due under the Agreement shall be a general obligation of the District payable from any funds of the District lawfully available for such purpose. The District represents and warrants that the total amount due under the Agreement, together with all other indebtedness of the District, is within all statutory and constitutional debt limitations. The District agrees to budget funds of the District annually and in a timely manner so as to provide for the making of all payments when due under the terms of the Agreement.

Section 4. Execution and Filing of the Agreement. From and after the effective date of this Resolution, the Chairman and Secretary be and they are hereby authorized and directed to execute and attest, respectively, the Agreement, in substantially the form set forth in Section 5 of this Resolution, and to do all things necessary and essential to effectuate the provisions of the Agreement, including the execution of any documents and certificates incidental thereto or necessary to carry out the provisions thereof. Further, as nominee-seller, the Treasurer is hereby authorized and directed to execute the Agreement. Upon full execution, the original of the Agreement shall be filed with the Secretary and retained in the District records and shall constitute authority for the issuance of the Certificates hereinafter authorized.

Section 5. Form of Agreement. The Agreement shall be in substantially the form as follows:

INSTALLMENT PURCHASE AGREEMENT for purchase of real or personal property, or both, in and for Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois.

* * *

THIS INSTALLMENT PURCHASE AGREEMENT (this "Agreement") dated as of _____, 20____, by and between the Treasurer of the Board of Trustees (the "Board") of the District (as hereinafter defined), as Nominee-Seller (the "Seller"), and Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, a community college district of the State of Illinois (the "District"):

WITNESSETH

A. The Board has determined to complete capital projects in and for the District, including, but not limited to, constructing the Rural Development Technology Center and renovating, repairing and equipping District facilities (the "Project"), all as previously approved by the Board and on file with the Secretary of the Board (the "Secretary").

B. Pursuant to the provisions of the Public Community College Act of the State of Illinois (the "Public Community College Act"), the Local Government Debt Reform Act of the State of Illinois (the "Debt Reform Act"), and, in particular, the provisions of Section 17(b) of the Debt Reform Act (the "Installment Purchase Provisions"), in each case, as supplemented and amended (collectively "Applicable Law"), the District has the power to purchase real or personal property through agreements that provide that the consideration for the purchase may be paid through installments made at stated intervals for a period of no more than 20 years, to sell, convey and reacquire either real or personal property upon any terms and conditions and in any manner as the Board shall determine, if the District will lease, acquire by purchase agreement,

or otherwise reacquire the property as authorized by applicable law and to issue certificates evidencing indebtedness incurred under such agreements.

C. On the 9th day of May, 2022, the Board, pursuant to Applicable Law and the need to provide for the Project, adopted a resolution (the "*Resolution*") authorizing the borrowing of money for the Project, the execution and delivery of this Agreement to finance same, and the issuance of certificates evidencing the indebtedness so incurred.

D. The Resolution is

- (a) incorporated herein by reference; and
- (b) made a part hereof as if set out at this place in full;

and each of the terms as defined in the Resolution is also incorporated by reference for use in this Agreement.

E. The Seller, as nominee as expressly permitted by the Installment Purchase Provisions, has agreed to make, construct and acquire the Project on the terms as hereinafter provided.

NOW THEREFORE in consideration of the mutual covenants and agreements hereinafter contained and other valuable consideration, it is mutually agreed between the Seller and the District as follows:

1. MAKE AND ACQUIRE PROJECT

The Seller agrees to make, construct, and acquire the Project upon real estate owned or to be owned by or upon which valid easements have been obtained in favor of the District.

2. CONVEYANCE

The District conveys to the Seller any portion of the Project heretofore acquired by the District and to be paid from proceeds of the Certificates (as defined in the Resolution). The Seller agrees to convey each part of the Project to the District and to perform all necessary work and

convey all necessary equipment; and the District agrees to purchase the Project from the Seller and pay for the Project the purchase price of \$_____; plus the amount of investment earnings which are earned on the amount deposited with the Treasurer from the sale of the Certificates and in no event shall the total aggregate principal purchase price to be paid pursuant to this Agreement exceed the sum of \$_____, plus the amount of investment earnings which are earned on the amount deposited with the Treasurer from the sale of the Certificates.

3. PAYMENTS

The payment of the entire sum of \$_____ of said purchase price shall:

- (a) be payable in installments due on the dates and in the amounts;
- (b) bear interest at the rates percent per annum which interest shall also be payable on the dates and in the amounts;
- (c) be payable at the place or places of payment, in the medium of payment, and upon such other terms, including prepayment (redemption);

all as provided for payment of the Certificates in the Resolution.

4. ASSIGNMENT

Rights to payment of the Seller as provided in this Agreement are assigned as a matter of law under the Installment Purchase Provisions to the owners of the Certificates. This Agreement and any right, title, or interest herein, shall not be further assignable. The Certificates, evidencing the indebtedness incurred hereby, are assignable (registrable) as provided in the Resolution.

5. TAX COVENANTS

The covenants relating to the tax-exempt status of the Certificates, as set forth in the Resolution, insofar as may be applicable, apply to the work to be performed and the payments made under this Agreement.

6. TITLE

(a) *Vesting of Title.* Title in and to any part of the Project, upon delivery or as made, during all stages of the making or acquisition thereof, shall and does vest immediately in the District.

(b) *Damage, Destruction, and Condemnation.* If, during the term of this Agreement, (i) all or any part of the Project shall be destroyed, in whole or in part, or damaged by fire or other casualty or event; or (ii) title to, or the temporary or permanent use of, all or any part of the Project shall be taken under the exercise of the power of eminent domain by any governmental body or by any person, firm, or corporation acting under governmental authority; or (iii) a material defect in construction of all or any part of the Project shall become apparent; or (iv) title to or the use of all or any part of the Project shall be lost by reason of a defect in title; then the District shall continue to make payments as promised herein and in the Certificates and to take such action as it shall deem necessary or appropriate to repair and replace the Project.

7. LAWFUL CORPORATE OBLIGATION

The District hereby represents, warrants, and agrees that the obligation to make the payments due hereunder shall be a lawful direct general obligation of the District payable from the general funds of the District and such other sources of payment as are otherwise lawfully available. The District represents and warrants that the total amount due the Seller hereunder, together with all other indebtedness of the District, is within all statutory and constitutional debt limitations. The District agrees to budget funds of the District annually and in a timely manner so as to provide for the making of all payments when due under the terms of this Agreement.

8. GENERAL COVENANT AND RECITAL

It is hereby certified and recited by the Seller and the District, respectively, that as to each, respectively, for itself, all conditions, acts, and things required by law to exist or to be done

precedent to and in the execution of this Agreement did exist, have happened, been done and performed in regular and due form and time as required by law.

9. NO SEPARATE TAX

THE SELLER AND THE DISTRICT RECOGNIZE THAT THERE IS NO STATUTORY AUTHORITY FOR THE LEVY OF A SEPARATE TAX IN ADDITION TO OTHER TAXES OF THE DISTRICT OR THE LEVY OF A SPECIAL TAX UNLIMITED AS TO RATE OR AMOUNT TO PAY ANY OF THE AMOUNTS DUE HEREUNDER.

10. DEFAULT

In the event of a default in payment hereunder by the District, the Seller or any Certificateholder may pursue any available remedy by suit at law or equity to enforce the payment of all amounts due or to become due under this Agreement, including, without limitation, an action for specific performance.

IN WITNESS WHEREOF the Seller has caused this Installment Purchase Agreement to be executed, and his or her signature to be attested by the Secretary of the Board, and the District has caused this Installment Purchase Agreement to be executed by the Chairman of its Board, and also attested by the Secretary of its Board, all as of the day and year first above written.

SELLER: Signature: _____ SPECIMEN _____

Madge Shoot
as Nominee-Seller and the Treasurer of the
Board of Trustees

ATTEST:

SPECIMEN
Secretary, Board of Trustees

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

SPECIMEN
Chairman, Board of Trustees

ATTEST:

SPECIMEN
Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
 COUNTY OF COLES)

CERTIFICATE OF INSTALLMENT PURCHASE AGREEMENT FILING

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees (the "Board") of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois (the "District"), and as such officer I do hereby certify that on the ____ day of _____, 20____, there was filed in my office a properly certified copy of that certain document, executed by the Chairman of the Board, attested by me in my capacity as Secretary of the Board, and further executed, as Nominee-Seller, by the Treasurer of the Board, also attested by me, dated as of _____, 20____, and entitled "INSTALLMENT PURCHASE AGREEMENT for purchase of real or personal property, or both, in and for Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois"; and supporting the issuance of certain General Obligation Debt Certificates (Limited Tax), Series 20____, of the District; that attached hereto is a true and complete copy of said Agreement as so filed; and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF I hereunto affix my official signature, this ____ day of _____, 20__.

SPECIMEN
Secretary, Board of Trustees

Section 6. Certificate Details. For the purpose of providing for the Project, there shall be issued and sold certificates of the District in the principal amount of not to exceed \$16,100,000, and such certificates, if issued, shall be designated "General Obligation Debt Certificates (Limited Tax), Series 2022[___]" (the "*Certificates*") with such additional series designations and descriptions as may be necessary to describe the Certificates, as set forth in the Certificate Notification (as hereinafter defined). The Certificates shall be dated the date of the issuance thereof and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$100,000 each and multiples of \$5,000 in excess thereof (unless otherwise set forth in the Certificate Notification) (but no single Certificate shall represent installments of principal maturing on more than one date) or such other denominations as set forth in the Certificate Notification, and shall be numbered 1 and upward. The Certificates shall become due and payable serially or be subject to mandatory redemption (subject to prior redemption as hereinafter set forth) on December 1 of each of the years (not later than 2032), in the amounts (not exceeding \$2,050,000 per year) and bearing interest at the interest rates per annum (not exceeding 5.00%) as set forth in the Certificate Notification. The Certificates shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Certificates is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable semi-annually commencing with the first interest payment date as set forth in the Certificate Notification, and on June 1 and December 1 of each year thereafter to maturity.

Interest on each Certificate shall be paid by check or draft of the Treasurer, the Purchaser (as hereinafter defined) or a bank or trust company authorized to do business in the State of Illinois (as set forth in the Certificate Notification), as certificate registrar and paying agent (the "*Certificate Registrar*"), payable upon presentation in lawful money of the United States of

America, to the person in whose name such Certificate is registered at the close of business on the 15th day of the month next preceding the interest payment date. The principal of the Certificates shall be payable in lawful money of the United States of America at the principal corporate trust office of the Certificate Registrar.

The Certificates shall be signed by the manual or facsimile signatures of the Chairman and Secretary, and shall be registered, numbered and countersigned by the manual or facsimile signature of the Treasurer, as they shall determine, and in case any officer whose signature shall appear on any Certificate shall cease to be such officer before the delivery of such Certificate, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

All Certificates shall have thereon a certificate of authentication substantially in the form hereinafter set forth, duly executed by the Certificate Registrar as authenticating agent of the District and showing the date of authentication. No Certificate shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Resolution unless and until such certificate of authentication shall have been duly executed by the Certificate Registrar by manual signature, and such certificate of authentication upon any such Certificate shall be conclusive evidence that such Certificate has been authenticated and delivered under this Resolution. The certificate of authentication on any Certificate shall be deemed to have been executed by the Certificate Registrar if signed by an authorized officer of the Certificate Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Certificates issued hereunder.

Section 7. Registration of Certificates; Persons Treated as Owners. (a). General. The District shall cause books (the "Certificate Register") for the registration and for the transfer of the Certificates as provided in this Resolution to be kept at the principal office of the Certificate

Registrar, which is hereby constituted and appointed the registrar of the District. The District is authorized to prepare, and the Certificate Registrar shall keep custody of, multiple Certificate blanks executed by the District for use in the transfer and exchange of Certificates.

Upon surrender for transfer of any Certificate at the principal office of the Certificate Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Certificate Registrar and duly executed by the registered owner or his or her attorney duly authorized in writing, the District shall execute and the Certificate Registrar shall authenticate, date, and deliver in the name of the transferee or transferees a new fully registered Certificate or Certificates of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Certificate or Certificates may be exchanged at said office of the Certificate Registrar for a like aggregate principal amount of Certificate or Certificates of the same maturity of other authorized denominations. The execution by the District of any fully registered Certificate shall constitute full and due authorization of such Certificate and the Certificate Registrar shall thereby be authorized to authenticate, date, and deliver such Certificate; *provided, however*, the principal amount of outstanding Certificates of each maturity authenticated by the Certificate Registrar shall not exceed the authorized principal amount of Certificates for such maturity less previous retirements.

The Certificate Registrar shall not be required to transfer or exchange any Certificate during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Certificate and ending at the opening of business on such interest payment date, nor to transfer or exchange any Certificate after notice calling such Certificate for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Certificates.

The person in whose name any Certificate shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Certificate shall be made only to or upon the order of the registered owner thereof or his or her legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Certificate to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Certificates, but the District or the Certificate Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Certificates except in the case of the issuance of a Certificate or Certificates for the unredeemed portion of a Certificate surrendered for redemption.

(b) *Global Book-Entry System.* If so requested by the Purchaser, the following provisions shall apply: The Certificates shall be initially issued in the form of a separate single fully registered Certificate for each of the maturities of the Certificates determined as described in Section 6 hereof. If requested by the Purchaser, upon initial issuance, the ownership of each such Certificate may be registered in the Certificate Register in the name of Cede & Co., or any successor thereto ("*Cede*"), as nominee of The Depository Trust Company, New York, New York, and its successors and assigns ("*DTC*"). In such event, all of the outstanding Certificates shall be registered in the Certificate Register in the name of Cede, as nominee of DTC, except as hereinafter provided. The Chairman and Secretary and the President, Vice President for Business Services and any other business official of the District and the Certificate Registrar are each authorized to execute and deliver, on behalf of the District, such letters to or agreements with DTC as shall be necessary to effectuate such book-entry system (any such letter or agreement being referred to herein as the "*Representation Letter*"), which Representation Letter may provide for the payment of principal of or interest on the Certificates by wire transfer.

With respect to Certificates registered in the Certificate Register in the name of Cede, as nominee of DTC, the District and the Certificate Registrar shall have no responsibility or obligation to any broker-dealer, bank or other financial institution for which DTC holds Certificates from time to time as securities depository (each such broker-dealer, bank or other financial institution being referred to herein as a “DTC Participant”) or to any person on behalf of whom such a DTC Participant holds an interest in the Certificates. Without limiting the immediately preceding sentence, the District and the Certificate Registrar shall have no responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede or any DTC Participant with respect to any ownership interest in the Certificates, (ii) the delivery to any DTC Participant or any other person, other than a registered owner of a Certificate as shown in the Certificate Register, of any notice with respect to the Certificates, including any notice of redemption, or (iii) the payment to any DTC Participant or any other person, other than a registered owner of a Certificate as shown in the Certificate Register, of any amount with respect to the principal of or interest on the Certificates. The District and the Certificate Registrar may treat and consider the person in whose name each Certificate is registered in the Certificate Register as the holder and absolute owner of such Certificate for the purpose of payment of principal and interest with respect to such Certificate, for the purpose of giving notices of redemption and other matters with respect to such Certificate, for the purpose of registering transfers with respect to such Certificate, and for all other purposes whatsoever. The Certificate Registrar shall pay all principal of and interest on the Certificates only to or upon the order of the respective registered owners of the Certificates, as shown in the Certificate Register, or their respective attorneys duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the District’s obligations with respect to payment of the principal of and interest on the Certificates to the extent of the sum or sums so paid. No person other than

a registered owner of a Certificate as shown in the Certificate Register, shall receive a Certificate evidencing the obligation of the District to make payments of principal and interest with respect to any Certificate. Upon delivery by DTC to the Certificate Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede, and subject to the provisions in Section 6 hereof with respect to the payment of interest to the registered owners of Certificates at the close of business on the 15th day of the month next preceding the applicable interest payment date, the name "Cede" in this Resolution shall refer to such new nominee of DTC.

In the event that (i) the District determines that DTC is incapable of discharging its responsibilities described herein and in the Representation Letter, (ii) the agreement among the District, the Certificate Registrar and DTC evidenced by the Representation Letter shall be terminated for any reason or (iii) the District determines that it is in the best interests of the beneficial owners of the Certificates that they be able to obtain certificated Certificates, the District shall notify DTC and DTC Participants of the availability through DTC of certificated Certificates and the Certificates shall no longer be restricted to being registered in the Certificate Register in the name of Cede, as nominee of DTC. At that time, the District may determine that the Certificates shall be registered in the name of and deposited with such other depository operating a universal book-entry system, as may be acceptable to the District, or such depository's agent or designee, and if the District does not select such alternate universal book-entry system, then the Certificates may be registered in whatever name or names registered owners of Certificates transferring or exchanging Certificates shall designate, in accordance with the provisions of Section 7(a) hereof.

Notwithstanding any other provisions of this Resolution to the contrary, so long as any Certificate is registered in the name of Cede, as nominee of DTC, all payments with respect to

principal of and interest on such Certificate and all notices with respect to such Certificate shall be made and given, respectively, in the name provided in the Representation Letter.

Section 8. Redemption. (a) Optional Redemption. All or a portion of the Certificates, if any, due on and after the date, if any, specified in the Certificate Notification shall be subject to redemption prior to maturity at the option of the District from any available funds, as a whole or in part, and if in part in integral multiples of \$5,000, in any order of their maturity as determined by the District (less than all of the Certificates of a single maturity to be selected by the Certificate Registrar), on the date specified in the Certificate Notification, if any, and on any date thereafter, at the redemption price of par plus accrued interest to the date fixed for redemption.

(b) *Mandatory Redemption.* The Certificates maturing on the date or dates, if any, indicated in the Certificate Notification shall be subject to mandatory redemption, in integral multiples of \$5,000 selected by lot by the Certificate Registrar, at a redemption price of par plus accrued interest to the redemption date for such Certificates, on December 1 of the years, if any, and in the principal amounts, if any, as indicated in such Certificate Notification.

The principal amounts of Certificates to be mandatorily redeemed in each year may be reduced through the earlier optional redemption thereof, with any partial optional redemptions of such Certificates credited against future mandatory redemption requirements in such order of the mandatory redemption dates as the District may determine. In addition, on or prior to the 60th day preceding any mandatory redemption date, the Certificate Registrar may, and if directed by the Board shall, purchase Certificates required to be retired on such mandatory redemption date. Any such Certificates so purchased shall be cancelled and the principal amount thereof shall be credited against the mandatory redemption required on such next mandatory redemption date.

(c) *General.* The Certificates shall be redeemed only in the principal amount of \$5,000 and integral multiples thereof subject to the limitations set forth in this section. The District shall, at least twenty (20) days prior to any optional redemption date (unless a shorter time period shall be satisfactory to the Certificate Registrar) notify the Certificate Registrar of such redemption date and of the principal amount and maturity or maturities of Certificates to be redeemed. For purposes of any redemption of less than all of the outstanding Certificates of a single maturity, the particular Certificates or portions of Certificates to be redeemed shall be selected by lot by the Certificate Registrar from the Certificates of such maturity by such method of lottery as the Certificate Registrar shall deem fair and appropriate; *provided* that such lottery shall provide for the selection for redemption of Certificates or portions thereof so that any \$5,000 Certificate or \$5,000 portion of a Certificate shall be as likely to be called for redemption as any other such \$5,000 Certificate or \$5,000 portion. The Certificate Registrar shall make such selection upon the earlier of the irrevocable deposit of funds with an escrow agent sufficient to pay the redemption price of the Certificates to be redeemed or the time of the giving of official notice of redemption.

The Certificate Registrar shall promptly notify the District in writing of the Certificates or portions of Certificates selected for redemption and, in the case of any Certificate selected for partial redemption, the principal amount thereof to be redeemed.

Section 9. Redemption Procedure. Unless waived by any holder of Certificates to be redeemed, notice of the call for any such redemption shall be given by the Certificate Registrar on behalf of the District by mailing the redemption notice by first class mail at least twenty (20) days and not more than sixty (60) days prior to the date fixed for redemption to the registered owner of the Certificate or Certificates to be redeemed at the address shown on the Certificate

Register or at such other address as is furnished in writing by such registered owner to the Certificate Registrar.

All notices of redemption shall state:

- (1) the redemption date,
- (2) the redemption price,
- (3) if less than all outstanding Certificates are to be redeemed, the identification (and, in the case of partial redemption, the respective principal amounts) of the Certificates to be redeemed,
- (4) that on the redemption date the redemption price will become due and payable upon each such Certificate or portion thereof called for redemption, and that interest thereon shall cease to accrue from and after said date,
- (5) the place where such Certificates are to be surrendered for payment of the redemption price, which place of payment shall be the principal office of the Certificate Registrar, and
- (6) such other information then required by custom, practice or industry standard.

Unless moneys sufficient to pay the redemption price of the Certificates to be redeemed at the option of the District shall have been received by the Certificate Registrar prior to the giving of such notice of redemption, such notice may, at the option of the District, state that said redemption shall be conditional upon the receipt of such moneys by the Certificate Registrar on or prior to the date fixed for redemption. If such moneys are not received, such notice shall be of no force and effect, the District shall not redeem such Certificates, and the Certificate Registrar shall give notice, in the same manner in which the notice of redemption shall have been given, that such moneys were not so received and that such Certificates will not be redeemed. Otherwise, prior to any redemption date, the District shall deposit with the Certificate Registrar an amount of money sufficient to pay the redemption price of all the Certificates or portions of Certificates which are to be redeemed on that date.

Subject to the provisions for a conditional redemption described above, notice of redemption having been given as aforesaid, the Certificates or portions of Certificates so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the District shall default in the payment of the redemption price) such Certificates or portions of Certificates shall cease to bear interest. Upon surrender of such Certificates for redemption in accordance with said notice, such Certificates shall be paid by the Certificate Registrar at the redemption price. Installments of interest due on or prior to the redemption date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Certificate, there shall be prepared for the registered holder a new Certificate or Certificates of the same maturity in the amount of the unpaid principal.

If any Certificate or portion of Certificate called for redemption shall not be so paid upon surrender thereof for redemption, the principal shall, until paid, bear interest from the redemption date at the rate borne by the Certificate or portion of Certificate so called for redemption. All Certificates which have been redeemed shall be cancelled and destroyed by the Certificate Registrar and shall not be reissued.

Section 10. Form of Certificate. The Certificates shall be in substantially the following form; *provided, however,* that if the text of the Certificate is to be printed in its entirety on the front side of the Certificate, then paragraph [2] and the legend "See Reverse Side for Additional Provisions", shall be omitted and paragraphs [6] through [11] shall be inserted immediately after paragraph [1]:

[Form of Certificate - Front Side]

REGISTERED
NO. ____

REGISTERED
\$_____

UNITED STATES OF AMERICA

STATE OF ILLINOIS

COUNTIES OF COLES, CHRISTIAN, CLARK, CLAY, CRAWFORD, CUMBERLAND, DOUGLAS, EDGAR,
EFFINGHAM, FAYETTE, JASPER, MACON, MONTGOMERY, MOULTRIE AND SHELBY

COMMUNITY COLLEGE DISTRICT NO. 517

GENERAL OBLIGATION DEBT CERTIFICATE (LIMITED TAX), SERIES 2022[___]

See Reverse Side for
Additional Provisions

Interest Maturity Dated
Rate: ____% Date: _____ 1, 20__ Date: _____, 20__ [CUSIP _____]

Registered Owner:

Principal Amount:

[1] KNOW ALL PERSONS BY THESE PRESENTS, that Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois (the "District"), hereby acknowledges itself to owe and for value received promises to pay from the source and as hereinafter provided to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Certificate or from the most recent interest payment date to which interest has been paid on June 1 and December 1 of each year, commencing _____, 20__, until said Principal Amount is paid. Principal of this Certificate is payable in lawful money of the United States of America upon presentation and surrender hereof at the principal [corporate trust] office of _____, _____, as certificate registrar

and paying agent (the "*Certificate Registrar*"). Payment of the installments of interest shall be made to the Registered Owner hereof as shown on the registration books of the District maintained by the Certificate Registrar at the close of business on the 15th day of the month next preceding each interest payment date and shall be paid by check or draft of the Certificate Registrar, payable upon presentation in lawful money of the United States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Certificate Registrar.

[2] Reference is hereby made to the further provisions of this Certificate set forth on the reverse hereof, and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Certificate did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of certificates of which this is one, does not exceed any limitation imposed by law; that the obligation to make payments due hereon is a general obligation of the District payable from any funds of the District legally available for such purpose, and that the District shall budget funds annually and in a timely manner so as to provide for the making of all payments hereon when due. THE OWNER OF THIS CERTIFICATE ACKNOWLEDGES THAT THERE IS NO STATUTORY AUTHORITY FOR THE LEVY OF A SEPARATE TAX IN ADDITION TO OTHER TAXES OF THE DISTRICT OR THE LEVY OF A SPECIAL TAX UNLIMITED AS TO RATE OR AMOUNT TO PAY ANY OF THE AMOUNTS DUE HEREUNDER.

[4] This Certificate shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Certificate Registrar.

[5] IN WITNESS WHEREOF said Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, by its Board of Trustees, has caused this Certificate to be signed by the manual or duly authorized facsimile signatures of the Chairman and Secretary of said Board of Trustees, and to be registered, numbered and countersigned by the manual or duly authorized facsimile signature of the Treasurer of said Board of Trustees, all as of the Dated Date identified above.

SPECIMEN
Chairman, Board of Trustees

SPECIMEN
Secretary, Board of Trustees

Registered, Numbered and Countersigned:

SPECIMEN
Treasurer, Board of Trustees

Date of Authentication: _____, 20__

CERTIFICATE
OF
AUTHENTICATION

Certificate Registrar and Paying Agent:

This Certificate is one of the Certificates described in the within-mentioned resolution and is one of the General Obligation Debt Certificates (Limited Tax), Series 20__, of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois.

as Certificate Registrar

By _____ SPECIMEN
Authorized Officer

[Form of Certificate - Reverse Side]

COMMUNITY COLLEGE DISTRICT NO. 517

COUNTIES OF COLES, CHRISTIAN, CLARK, CLAY, CRAWFORD, CUMBERLAND, DOUGLAS, EDGAR, EFFINGHAM, FAYETTE, JASPER, MACON, MONTGOMERY, MOULTRIE AND SHELBY AND STATE OF ILLINOIS

GENERAL OBLIGATION DEBT CERTIFICATE (LIMITED TAX), SERIES 2022[___]

[6] This Certificate is one of a series of certificates issued by the District to complete capital projects in and for the District, in full compliance with the provisions of the Public Community College Act of the State of Illinois, and the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and is authorized by the Board of Trustees of the District by a resolution duly and properly adopted for that purpose, in all respects as provided by law. The Certificates issued by the District in connection with the Project have been issued in evidence of the indebtedness incurred pursuant to a certain Installment Purchase Agreement (the "Agreement"), dated as of _____, 20__, entered into by and between the District and the Treasurer of the Board, as Seller-Nominee, to which reference is hereby expressly made for further definitions and terms and to all the provisions of which the holder by the acceptance of this certificate assents.

[7] [Optional and Mandatory Redemption provisions, as applicable, will be inserted here].

[8] Notice of any such redemption shall be sent by first class mail not less than twenty (20) days nor more than sixty (60) days prior to the date fixed for redemption to the registered owner of each Certificate to be redeemed at the address shown on the registration books of the District maintained by the Certificate Registrar or at such other address as is furnished in writing by such registered owner to the Certificate Registrar. When so called for redemption, this Certificate will cease to bear interest on the specified redemption date,

provided funds for redemption are on deposit at the place of payment at that time, and shall not be deemed to be outstanding.

[9] This Certificate is transferable by the Registered Owner hereof in person or by his or her attorney duly authorized in writing at the principal office of the Certificate Registrar in _____, _____, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing resolution, and upon surrender and cancellation of this Certificate. Upon such transfer a new Certificate or Certificates of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[10] The Certificates are issued in fully registered form in the denomination of \$_____ each and authorized integral multiples of \$_____ in excess thereof. This Certificate may be exchanged at the principal [corporate trust] office of the Certificate Registrar for a like aggregate principal amount of Certificates of the same maturity of other authorized denominations, upon the terms set forth in the authorizing resolution. The Certificate Registrar shall not be required to transfer or exchange any Certificate during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Certificate and ending at the opening of business on such interest payment date[, nor to transfer or exchange any Certificate after notice calling such Certificate for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Certificates].

[11] The District and the Certificate Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes and neither the District nor the Certificate Registrar shall be affected by any notice to the contrary.

(ASSIGNMENT)

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto _____

 (Name and Address of Assignee)

the within Certificate and does hereby irrevocably constitute and appoint _____

 attorney to transfer the said Certificate on the books kept for registration thereof with full power of substitution in the premises.

Dated: _____

Signature guaranteed: _____

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears upon the face of the within Certificate in every particular, without alteration or enlargement or any change whatever.

Section 11. Sale of Certificates. The Chairman or Vice Chairman of the Board and the President, Vice President for Business Services or the Comptroller of the District (the "*Designated Representatives*") are hereby authorized to proceed not later than the 9th day of November, 2022, without any further authorization or direction from the Board, to sell the Certificates upon the terms as prescribed in this Resolution. The Certificates hereby authorized shall be executed as in this Resolution provided as soon after the delivery of the Certificate Notification, and thereupon be deposited with the Treasurer, and, after authentication thereof by the Certificate Registrar, be delivered by the Treasurer to the purchaser or purchasers thereof (the "*Purchaser*"), upon receipt of the purchase price therefor, the same being not less than 99.0% of the principal amount of the Certificates (exclusive of original issue discount, if any), plus accrued interest to date of delivery, if any.

Each Purchaser of a series of the Certificates shall be: (a) pursuant to a competitive sale conducted by PMA Securities, LLC, Naperville, Illinois ("*PMA*"), the best bidder for the

Certificates; (b) in a negotiated underwriting, a bank or financial institution listed in the Dealers & Underwriters or Municipal Derivatives sections of the most recent edition of *The Bond Buyer's Municipal Marketplace*; or (c) in a private placement, (i) a bank or financial institution authorized to do business in the State of Illinois, (ii) a governmental unit as defined in the Debt Reform Act or (iii) an "accredited investor" as defined in Rule 501 of Regulation D as promulgated under the Securities Act of 1933, as amended; *provided, however*, that the Purchaser as set forth in either (b) or (c) shall be selected only upon receipt by the District of the written recommendation of PMA that the sale of the Certificates on a negotiated or private placement basis to the Purchaser is in the best interest of the District because of (i) the pricing of such Certificates by such Purchaser, (ii) then current market conditions or (iii) the timing of the sale of such Certificates; and further *provided*, that a Purchaser as set forth in (c) may be selected through the utilization of a placement agent selected by the Designated Representatives after consultation with PMA if the use of such placement agent is determined by the Designated Representatives to be in the best interest of the District.

Prior to the sale of the Certificates, the Chairman, the Treasurer, the President, the Vice President for Business Services of the District or any other business official of the District is hereby authorized to approve and execute a commitment for the purchase of a Municipal Bond Insurance Policy (as hereinafter defined), to further secure the Certificates, as long as the present value of the fee to be paid for the Municipal Bond Insurance Policy (using as a discount rate the expected yield on the Certificates treating the fee paid as interest on the Certificates) is less than the present value of the interest reasonably expected to be saved on the Certificates over the term of the Certificates as a result of the Municipal Bond Insurance Policy.

Upon the sale of the Certificates, the Designated Representatives shall prepare a Notification of Sale of the Certificates, which shall include the pertinent details of sale as provided

herein (the "*Certificate Notification*"). In the Certificate Notification for the Certificates, the Designated Representatives shall find and determine that the Certificates have been sold at such price and bear interest at such rates that either the true interest cost (yield) or the net interest rate received upon the sale of the Certificates does not exceed the maximum rate otherwise authorized by applicable law, and that the true interest cost for the Certificates does not exceed 5.00%. The Certificate Notification shall be entered into the records of the District and made available to the Board at the next regular meeting thereof; but such action shall be for information purposes only, and the Board shall have no right or authority at such time to approve or reject such sale as evidenced in the Certificate Notification.

Upon the sale of the Certificates, as evidenced by the execution and delivery of the Certificate Notification by the Designated Representatives, the Chairman, the Treasurer, the President of the District, the Vice President for Business Services of the District and any other officer of the District, as shall be appropriate, shall be and are hereby authorized and directed to approve or execute, or both, such documents of sale of the Certificates as may be necessary, including, without limitation, the contract for the sale of the Certificates between the District and the Purchaser or Purchasers (which may be evidenced by an executed bid form or term sheet) (each a "*Purchase Contract*"). Prior to the execution and delivery of the Purchase Contract, the Designated Representatives shall find that the Purchase Contract is in the best interests of the District and that no person holding any office of the District, either by election or appointment, is in any manner interested, directly or indirectly, in his or her own name or in the name of any other person, association, trust or corporation, in the Purchase Contract; the surety bond executed by the Treasurer of the Board in connection with the issuance of the Certificates as required by Section 3-19 of the Public Community College Act is hereby approved and shall be filed with the County Clerks of The Counties of Coles, Christian, Clark, Clay, Crawford,

Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby, Illinois; and the Certificates before being issued shall be registered, numbered and countersigned by the Treasurer, such registration being made in a book provided for that purpose, in which shall be entered the record of the resolution authorizing the Board to borrow said money and a description of the Certificates issued, including the number, date, to whom issued, amount, rate of interest and when due.

The use by the Purchaser of any Preliminary Official Statement and any final Official Statement relating to the Bonds (the "*Official Statement*") and the use by the District of any Term Sheet relating to the Bonds is hereby ratified, approved and authorized; the execution and delivery of the Official Statement and the Term Sheet is hereby authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the Purchase Contract, this Resolution, said Preliminary Official Statement, the Official Statement, the Term Sheet and the Bonds.

Section 12. Use of Certificate Proceeds. Accrued interest received on the delivery of the Certificates is hereby appropriated for the purpose of paying first interest due on the Certificates and is hereby ordered deposited into the "General Obligation Debt Certificate (Limited Tax) Fund of 2022[___]" (the "*Certificate Fund*"), which shall be the fund for the payment of the principal of and interest on the Certificates. Funds lawfully available for the purpose of paying the principal of and interest on the Certificates shall be deposited into the Certificate Fund and used solely and only for such purpose.

The principal proceeds of the Certificates and any premium received on the delivery of the Certificates are hereby appropriated to pay the costs of issuance of the Certificates and for the purpose of paying the cost of the Project, and that portion thereof not needed to pay such costs of issuance is hereby ordered deposited into the "Project Fund of 2022[___]" (the "*Project*

Fund"), hereby created. It is hereby found and determined and hereby declared and set forth that the Board (i) has not entered into an agreement of any kind with any entity, party or person (including, but not limited to, the Purchaser) to not expend the proceeds of the Certificates deposited into the Project Fund for any period of time and (ii) is not required by any contract, decree, instrument, order, regulation or ruling, to not expend the proceeds of the Certificates deposited into the Project Fund for any period of time. Moneys in the Project Fund shall be used to pay costs of the Project in accordance with the following procedures:

1. Contracts ("*Work Contracts*") have been or shall be awarded, from time to time, by the Board for the work on the Project; and the Board represent and covenant that each Work Contract has been or will be let in strict accordance with the applicable laws of the State of Illinois, and the rules and procedures of the District for same.

2. Pursuant to this Resolution or subsequent resolution or resolutions to be duly adopted, the Board shall identify all or a designated portion of each Work Contract to the Agreement. The Work Contracts attached hereto as *Exhibit 1* are hereby identified to the Agreement. This Resolution, any such further resolution and said Work Contracts shall be filed of record with the Secretary and the Treasurer. The adoption and filing of any such resolution or resolutions and the Work Contracts with such officers shall constitute authority for the Treasurer to make disbursements from the Project Fund to pay amounts due under such Work Contracts from time to time, upon such further resolutions, orders, vouchers, warrants, or other proceedings as are required under the applicable laws of the State of Illinois, and the rules and procedures of the District for same. No action need be taken by or with respect to the contractors under the Work Contracts as, pursuant to the Installment Purchase Provisions, the Treasurer acts as Nominee-Seller of the Project for all purposes, enabling the issuance of the Certificates.

Alternatively to the creation of the funds described above, the appropriate officers may allocate the funds to be deposited into the Certificate Fund or proceeds of the Certificates to one or more related funds of the District already in existence and in accordance with good accounting practice; *provided, however*, that this shall not relieve such officers of the duty to account and invest such funds and the proceeds of the Certificates, as herein provided, as if the funds described above had in fact been created. At the time of the issuance of the Certificates, the costs of issuance of the Certificates may be paid by the Purchaser on behalf of the District from the proceeds of the Certificates.

Section 13. Non-Arbitrage and Tax-Exemption. The District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Certificates) if taking, permitting or omitting to take such action would cause any of the Certificates to be an arbitrage bond or a private activity bond within the meaning of the Internal Revenue Code of 1986, as amended, or would otherwise cause the interest on the Certificates to be included in the gross income of the recipients thereof for federal income tax purposes. The District acknowledges that, in the event of an examination by the Internal Revenue Service (the "IRS") of the exemption from federal income taxation for interest paid on the Certificates, under present rules, the District may be treated as a "taxpayer" in such examination and agrees that it will respond in a commercially reasonable manner to any inquiries from the IRS in connection with such an examination.

The District also agrees and covenants with the purchasers and holders of the Certificates from time to time outstanding that, to the extent possible under Illinois law, it will comply with whatever federal tax law is adopted in the future which applies to the Certificates and affects the tax-exempt status of the Certificates.

The Board hereby authorizes the officials of the District responsible for issuing the Certificates, the same being the Chairman, Secretary and Treasurer of the Board, to make such further covenants and certifications regarding the specific use of the proceeds of the Certificates as approved by the Board and as may be necessary to assure that the use thereof will not cause the Certificates to be arbitrage bonds and to assure that the interest on the Certificates will be exempt from federal income taxation. In connection therewith, the District and the Board further agree: (a) through their officers, to make such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with counsel approving the Certificates and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Certificates; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable by their officers, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the District in such compliance.

Section 14. Reimbursement. With respect to expenditures for the Project paid with proceeds of the Certificates and within the 60 day period ending on this date and with respect to which no declaration of intent was previously made, the District hereby declares its intent to reimburse such expenditures and hereby allocates proceeds of the Certificates in the amount indicated in the Tax Exemption Certificate and Agreement to be delivered in connection with the issuance of the Certificates to reimburse said expenditures.

Section 15. List of Certificateholders. The Certificate Registrar shall maintain a list of the names and addresses of the holders of all Certificates and upon any transfer shall add the name and address of the new Certificateholder and eliminate the name and address of the transferor Certificateholder.

Section 16. Duties of Certificate Registrar. If requested by the Certificate Registrar, the Chairman and Secretary are authorized to execute the Certificate Registrar's standard form of agreement between the District and the Certificate Registrar with respect to the obligations and duties of the Certificate Registrar hereunder which may include the following:

- (a) to act as certificate registrar, authenticating agent, paying agent and transfer agent as provided herein;
- (b) to maintain a list of Certificateholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;
- (c) to give notice of redemption of Certificates as provided herein;
- (d) to cancel and/or destroy Certificates which have been paid at maturity or upon earlier redemption or submitted for exchange or transfer;
- (e) to furnish the District at least annually a certificate with respect to Certificates cancelled and/or destroyed; and
- (f) to furnish the District at least annually an audit confirmation of Certificates paid, Certificates outstanding and payments made with respect to interest on the Certificates.

Section 17. Continuing Disclosure Undertaking. The Chairman of the Board is hereby authorized, empowered and directed to execute and deliver a Continuing Disclosure Undertaking under Section (b)(5) of Rule 15c2-12 adopted by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as amended (the "*Continuing Disclosure Undertaking*"). When the Continuing Disclosure Undertaking is executed and delivered on behalf of the District as herein provided, the Continuing Disclosure Undertaking will be binding on the District and the officers, employees and agents of the District, and the officers, employees and agents of the District are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Continuing Disclosure Undertaking as executed. Notwithstanding any other provision of this Resolution, the sole remedy for failure to comply

with the Continuing Disclosure Undertaking shall be the ability of the beneficial owner of any Certificate to seek mandamus or specific performance by court order to cause the District to comply with its obligations under the Continuing Disclosure Undertaking.

Section 18. Municipal Bond Insurance. In the event the payment of principal and interest on the Certificates is insured pursuant to a municipal bond insurance policy (the "*Municipal Bond Insurance Policy*") issued by a bond insurer (the "*Bond Insurer*"), and as long as such Municipal Bond Insurance Policy shall be in full force and effect, the District and the Certificate Registrar agree to comply with such usual and reasonable provisions regarding presentment and payment of the Certificates, subrogation of the rights of the Certificateholders to the Bond Insurer upon payment of the Certificates by the Bond Insurer, amendment hereof, or other terms, as approved by the Chairman of the Board on advice of counsel, his or her approval to constitute full and complete acceptance by the District of such terms and provisions under authority of this Section.

Section 19. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 20. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted May 9, 2022.

Chairman, Board of Trustees

Secretary, Board of Trustees

EXHIBIT 1

WORK CONTRACTS

Trustee _____ moved and Trustee _____ seconded the motion that said resolution as presented and read by title be adopted.

After a full discussion thereof, the Chairman directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: _____

The following Trustees voted NAY: _____

Whereupon the Chairman declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
 COUNTY OF COLES)

CERTIFICATION OF MINUTES AND RESOLUTION

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

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 9th day of May, 2022, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real or personal property, or both, in and for Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, and for the issue of not to exceed \$16,100,000 General Obligation Debt Certificates (Limited Tax), of said Community College District evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to the purchaser thereof.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 72 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 72-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 9th day of May, 2022.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
 COUNTY OF COLES)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Treasurer of the Board of Trustees (the "Board") of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, and as such official I do hereby certify that on the 9th day of May, 2022, there was filed in my office and has been deposited in the official files and records of my office a properly certified copy of a resolution adopted by the Board on the 9th day of May, 2022, and entitled:

RESOLUTION authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real or personal property, or both, in and for Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, and for the issue of not to exceed \$16,100,000 General Obligation Debt Certificates (Limited Tax), of said Community College District evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to the purchaser thereof.

together with any Work Contracts identified by the adoption of said resolution and attached thereto as *Exhibit 1*, and that the same have all been deposited in, and all as appears from, the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 9th day of May, 2022.

Treasurer, Board of Trustees



MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: April 26, 2022

RE: Approval to purchase additional graphic cards for Campus

The College is in need of purchasing some additional graphic cards which would allow the College to properly support graphically intense products used on campus with such products as AutoCAD, Solidworks, Adobe Products and artificial intelligence products.

I recommend using general budget funds to purchase 16 graphic cards. Over the past three years, the graphical software system requirements across campus have increased immensely and now require additional graphical power to function. In addition, the Artificial Intelligence (AI) program has become of interest and our current graphic cards are not able to support any IA capabilities. The cost of the 16 graphic cards purchased from Dell would be \$37,280

Given this qualifies as a technology purchase per Board Policy 10.22 (4.F.), the College is alleviated from the need to seek bids on the above-related equipment.

I respectfully ask the Board to approve the purchase of 16 additional graphic cards to help support specific products on campus at the amount of \$37,280.



MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: April 26, 2022

RE: Approval to Purchase Zero Clients Computers with Windows 10 IoT version

The College is in need of some zero clients computers with Windows 10 IoT version with specialized USB hardware to function better within our computer labs.

The College has some labs that need specialized USB hardware to accommodate other hardware used in some specific computer labs. In addition, the dental department computer lab is having space issues with the standard monitor, keyboard and mouse layout and the smaller zero clients computers would help immensely with the space issues in the lab.

I recommend using general budget funds to purchase 130 zero clients computers with Windows IoT version to adequately equip some specific computer labs across campus, including the dental lab. The cost of the 130 zero clients purchased from Dell would be \$52,284.30

Dell is an approved vendor under the Illinois Public Higher Education Cooperative, which alleviates the need to seek bids on the above related equipment.

I respectfully ask the Board to approve the use of general budget funds to purchase 130 zero clients with Windows 10 IoT version to upgrade the College's zero clients and the College's dental lab.



Memo

To: Dr. Josh Bullock, President

From: Greg Nuxoll, Vice President for Business Services

Date: April 26, 2022

Re: Approval to Purchase New Fitness Equipment for the Fitness Center

The exercise equipment in the fitness center is now 15 years old. The equipment was the highest quality when purchased and the College more than adequately maintained the equipment with maintenance semi-annually. However, the equipment is showing its age from continuous use and it is becoming more difficult to find replacement parts for the current equipment.

The gross cost of new equipment from LifeFitness of Franklin Park, IL is \$102,623; however, the current trade in value of the existing equipment is \$41,049. After \$11,201 of freight, fuel and installation, the total net cost of the equipment installed would be \$72,774. The College will use general fund budgeted funds for this purchase.

The equipment upgrade will demonstrate our commitment to give our students, athletes, faculty and staff a first class fitness experience in our campus fitness center.

LifeFitness is an approved vendor under the Illinois Public Higher Education Cooperative, which alleviates the need to seek bids on the above-related equipment.

It is my recommendation that we move forward with the purchase and installation of new equipment from LifeFitness for the Fitness Center.

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



Memo

To: Dr. Josh Bullock, President

From: Greg Nuxoll, Vice President for Business Services

Date: April 26, 2022

Re: Approval to Purchase New Furniture for Multiple Campus Locations

A vast amount of College furniture is now 15 to 20 years old and showing its age. The Physical Plant team has worked with various Campus personnel to address some pertinent needs in replacing some old, dated and broken furniture.

The new furniture would address various furniture issues in approximately 20 areas or departments across campus. The most significant need being addressed is furniture issues in the Northeast Building Offices as that amounts for approximately 54% of the total order based on total value.

The cost of the new furniture from Office Essentials, a division of Hon, is \$224,517. The College will use general fund budgeted funds for this purchase. If some furniture is deemed easily configured for social distancing and easy to clean, our auditors have approved the use of HEERF funds to help fund this purchase. We will make the determination of HEERF funds availability once the furniture is installed on campus.

The furniture upgrades will demonstrate our commitment to give our faculty, staff and students a first class education experience on our campus.

The College is using Omni contract pricing with state bid, which alleviates the need to seek bids on the above-related equipment.

It is my recommendation that we move forward with the purchase and installation of new furniture from Office Essentials, a division of Hon.

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

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
Date: May 9, 2022**

The following employees are recommended for FMLA leave. Board policy 05.14.12.

Arena, Amanda	4/04/22-7/04/22	Continuous & Intermittent
Keller, Sharmista		4/01/22-6/26/22
Madlem, Lisa	5/20/22-10/1/22	Continuous & Intermittent

The following employee is recommended for General Leave of Absence/ Board policy 05.04.14

Cox, Jane	5/28/22-7/25/22
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time - Grant Funded		
Alfauri, Hamza	TRIO Dest Coll Student Specialist	4/22/22

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Totten, Ty	Adjunct Faculty Technology Division	3/31/22

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Volunteer-unpaid		
Kelly, Maggie	Lake Land College Student Trustee	4/19/22

Full-time

Carr, Claire	Student Services Specialist III	5/23/22
Perez, Meredith	Administrative Asst to Field House Oper.	5/16/22

Full-time Grant Funded

Helmink, Kathryn	Administrative Asst to Trio Programs	5/23/22
Mather, Sharon	Correctional Career Technology Inst	4/18/22
Smith, Justin	Correctional Construction Occupations Inst	4/25/22
Tarig, Faisal	Outreach Advisor/Mentor Trio DC	5/16/22

Part-time

Hoene, Mariah	Accounting Intern	4/18/22
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Terminations/Resignations**The following employees are terminating employment**

	Position	Effective Date
Full-time		
Buck, Dennis	Correctional Comm Maintenance Inst	5/04/22
Part-time		
Bryant, Robert	Commercial Driver Training Instructor	5/27/21
Volunteer-unpaid		
Gruell, Katie	Lake Land College Student Trustee	4/18/22

Transfers/Promotions**The following employee is recommended for a change in position**

	Position	Effective Date
Full-time		
Spiller, Kevin	Associate Dean of Correctional Programs	4/18/22