

Lake Land College

District No. 517

Board of Trustees
Agenda and Board Book
October 14, 2024
Regular Meeting No. 694



MISSION • VISION • VALUES

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

LAKE LAND
COLLEGE

Table of Contents

Topic	Board Book Page Number
Agenda for October 14, 2024, Regular Meeting	3
Minutes for September 9, 2024, Regular Meeting	7
Supplemental Information for October 14, 2024, Regular Meeting	26

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

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



**Regular Meeting No. 694
Monday, October 14, 2024, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon
*Agenda***

Routine.

Call to Order.

Roll Call.

Consent Item.

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

1. Approval of Minutes of September 9, 2024, Regular Meeting.
2. Approval of Minutes of September 9, 2024, Closed Session.
3. Approval of Agenda of October 14, 2024, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.
For summary and details of bills refer to the [Board of Trustees web page](#).
5. Destruction of Tape Recording of the April 10, 2023, Closed Session.

Hearing of Citizens, Faculty and Staff.

Committee Reports.

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

Lake Land College Board of Trustees

Agenda – October 14, 2024

Page 2

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

Topic	Board Book Page Number(s)
1. Updates from Student Ambassadors.	
2. Announcement of 2024-2025 Student Ambassadors.	26
3. Faculty Focus on Advancing Student Success – Updates on the Welding Program.	
4. Monthly Data Point Discussion – Foundation's Impact.	27-29
5. Recommendations from the Advisory Committee for the Naming of Buildings, Grounds or Academic Programs.	
6. Curriculum Committee Highlights.	30-32
7. Proposed Aggregate Tax Levy.	33-36
8. Proposed Board Policy 05.04.25- <i>Paid Parental Leave</i> .	37-40
9. Calendar of Events.	41-42

Action Items.

Topic	Board Book Page Number(s)
1. Presentation of Audit and Board Acceptance.	
2. Approval of Proposed Revisions to Board Policy 11.15 – <i>Acceptable Technology Use</i> and the Adoption of Board Policy 11.15.01 – <i>Artificial Intelligence</i> .	43-47
3. Approval of Resolution No. 1024-009 – Resolution setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds in the amount of not to exceed \$5,100,000 for the purpose of paying claims against the District, and directing that notice of such intention be published as provided by law.	48-60
4. Approval of Resolution No. 1024-010 – Resolution calling a public hearing concerning the intent of the Board of Trustees to sell not to exceed \$5,100,000 Funding Bonds for the purpose of paying claims against the District.	61-70
5. Approval of Financial Advisory Agreement with PMA Securities, LLC.	71-82
6. Acceptance of August 2024 Financial Statements.	83-87

Lake Land College Board of Trustees

Agenda – October 14, 2024

Page 3

7. Declaration of Surplus Equipment or Item(s).	88
8. Approval for Opening of a New Investment Account with SC3F Financial.	89
9. Approval of Purchase of Fume Hoods for Chemistry Labs.	90-108
10. Approval of Resolution No 1024-011 – Intent to Continue Foundation Tax Levy.	109-111
11. Certification of Fall Student Government Association Election Results.	112
12. Approval of Spring 2025 Enrollment Incentives.	113
13. Approval of Bid for Carpet for Phase 1 Work for Level 1 of the Effingham Technology Center.	114-115
14. Approval of Architectural Fees Proposal from Bailey Edward for the Webb Hall Tutoring and Testing Renovation Project.	116-120
15. Approval of New Athletic Team - the Lake Land College Men's and Women's Cross Country and Half Marathon Team and Approval of Related Talented Student Scholarships.	121
16. Acceptance of Gift-in-kind Donation from the Lake Land College Foundation.	122-123
17. Waive First Reading and Approve Proposed Revisions to Board Policy 07.29 – <i>Student Complaints</i> .	124-126
18. Approval of the Suspension of Operations at the Laker Louie Jr. Academy of Mattoon.	
19. Approval of Honorable Discharge of State/Grant Funded Positions associated with the Laker Louie Jr. Academy of Mattoon.	
20. Approval of Health, Dental and Vision Insurance Plans and Rates.	127-128
21. Approval of Updated Named Spaces Planner.	
22. Closed Session. Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), closed session is called to discuss the appointment, employment, compensation, performance or dismissal of specific employees.	
[Return to Open Session - Roll Call]	
23. Approval of Recommendations Regarding the Granting, Extension or Denial of Tenure Status for Two Non-Tenured Faculty Members as Discussed in Closed Session.	
24. Approval of Human Resources Report as Discussed in Closed Session.	129-131

Lake Land College Board of Trustees
Agenda – October 14, 2024
Page 4

Other Business. (Non-action)

Adjournment.

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



Regular Board Meeting No. 693
Board and Administration Center, Room 011
Mattoon, IL
September 9, 2024

Minutes

Call to Order.

Chair Cadwell called the September 9, 2024, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board and Administration Center, Mattoon, IL.

Roll Call.

Trustees Physically Present:

Trustees Physically Present: Mr. Gary Cadwell, Chair; Mr. Kevin Curtis; Mr. Larry D. Lilly; Ms. Doris Reynolds; Mr. Dave Storm, Secretary; Ms. Denise Walk; Mr. Thomas Wright, Vice-Chair; and Student Trustee Abbie Kelly.

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

Others Present:

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

Approval of Consent Items.

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

Lake Land College Board of Trustees
 Minutes – September 9, 2024
 Page 2 of 19

1. Approval of Minutes of August 12, 2024, Regular Meeting.
2. Approval of Minutes of August 12, 2024, Closed Session.
3. Approval of Agenda of September 9, 2024, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	540,644.29
Building Fund	\$	53,411.68
Site & Construction Fund	\$	434,676.99
Bond & Interest Fund	\$	500.00
Auxiliary Services Fund	\$	166,401.39
Restricted Purposes Fund	\$	139,709.44
Working Cash Fund	\$	-
Audit Fund	\$	13,300.00
Liability Insurance Fund	\$	17,265.80
Student Accts Receivables	\$	93,831.32
Total	\$	1,459,740.91

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

5. Destruction of Tape Recording of the March 13, 2023, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk did not have a report at this time but said the College will continue to monitor legislation that may impact the College's policies and procedures.

Resource & Development.

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

Finance.

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

Buildings & Site.

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

Foundation.

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

- The 2024 edition of One Laker Nation, our alumni magazine, will land in mailboxes any day. We are excited to share that thanks to the College's support, the magazine is being sent not only to alumni but to all members of our district.
- Grayson Gough, Financial Aid Scholarship Coordinator and Bailey Cole, Foundation Awards & Corporate Relations Coordinator, hosted a table at the Student Welcome Day to hand out scholarship flyers and giveaways. The Foundation scholarship application closed August 31st and reviews are underway for the 2nd cycle. We have over 260 completed applications submitted during the month, bringing our total to 1,034 submitted scholarship applications for 2024.
- Our Foundation fall appeal (the first appeal for the fiscal year) is in the final stages and will soon reach recipients!

Student Report

Ms. Abbie Kelly, Student Trustee, said that this past week, Student Government Association (SGA) held its first school year meeting. SGA formed a committee to discuss apparel, talked about volunteering at the Special Olympics on September 21st and signed the freshmen petitions. She said the Freshmen applications are due September 9th (today), and Freshman elections are September 11th & 12th (this upcoming Wednesday and Thursday). Ms. Kelly said they also held a successful Student Life open house with eight people showing interest and seven people showing interest at the Welcome Day. She volunteered at the Red Cross Blood Drive, checking people in and there were 18 donors whose donations could save up to 54 lives. Ms. Kelly said the next meeting is scheduled to meet with Dr. Bullock at our regularly scheduled SGA meeting on October 2nd.

President's Report.

Dr. Bullock gave the following updates:

- The College did not receive a payment in August from either the Illinois Department of Juvenile Justice (IDJJ) or the Illinois Department of Corrections toward the FY 2024 outstanding balance. A total of \$303,001 remains outstanding for IDJJ and \$930,496 outstanding for IDOC. There is no outstanding 2025 balance.
- In August, the College received payments from the State of Illinois for FY 2025 credit hour reimbursement of \$352,756 and equalization of \$574,383. A balance of \$4.7 million in credit hour reimbursement and \$5.7 million in equalization remains outstanding.
- The College received a FY 2025 CTE payment of \$280,420 in August from the state. A total of \$325,464 remains outstanding.
- The College received \$5.9 million in property tax payments in August.

Business - Non-action Items.

Faculty Focus on Advancing Student Success – Illinois Department of Transportation (IDOT) – Quality Management Training Program.

Trustees heard a presentation from Ms. Lori Walk, IDOT QMTP Instructor/Program Coordinator, highlighting recent successes of the Quality Management Training Program.

Annual Report of Special Event Tuition Waiver Requests.

Ms. Jean Anne Highland, Chief of Staff, highlighted the special event tuition waiver requests approved during FY 2024. She said this annual report is provided per Board Policy 07.08 (item #4) and details all special tuition waivers with various values granted by President Bullock and/or the Board for special events in the prior fiscal year. Ms. Highland said of the total number of special tuition waivers granted, not all waivers were accepted nor utilized by students.

Summary Results of the Spring 2024 Community College Survey of Student Engagement.

Trustees heard a presentation from Dr. Lynn Breer, Director of Institutional Research and Reporting, highlighting the results from our recently completed Community College Survey of Student Engagement (CCSSE), a national survey of institutional practices and student engagement that is an initiative of the University of Texas at Austin. She said this survey is administered by colleges across the country and provides an avenue for us to compare our student engagement to all other participating community colleges, as well as other community colleges similar in size based on enrollment. Trustees were provided a copy of her PowerPoint presentation.

Monthly Data Point Discussion – Fall 10th Day Enrollment Report.

Trustees heard a report from Ms. Lisa Cole, Director of Data Analytics, highlighting the Fall 10th day enrollment report.

Proposed Revisions to Board Policy 11.15 – *Acceptable Technology Use* and the Adoption of Board Policy 11.15.01 – *Artificial Intelligence*.

Trustees heard a recommendation from Mr. John Woodruff, Vice President of Business Services, regarding a request from Mr. David Stewart, Chief Information Officer, for the Board to approve proposed revisions to Board Policy 11.15 – *Acceptable Technology Use* and to adopt Board Policy 11.15.01 – *Artificial Intelligence*. Trustees received the details of the proposed revisions to Policy 11.15 and the new language to be adopted with Policy 11.15.01.

Mr. Woodruff reported that the College recently established the Business Operations AI Task Force to drive operational excellence, improve the student experience, and maintain competitiveness in a rapidly evolving educational landscape. He said one of the actions this task force has undertaken is to research best practices for the adoption of policy changes to ensure the ethical, responsible and effective use of AI in higher education.

Proposed revisions were submitted as first reading, and the administration will plan to bring this recommendation back to the Board of Trustees for approval during the October 2024 regular meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Additionally, Dr. Bullock reminded the Board about the October 24, 2024, Annual Foundation and Alumni Awards Celebration.

Action Items.

Approval of Special Event Tuition Waiver Requests. (Roll Call Vote Required).

Ms. Highland requested the Board approve special event tuition waivers for eight different events to be held in fiscal year 2025 including:

- Award 11 three-credit hour tuition waivers for the first-place winners of the Business and Computer Contest.
- Award up to 14 tuition waivers of \$1,000 each for the top-performing students who participate in the Academic Challenge.

Lake Land College Board of Trustees
 Minutes – September 9, 2024
 Page 6 of 19

- Award five three-credit hour tuition waivers for attendees of the Principals, Deans and Counselors meeting.
- Grant a tuition waiver to Miss Illinois 2024 should she choose to attend Lake Land College.
- Award six three-credit hour tuition waivers to participants of the National Manufacturing Day events hosted by the Effingham County Chamber, Coles Together and local manufacturers.
- Award five three-credit hour tuition waivers for winning participants of the High School Leadership Conference hosted by the Student Government Association (SGA).
- Award two three-credit hour tuition waivers at the senior night game for both Mattoon High School's Women and Men's Basketball Teams.
- Award one three-credit hour tuition waiver for Mattoon High School's Project Graduation event.

Trustees reviewed details of each of the proposed special events.

Trustee Walk moved and Trustee Reynolds seconded to approve as presented special tuition waiver requests related to eight separate special events to be held in FY 2025.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Community Outreach Tuition Waivers. (Roll Call Vote Required).

Dr. Valerie Lynch, Vice President for Student Services, requested that the Board approve up to 100 three-credit hour tuition waivers for the Spring 2025, Summer 2025 and Fall 2025 terms for those interested returning or first-time potential adult students employed through local businesses that establish a partnership with the Lake Land College Community Outreach Office. She said this expands upon the prior Community Outreach Tuition Waivers that had been initially approved by the Board in October 2019 and extended to semesters through the Fall of 2024. Trustees received information from Ms. Brittany Aitken, Enrollment Specialist for Non-Traditional Student Outreach, on the success of the program to date and the numerous businesses who have shared and utilized the waivers.

Trustee Curtis moved and Trustee Reynolds seconded to approve up to 100 three-credit hour tuition waivers for the Spring 2025, Summer 2025 and Fall 2025 terms for those interested in returning or first-time potential adult students employed through local businesses that establish a partnership with the Lake Land College Community Outreach Office. Waivers provided under

Lake Land College Board of Trustees
Minutes – September 9, 2024
Page 7 of 19

this special tuition waiver program will be awarded to students who have not attended Lake Land College anytime in the past year.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Acceptance of July 2024 Financial Statements.

Trustees reviewed the July 2024 Financial Statements and heard from Mr. John Woodruff who highlighted the Financial Statements and significant variances.

Trustee Storm moved and Trustee Walk seconded to approve as presented the July 2024 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Declaration of Surplus Item(s) or Equipment.

Mr. Woodruff requested the Board declare as surplus a 2002 red Chevy Van, VIN 1GAHG39R521230950. He said this van has been used by the Physical Plant and other campus organizations/departments as needed, and was purchased in June 2002. Mr. Woodruff reported this van has severe body rust and would require expensive repairs.

Trustee Curtis moved and Trustee Lilly seconded to declare as surplus a 2002 red Chevy Van, VIN 1GAHG39R521230950, so that this van may be disposed of in a manner most beneficial to the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Lake Land College Board of Trustees
 Minutes – September 9, 2024
 Page 8 of 19

Motion carried.

Approval of Base Bid for Labor for West Building Roof 1 Replacement Project.

Trustees heard a recommendation from Mr. Woodruff that the Board award the base bid to Top Quality Roofing Company of Mt. Zion, Illinois, in the amount of \$510,000, for labor for the West Building 1 Roof Replacement project. Trustees received the bid tabulation sheet detailing that Top Quality Roofing submitted the lowest of two bids received for the base bid. He said the Mr. Jeremy Moore, Facilities Planning Manager, reported that the College plans to purchase the materials directly from Garland Roofing (manufacturer) utilizing the OMNIA cooperative purchasing contract, thus a bid is not needed to approve that purchase.

Trustee Curtis moved and Trustee Wright seconded to award the base bid to Top Quality Roofing Company of Mt. Zion, Illinois, in the amount of \$510,000, for labor for the West Building 1 Roof Replacement project.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Purchase from Garland Roofing for Roofing Materials for the West Building Roof 1 Replacement Project.

Trustee heard a recommendation from Mr. Woodruff that the Board approve the purchase of roofing materials directly from Garland Roofing (manufacturer) utilizing the OMNIA cooperative purchasing contract pricing of \$520,116.16 for the West Building Roof 1 Replacement Project. Mr. Woodruff reported that purchasing materials directly from Garland Roofing will allow the College to secure current pricing and not incur a mark-up by the installer. Trustees received a copy of the quote received from Garland Roofing.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the purchase from Garland Roofing in the amount of \$520,116.16 for roofing materials for the West Building Roof Replacement project.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Lake Land College Board of Trustees
 Minutes – September 9, 2024
 Page 9 of 19

Absent: None.

Motion carried.

Approval of Purchase of Welding Lab Equipment.

Mr. Woodruff recommended for the Board to award the bid to Greenway & Associates, Ltd., of Orange City, Iowa, in the amount of \$29,925, for the purchase of a pivot style band saw for the College's Welding Program. Mr. Woodruff reported that this equipment is needed to replace outdated equipment for the Welding Program. Trustees received the bid tabulation sheet detailing bids received from four separate vendors, with Greenway & Associates submitting the 2nd lowest of the four bids received. Mr. Woodruff explained the basis for his recommendation and it was noted that per Board Policy 10.22 (#2), the low bid need not be the sole criterion for purchasing as reliability of the supplier and quality and availability of service may also be taken into consideration.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the bid to Greenway & Associates, Ltd. Of Orange City, Iowa, in the amount of \$29,925, for the purchase of a pivot style band saw for the College's Welding Program.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Proposed Revisions to Board Policy 05.10 – *Hiring for Full-Time Employees.*

Dr. Bullock recommended the Board consider proposed revisions to Board Policy 05.10 – *Hiring for Full-Time Employees*. Trustees received details of the proposed revisions which reflect current College employment practices regarding background checks and software the College no longer uses for the hiring process.

Dr. Bullock said the administration submitted this recommendation as first reading during the August 2024 regular meeting, and since that time, we have received no additional requested changes or additions.

Trustee Lilly moved and Trustee Walk seconded to approve as presented proposed revisions to Board Policy 05.10 – *Hiring for Full-Time Employees*.

There was no further discussion.

Roll Call Vote:

Lake Land College Board of Trustees
 Minutes – September 9, 2024
 Page 10 of 19

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Purchase from Assessment Technologies Institute for the Allied Health Program.

Dr. Ike Nwosu, Vice President for Academic Services, recommended the Board approve the purchase of 45 Practical Nursing educational support bundles and 145 Registered Nursing educational support bundles in the respective amounts of \$27,000 and \$98,100 from Assessment Technologies Institute, LLC, of Chicago. Trustees received the invoices detailing the various educational support items and costs. He reported that the Allied Health Nursing programs use these various products to help ensure the success of students in their classes as well as helping to prepare the students for the NCLEX exam.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the purchase of 45 Practical Nursing educational support bundles and 145 Registered Nursing educational support bundles in the respective amounts of \$27,000 and \$98,100 from Assessment Technologies Institute, LLC, of Chicago, for use by the Allied Health Nursing Programs.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Three-Year Software Subscription, Service and Fees Agreement with Modern Campus.

Dr. Nwosu presented to the Board a recommendation for the Board to approve a three-year software subscription, service and fees agreement with Modern Campus of Ontario, Canada. He said that since the fall of 2022, Modern Campus has been the vendor the College has used for registration for our Illinois Department of Transportation (IDOT) and Center for Business and Industry (CBI) classes. Trustees received the agreement and related invoice. Dr. Nwosu said that unfortunately, the administration has discovered that this agreement was only approved by our prior vice president for business services in September of 2022 and was not also submitted to the Board for approval in October 2022 as the agreement states on page 3. He said this error was discovered when the College received the invoice for the third year of the subscription and we could not locate any official Board approval documents. He said a review of our former vice president for business service's email enabled us to learn that he

Lake Land College Board of Trustees
 Minutes – September 9, 2024
 Page 11 of 19

believed at the time official Board approval was not needed since the expense was included in the FY 2023 Board-approved budget.

Thus, Dr. Nwosu asked the Board to officially and retroactively approve this software subscription, service and fees agreement with Modern Campus for the period September 20, 2022 through September 30, 2025, with an option for automatic annual renewal after the initial term. Trustees learned the annual subscription costs for the initial term are as follows:

- Year one - \$27,600 plus a one-time services fee of \$23,999.
- Year two - \$28,980
- Year three - \$30,429.

Trustees also reviewed the other hourly service fees and service hour terms that were also detailed in the agreement.

Trustee Wright moved and Trustee Cadwell seconded to approve as presented a three-year software subscription, service and fees agreement with Modern Campus of Ontario, Canada, for the period September 20, 2022 through September 30, 2025, with an option for automatic annual renewal after the initial term, and with the following initial term annual subscription amounts:

- Year one - \$27,600 plus a one-time services fee of \$23,999.
- Year two - \$28,980
- Year three - \$30,429.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Emergency Purchase of Four Compressors for the West Building.

Trustees heard a recommendation from Mr. Woodruff for the Board to approve an emergency expenditure of \$27,618 from Davis-Houk Mechanical, Inc., of Urbana for replacement of compressors that began failing to work in mid-August 2024 in the West Building. Trustees received the quote from Davis-Houk Mechanical detailing the total cost and scope of work. Mr. Woodruff said this failure occurred shortly before fall classes were to begin. Thus, he said the administration followed Board Policy 10.23 – *Emergency Purchases* to quickly ensure air conditioning was available for all of our West Building classrooms as soon as possible and not wait for Board approval until the September 9, 2024 regular meeting. Mr. Woodruff reported that Davis-Houk Mechanical routinely provides HVAC related services for the College and was able to order and obtain the units within five business days.

Lake Land College Board of Trustees
 Minutes – September 9, 2024
 Page 12 of 19

He noted that a bid was not necessary per Board Policy 10.22 (4.J.).

Trustee Curtis moved and Trustee Reynolds seconded to approve as presented an emergency expenditure of \$27,618 from Davis-Houk Mechanical, Inc., of Urbana for replacement of four failing compressors in the West Building.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 0924-007 - 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 the District, and for the Issue of Not to Exceed \$5,000,000 General Obligation Debt Certificates (Limited Tax), 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.

Trustees heard a recommendation from Mr. Woodruff regarding a debt certificate resolution for the above-reference agenda item. He said this is the first step in a months' long process for the College to secure bonding funds for the capital improvement projects recently shared with the Board of Trustees and Buildings and Site Committee as part of our master facilities planning. Mr. Woodruff said this recommended motion is presented in collaboration with PMA Securities, the College's financial advisory firm. He said monthly action items will be brought to the Board each month to finalize all legal actions necessary for the College to issue the debt certificate bonds, ideally completed by December 2024.

Trustee Wright moved and Trustee Walk seconded to approve as presented Resolution No. 0924-007 - 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 the District, and for the Issue of Not to Exceed \$5,000,000 General Obligation Debt Certificates (Limited Tax), 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 full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

Lake Land College Board of Trustees
 Minutes – September 9, 2024
 Page 13 of 19

Yes: Trustees Cadwell, Curtis, Lilly, Reynolds, Storm, and Walk. Abstain: Trustee Wright.
 No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Purchase of Technology Tools from Snap-On for the Automotive Department.

Dr. Nwosu recommended the Board approve the purchase of a Precision Measuring Instruments Certification Kit and Accessories in the total amount of \$41,602.66 and a Hand Tool Identification and Safety Certification Kit in the amount of \$16,657.50, both from Snap-On of Crystal Lake, Illinois, and for use in the Automotive program. Trustees received the two quotes detailing the items and related costs.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the purchase of a Precision Measuring Instruments Certification Kit and Accessories in the total amount of \$41,602.66 and a Hand Tool Identification and Safety Certification Kit in the amount of \$16,657.50, both from Snap-On of Crystal Lake, Illinois, and for use in the Automotive program.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Acceptance of FY25 U.S. Department of Transportation (USDOT), Federal Motor Carrier Safety Administration (FMCSA) Commercial Motor Vehicle Operator Safety Training (CMVOST) Grant.

Ms. Highland recommended the Board accept the FY25 U.S. Department of Transportation (USDOT), Federal Motor Carrier Safety Administration (FMCSA) Commercial Motor Vehicle Operator Safety Training (CMVOST) Grant in the amount of \$133,131 from the U.S. Department of Transportation (USDOT). Trustees received the USDOT approved grant budget. Ms. Highland reported that Dr. Beth Craig, Grants Writer and Coordinator, reported that the College will use the grant funds to provide tuition and fees support to students pursuing their CDL licenses who also qualify within one of the three goals of the USDOT – CMVOST grant including: 1) to expand the number of CDL holders possessing enhanced operator safety training; 2) to provide opportunities for current or former members of the United States Armed Forces (including National Guard members and reservists) and certain family

Lake Land College Board of Trustees
 Minutes – September 9, 2024
 Page 14 of 19

members to enter the trucking or busing industry as drivers; and 3) to help increase the training opportunities for candidates from rural, refugee, and underserved communities.

Dr. Craig also reported that Lake Land College was the only institution in Illinois selected to receive this grant funding.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the Federal Motor Carrier Safety Administration (FMCSA) Commercial Motor Vehicle Operator Safety Training (CMVOST) Grant in the amount of \$133,131 from the U.S. Department of Transportation (USDOT).

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Approval of Gift-in-kind Donation from the Lake Land College Foundation.

Trustees heard a recommendation from Dr. Bullock for the Board to accept the gift-in-kind equipment donation including a variable speed controlled driven horizontal belt conveyor valued at \$2,500 and to be used by the Technology Division.

Dr. Bullock reported the Foundation approved this gift-in-kind donation to the College, and he thanked David Blecha and Shaun Wellbaum, of Kirby Risk of Effingham, for originally making the donation to the Foundation.

Trustee Lilly moved and Trustee Wright seconded to approve as presented the gift-in-kind donations from the Lake Land College Foundation including a variable speed controlled driven horizontal belt conveyor valued at \$2,500 and to be used by the Technology Division.

The Board expressed appreciation to the two College partners who made these original donations to the Foundation.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Closed Session

Lake Land College Board of Trustees
 Minutes – September 9, 2024
 Page 15 of 19

7:24 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)(1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Return to Open Session - Roll Call

7:42 p.m.

Trustees Physically Present: Mr. Gary Cadwell, Chair; Mr. Kevin Curtis; Mr. Larry D. Lilly; Ms. Doris Reynolds; Mr. Dave Storm, Secretary; Ms. Denise Walk; Mr. Thomas Wright, Vice-Chair; and Student Trustee Ms. Abbie Kelly.

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

Approval of Resolution No. 0924-008 to Approve Eighth Addendum to Employment Agreement with Dr. Jonathan “Josh” Bullock, Lake Land College President, Extending the Term through June 30, 2027, as Discussed in Closed Session.

Trustees reviewed the above-referenced resolution and amendment to extend Dr. Bullock’s contract term through June 30, 2027. Chair Cadwell said Dr. Bullock’s annual performance evaluation for FY 2023-2024 had been completed and reviewed by all Trustees. Chair Cadwell thanked the Trustees for their collective feedback as part of the annual performance evaluation.

[The agenda item was noted that a complete copy of the proposed resolution and seventh addendum were available at: <https://www.lakelandcollege.edu/board-of-trustees/agendas-board-books-minutes/> or by contacting the College’s Office of the President at 217-234-5222.]

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented Resolution No. 0924-008 - Approving Eighth Addendum to Employment Agreement with Dr. Jonathan

Lake Land College Board of Trustees
 Minutes – September 9, 2024
 Page 16 of 19

“Josh” Bullock, Lake Land College President, Extending the Term through June 30, 2027.
 Chair Cadwell said this followed discussion on the topic held in closed session.

[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, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Appointment of Dean of Enrollment and Student Success as Discussed in Closed Session.

Trustee Curtis motioned and Trustee Wright seconded to appoint Ms. Jamie Corda-Hadjaoui of Charleston to the position of Dean of Enrollment and Student Success effective October 1, 2024. Chair Cadwell said this followed discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

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

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

Trustee Reynolds motioned and Trustee Walk seconded to approve as presented the following standard Human Resources Report. Chair Cadwell said this followed discussion on the topic held in closed session related only to the request of a general leave of absence and the appointment of the Dean for Enrollment and Student Success.

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

Riggs, Jeff

7/25/24-9/21/24

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

Lake Land College Board of Trustees
 Minutes – September 9, 2024
 Page 17 of 19

Orlett, Chris

8/27/24-9/27/24

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Fisher, Kerry	Community Learning Instructor	8/26/24
	Primary Position Allied Health BNA Adjunct	
Johnson, Davis	Assistant Baseball Coach	8/16/24
	Primary Position Bsktball Scorers/Timers	
Kasera, Noella	Print Shop Technician Assistant	8/26/24
	Primary Position Bookstore Rush Worker	
Mutamira, Tanatswa	Student Assistance Specialist	8/23/24
	Primary Position Newspaper Ed Student News	
Rubin, Ariel	Mailroom Assistant	8/26/24
	Primary Position Print Shop Technician Asst	
Salami, Aisha	International Studies Program Assistant	8/16/24
	Primary Position Newspaper Ed Student News	

Part-time - Grant Funded

Dickens-Montgomery, Amanda	Remediation Specialist	8/21/24
	Primary Position Path Grant Support Services	
Smithenry, Kimberly	Remediation Specialist	8/21/24
	Primary Position Nursing Instructor	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Black, Gabriel	Assistant Baseball Coach	8/22/24
	Primary Position Print Shop Technician Asst	
Carter, Natashaia	Fitness Center Specialist	6/28/24
	Primary Position Trio Ofc Coordinator	
Hodges, John	Asst Women's Bball Coach, Dir of Intramurals	8/16/24
	Primary Position Bsktball Scorers/Timers	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Conner, Anthony	Accounting Assistant II-Accounts Payable	9/10/24
Jamerson, Carly	Correctional Office Assistant	8/13/24
Part-time		
Charles, Frantz	Institutional Equipment Assistant	8/19/24
Daugherty, Kathleen	Adjunct Faculty Business Division	8/19/24
Gibbons, Olivia	Student Assistance Specialist	8/13/24

Lake Land College Board of Trustees
Minutes – September 9, 2024
Page 18 of 19

Kaufman, Rachel	Assistant Softball Coach	8/27/24
Kegerreis, Andrea	IEL Instructor	8/22/24
Martin, Juliana	Bookstore Rush Worker	8/19/24
McMillen, Nichole	Adjunct Faculty Allied Health Division	8/19/24
Niebrugge, Lexie	Assistant Women's Basketball Coach	8/19/24
Reynolds, Theresa	IEL Instructor	8/20/24
Rhine, Scott	Spec Asst to the Vice-Pres for Academic Serv	8/15/24
Skowronski, Emma	Newspaper Editor - Student Newspaper	8/13/24
White, Jennifer	Cosmetology Clinical Instr (hourly)	8/19/24

Part-time Grant Funded

Henderson, Caden	Math Lab Tutor Mentor	8/19/24
------------------	-----------------------	---------

Unpaid

Kelly, Michelle	Dual Credit Instructor	8/21/24
Strohm, Kylee	Dual Credit Instructor	8/15/24

College Work Study

Ade, Lauren	College Work-Study	8/27/24
-------------	--------------------	---------

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Atwell, Jaclyn	Custodian	8/19/24
Lineberry, Kelly	Custodian	8/19/24
Reardon, Amelia	Custodian	9/9/24
Ruef, James	Custodian	9/9/24
Szabo, Kyle	Infrastructure Administrator	9/9/24

Part-time

Concepcion, Manuel	Dual Credit Instructor	7/1/24
Jones, Reese	Technical Support Asst - Information Security	8/16/24
Knebel, Lurna	Dual Credit Instructor	7/1/24
Mayes, Kristina	Allied Health Ems Unpaid Adjunct	8/15/24
Moore, Christopher	Technical Support Asst - Information Security	8/1/24
Moore, Trista	Student Assistance Specialist	8/13/24
Musselwhite, Justin	Adult Education Adjunct Faculty	11/15/23
Ozier, Erica	Allied Health Instructional Pool	3/18/24
Parker, Lisa	Dual Credit Coordinator	7/1/24
Rhine, Marina	Print Shop Technician Assistant	5/15/24
Satterfield, Ryan	Adult Education Adjunct Faculty	10/26/23
Wagner, Sophia	College Advancement Intern	2/28/24
Walker, Alyssa	Fitness Center Specialist	7/19/24

Transfers/Promotions

Lake Land College Board of Trustees
 Minutes – September 9, 2024
 Page 19 of 19

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Alexander, Kasey	Police Sergeant	10/1/24
	Transferring from Police Officer	
Batman, Ryan	Infrastructure Administrator	9/16/24
	Transferring from Infrastructure Analyst	
Corda Hadjaoui, Jamie	Dean of Enrollment & Student Success	10/1/24
	Transferring from Director Workforce Invst	
DeOrnellas, Laura	Enrollment Specialist	9/16/24
	Transferring from Admissions CTE Recruiter	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Walk moved and Trustee Curtis seconded to adjourn the meeting at 7:46 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: Dr. Josh Bullock, President

FROM: Holly Ferren, Enrollment Specialist

DATE: September 11, 2024

RE: 2024-2025 Student Ambassadors

CC: Valerie Lynch, Vice President for Student Services

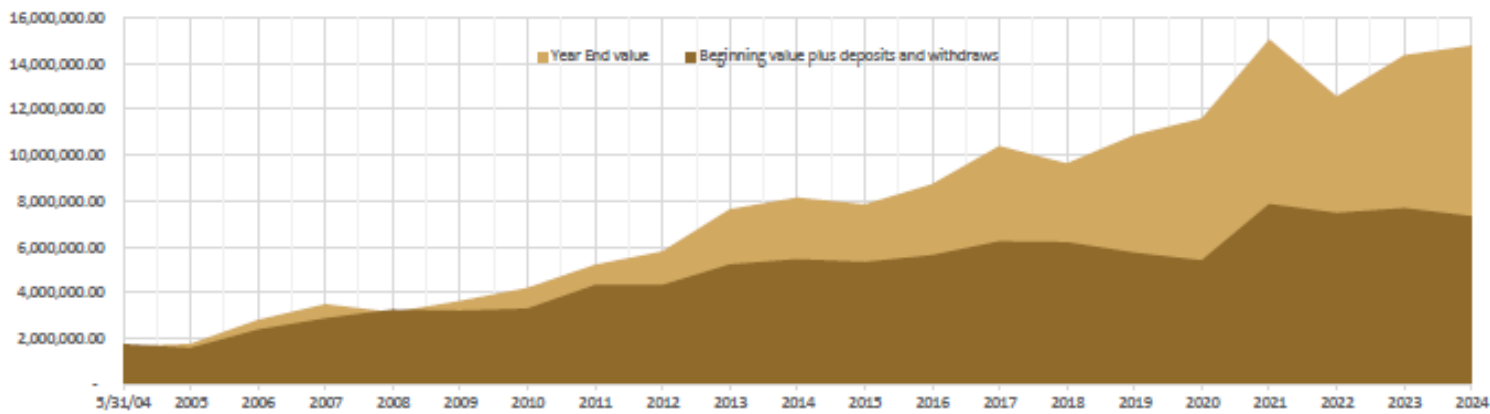
The 2024-2025 Student Ambassadors were selected in September after a very difficult process of reviewing several excellent applicants. The interview committee was amazed by the amount of candidates who exemplify the Lake Land College Vision and Values.

Fifteen highly qualified candidates were selected to serve on the Ambassador team as official representatives of Lake Land College. The fifteen ambassadors will receive a \$1000 yearly scholarship. Listed below are the names and hometowns for each Student Ambassador. I hope that the Board of Trustees and the Student Ambassadors will be able to meet in the near future. Thank you!

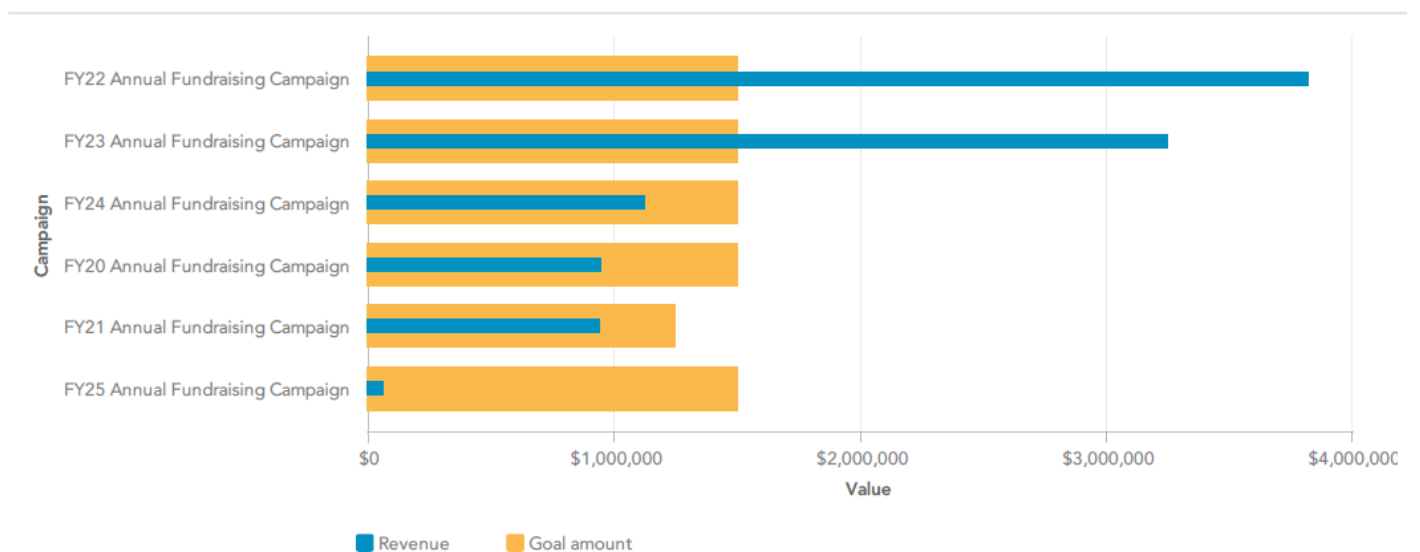
Levi Bryant	Effingham, IL
Jasmine Gast	Charleston, IL
Avery Gill	Mattoon, IL
Noah Goss	Ellsworth, KS
Aubrey Killey	Berwick, IL
Abbi Ledbetter	Brownstown, IL
Maycee Moore	Sumner, IL
Jonika Nickles	Hindsboro, IL
Waylon Paulek	Taylorville, IL
Ila Richter	Lerna, IL
Rylee Robb	Olympia, IL
Sydney Sanders	Leesburg, OH
Sophie Trainor	Tower Hill, IL
Mara Turner	Mahomet, IL
Whitley Wood	Lerna, IL

LAKE LAND COLLEGE FOUNDATION

Foundation Portfolio Growth:



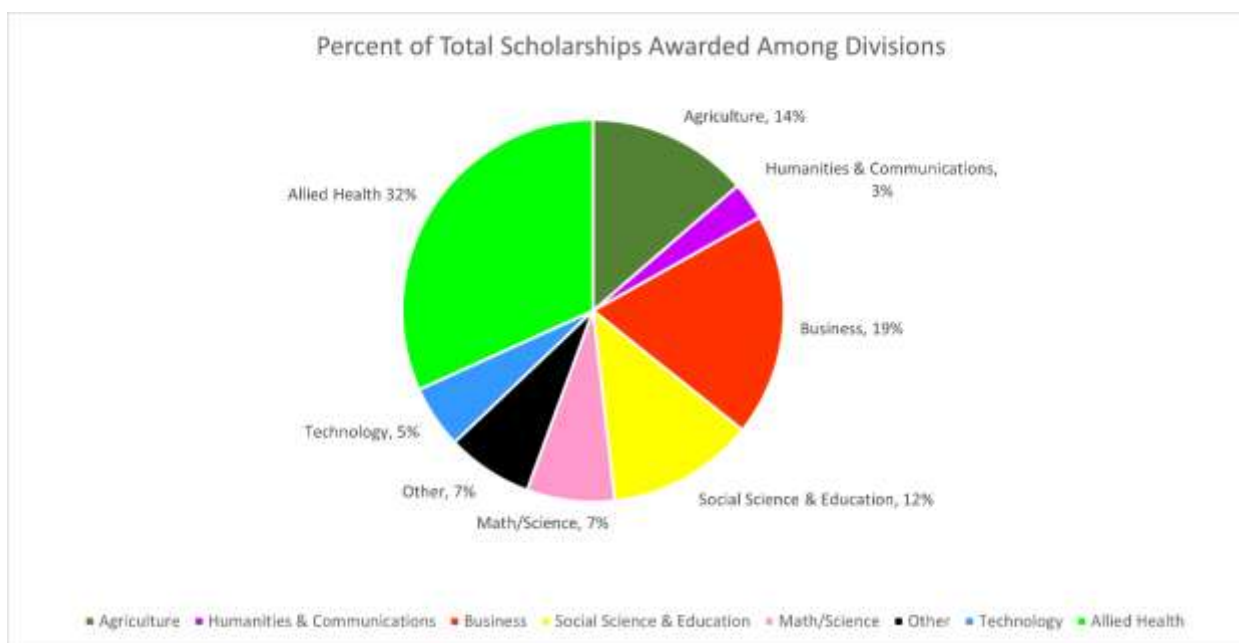
Annual Fundraising:



Spot Map



Percent of Total Scholarships Awarded Among Divisions





Foundation Impact by the Numbers

FY 24 Financials

- Total Net Assets (through June 2024)
 - \$17,613,880 - Overall
 - \$2,077,266 - Unrestricted gifts
- FY24 Foundation Donations: \$1,102,351.74
 - First-Time Donors: 396
 - Total # Gifts: 2,296
- \$719,460 Awarded in Scholarships
 - 544 Students received a scholarship
 - 24% more students awarded scholarships from the previous year
 - \$1,400 Average Scholarship
 - 10 New Scholarships created in FY24
- \$65,000 Annual Borgic Farm distribution to assist students in need
- \$40,913 in Emergency Funds Awarded to 67 Students
- Laker Employee Caring Fund – 15 Employees assisted totaling \$14,000
- Overall Alumni Graduates: 37,825

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Ike Nwosu, Vice President for Academic Services
DATE: September 19, 2024
RE: Curriculum Committee Activity

Attached is a listing of new courses and curricula as well as changes in current courses and curricula that have been approved by the Curriculum Committee from April 2024 to September 2024.

Please share this listing with the Board of Trustees at their regular meeting of October 14. I will be available to answer any questions you or the Board may have.

Attachment: Curriculum Committee Highlights

Curriculum Committee Highlights April 2024 – September 2024

Course Additions

- MET-077 SOE II
- MET-078 SOE III
- LIB-120 Introduction to Generative AI

DOC Course Additions

- CSM-070 Intro to Building Maintenance
- CSM-071 Electrical Maintenance
- CSM-072 Plumbing Maintenance
- CSM-073 Indoor Air Quality
- CSM-074 Remediation Concepts
- CMS-075 Sustainability/Green Cleaning
- CSM-076 Maintenance Organization
- CMS-077 Preventive Maintenance
- CSM-078 Budgeting and Inventory
- CSM-079 Supervisory Communication
- CSM-080 Maintenance Supervisor

Course Revisions

- BIO-061 Human Cadaver & Anatomy Review
- DHY-045 Radiology
- DHY-072 Preclinical Hygiene II
- DHY-083 Clinic I
- DHY-088 Clinic II
- MET-076 Mechanical Electrical SOE I
- PSY-277 Social Psychology
- MAP-076 Medical Office Procedures II
- Com-111 Communication
- Criminal Justice Courses: CJS-080, CJS-090, CJS-104, CJS-150, CJS-152 and CJS-166
- Psychology courses: PSY-271, PSY-274, PSY-277
- SOS-283 Introduction to Research Methods

Course Withdrawal

- AHE-086 Exploring Allied Health Careers
- Adult Education Courses: ABD-002, ABD-010, AED-027, AED-028, AED-029, AED-030, AED-031, AED-034, ABB-005, ABC-002, ABD-001, ABG-001, ABG-002, ABG-004, AED-001, AED-002, AED-003, AED-004, AED-005, AED-014, AED-020, AED-021, AED-022, AED-023, AED-024, AED-025, AED-032, AED-033, AED-035, AED-036, AED-037, AED-038, AED-042, AED-043 and AED-044

New DOC Programs

- CRT.XBLDM Building Maintenance
- CRT.XBSUP Maintenance Supervisor
- AAS.XEHS Environmental Health and Safety Services

Program Revisions

- CRT.WEL Welding Technology
- AAS.WEL Welding
- AAS.MET Mechanical-Electrical Technology
- AAS.AGPWR Diesel & Ag Power Technology and AAS.AGPRO Agriculture Production & Management
- AES.ENGR Associate in Engineering Science
- AAS.SRT Surgical Technology

DOC Program Revisions

- NDP.XCM – Custodial Technician – title change to Environmental Health and Safety Services

Inactivated Programs

- NDP.CNCP CNC Programmer

Inactivated DOC Programs

- CRT.XHRT Horticulture
- NDP.XRMTI Restaurant Management I
- NDP.XRMTII Restaurant Management II
- CRT.XBM Business Management
- NDP.XCTAC Computer Technology

Withdrawn Programs

- CRT.PLMT Plastics Manufacturing Technician
- NDP.ITLC Launch Code



MEMO

TO: John Woodruff, Vice President Business Services

FROM: Madge Shoot, Comptroller

CC:

DATE: October 1, 2024

RE: Proposed Tax Levy

Each year the College is required to submit a tax levy (dollar amount) to the Coles County Circuit Clerk by the fourth Tuesday of December so we are eligible to collect property tax revenue. This year the levy is for the equalized assessed value (EAV) of property for the year 2024, known as the levy year. Property taxes are paid the following summer/fall, calendar year 2025, and applied to fiscal year 2026 revenues.

Attached is the Certificate of Tax Levy for the 2024 levy year, the receipt form will be returned to us from each county clerk indicating filing of the Certificate of Tax Levy in that county, and the Certificate of Compliance certifying compliance with the "Truth in Taxation" law.

We are in legal compliance with the above, and I recommend approval of the appropriate documents shown above.

Lake Land's rate of levy for the 2023 levy year property values was \$.5222 per \$100 EAV. We will not know the actual tax rate for the 2024 levy year until late spring when EAV's are finally determined by the 15 individual counties in the Lake Land College district but we are estimating that our rate of levy will decrease to approximately \$.5207 per \$100 EAV, a .29% decline in the amount levied overall.

For the individual taxpayer, Lake Land's tax is approximately 5% of the total bill and reflects the low overall tax rate per \$100 EAV for the College.

I recommend the sum of Fifteen Million Nine Hundred Forty-Seven Thousand Dollars (\$15,947,000) plus an additional amount to provide funds to retire bonds and pay interest thereon to be levied on the equalized assessed value of the taxable property of Community College District No. 517 for the levy year 2024 to be collected in the calendar year 2025. The levy for the year 2024 is to be allocated 100% for fiscal year 2026.

Attachment

CERTIFICATE OF TAX LEVY

Community College District No. 517 County(ies) Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby

Community College District Name: Lake Land College and State of Illinois

We hereby certify that we require:

the sum of \$ 6,524,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$ 1,060,000 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

the sum of \$ 4,413,000 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 1,905,786 to be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and

the sum of \$ 444,214 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and

the sum of \$ 100,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 1,500,000 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and

the sum of \$ _____ to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year _____.

As requested by Chapter 120 (Paragraph 643, Section 162), our Fiscal Year 2024 budget resolution and the chief fiscal officer's certified estimate of anticipated revenues for Fiscal Year 2024 either are attached to this document or have been submitted to you previously.

Signed this ____ day of

Chairman of the Board of Said Community College District

Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full -one-.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

**DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT NO. 517
(Lake Land College)**

This is to certify that the Certificate of Tax Levy for Community College District No. 517, County(ies) of _____ and State of Illinois, on the equalized assessed value of all taxable property of said community college district for the year 20____ was filed in the office of the County Clerk of this county on _____ 20____.

In addition to an extension of taxes authorized by levies made by the board of said community college district, an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2024 is \$6,598,250.

Said community college district also has complied with the requirements of Chapter 120 (Paragraph 643, Section 162).

County Clerk

Date

County

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

I, the undersigned, hereby certify that I am the presiding officer of Community College District No. 517, Lake Land College, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with, the provisions of Sections 18-60 through 18-85 of the "Truth in Taxation" Law.

CHECK ONE OF THE CHOICES BELOW:

- ☐ 1) The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements for the Truth in Taxation Law.
- ☒ 2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a notice and a hearing were not necessary.
- ☐ 3) The **proposed** aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The **adopted** aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.
- ☐ 4) The **adopted** levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

This certificate applies to the 2024 levy year.

Date: _____

Presiding Officer: _____
Chairman, Board of Trustees
Community College District No. 517



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: John Woodruff, Vice President for Business Services

DATE: September 30, 2024

RE: Proposed Board Policy 05.04.25 – *Paid Parental Leave*

I am writing to propose the introduction of a Paid Parental Leave Policy that aligns with our strategic plan and our commitment to fostering a supportive workplace culture and enhancing employee well-being.

The proposed Paid Parental Leave Policy would provide eligible employees with 4 continuous weeks of paid leave following the birth or adoption of a child. This initiative aims to support our employees during a critical time in their lives, enabling them to bond with their new child without the financial stress of unpaid leave.

Eligible employees of this policy would be full-time employees with at least 1 year of continuous full-time employment at the College. This does not apply to employees under a collective bargaining agreement, unless specifically incorporated by reference.

Benefits of the Policy:

1. Employee Well-Being: Research indicates that parental leave improves mental health and family bonding, ultimately leading to happier, more engaged employees.
2. Talent Attraction and Retention: A competitive parental leave policy positions us as an employer of choice, helping attract and retain top talent in a competitive job market.
3. Increased Productivity: Employees who take adequate leave return more focused and productive, benefiting the organization as a whole.
4. Diversity and Inclusion: This policy would reinforce our commitment to supporting all employees, regardless of their family structure, and promote a more inclusive workplace.

I believe that implementing a Paid Parental Leave Policy will not only enhance our workplace culture but also demonstrate our commitment to supporting employees during significant life events. I look forward to discussing this proposal further and exploring how we can make this initiative a reality.

Thank you for your consideration.

Paid Parental Leave

The College will grant up to four (4) calendar weeks of Paid Parental Leave to an eligible employee within twelve (12) weeks after the occurrence of a qualifying event (defined below).

Eligibility

Full-time employees, who have at least one (1) year (twelve (12) months) of continuous full-time service with the College at the time of a qualifying event, will be eligible for Paid Parental Leave. In addition, the qualifying event must have occurred on or after the effective date of this policy, and on or after the employee's eligibility date (*i.e.*, one (1) year anniversary of continuous, full-time employment). Should both parents be employees of the College and each meet the eligibility requirements under this policy, each is entitled to Paid Parental Leave under this policy.

Qualifying Events

Eligible employees may apply for Paid Parental Leave if one of the following occurs:

1. The employee gives birth to a child;
2. The employee's spouse or domestic partner gives birth to a child;
3. The employee completes adoption of a child under the age of 18;
- or
4. The employee becomes the parent of a newborn through surrogacy.

Paid Parental Leave may not be utilized prior to the occurrence of a qualifying event.

Exclusions

The following are not considered Qualifying Events under this policy:

1. Adoption of a spouse's or domestic partner's child(ren) who were born before the employee's marriage or domestic partnership began;
2. Voluntary termination of the employee's (or the employee's spouse's or domestic partner's) parental rights after the birth of a child (*e.g.*, surrendering a child for adoption); or

Board Policy**05.04.25**

3. Birth of a child when the employee, spouse, or domestic partner is acting in the role of a surrogate.

Usage of Paid Parental Leave

Eligible employees may receive a maximum of four (4) calendar weeks of Paid Parental Leave following a qualifying event. The Paid Parental Leave must be initiated and completed within 12 weeks of the qualifying event. Paid Parental Leave is limited to one (1) occurrence of a qualifying event during a twelve (12) month period (*i.e.*, eligible employees may only receive a maximum of four (4) calendar weeks of Paid Parental Leave within any twelve (12) month period). Paid Parental Leave must be taken continuously during the first twelve (12) weeks immediately following the qualifying event.

Paid Parental Leave may not be used, initiated, or extended beyond the twelve (12) week time period immediately following the qualifying event. Any unused Paid Parental Leave will be forfeited (*e.g.*, if an employee first utilizes Paid Parental Leave ten (10) weeks following occurrence of the qualifying event, the employee is entitled to receive a maximum of two (2) weeks of Paid Parental Leave).

Compensation

Paid Parental Leave is compensated at an employee's weekly base pay. An employee's eligibility to accrue other paid leave under the College's policies will continue during the Paid Parental Leave period. The employee will remain in a "paid status" during Paid Parental Leave.

If an employee does not complete six (6) months of full-time employment upon returning to work after receiving Paid Parental Leave, the employee shall be obligated to repay the College for the full amount of the Paid Parental Leave received. Employees electing to use Paid Parental Leave will be required to execute an agreement to this effect as a condition for receipt of Paid Parental Leave. Any extenuating circumstances will require Presidential approval.

Notice

Requests for Paid Parental Leave must be submitted at least 30 days before the leave is expected to begin. Employees should contact their supervisor and Human Resources at least 30 days in advance of the need for leave.

Board Policy 05.04.25

Supporting documentation will be required for Paid Parental Leave and must be submitted to Human Resources, which may include birth certification or adoption decree, order, or petition. Any extenuating circumstances will require Presidential approval.

Coordination of Other Policies or Leave Laws

Paid Parental Leave will run concurrently with other leave taken under FMLA, federal, state, and/or local law, or if applicable, under any other board policy or individual agreement for which the employee qualifies. Unless running concurrently with another form of leave that provides certain rights by law, Paid Parental Leave is not considered job-protected leave.

Other Considerations

1. Paid Parental Leave does not extend the amount of leave available for use under FMLA, federal, state, and/or local law.
2. During the Paid Parental Leave period, any College closed days, Fridays in the Summer, and Holidays that fall within the four week paid leave window, will be coded and paid as Paid Parental Leave.
3. Paid Parental Leave shall not accrue, carry over, or be donated to another employee.
4. Paid Parental Leave is not paid to an employee upon separation from the College.
5. Employees are not required to utilize Paid Parental Leave in order to receive FMLA leave.
6. This policy does not apply to employees covered by a Collective Bargaining Agreement (unless expressly incorporated by reference). Bargaining unit employees should refer to the applicable Collective Bargaining Agreement for further guidance as to available leave benefits and options.

Adopted TBD, 2024 - Effective January 1, 2025

Calendar of Events

Monday, October 14, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 24, 2024	5 p.m. - 3 rd Annual Foundation & Alumni Awards Celebration
Thursday, November 7, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, November 11, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 5, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, December 9, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, January 9, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, January 13, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, February 6, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, February 10, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, March 6, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting

	10 a.m. – Board and Administration Center, 011
Monday, March 10, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, April 10, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, April 14, 2025	4 p.m. – Special Board Meeting – Retreat to Prepare for HLC Visit 5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, May 8, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, May 12, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011



MEMO

TO: John Woodruff, Vice President for Business Services

FROM: David Stewart, Chief Information Officer

DATE: August 23, 2024

RE: Update to Board Policy 11.15 – Acceptable Technology Use and New Policy 11.15.01 - Artificial Intelligence (AI) Policy

Lake Land College recently established the Business Operations AI Task Force with a vision harnessing the transformative power of AI technologies to drive operational excellence, improve the student experience, and maintain competitiveness in a rapidly evolving educational landscape. The Task Force understands that governance is essential for guiding the ethical, responsible, and effective use of AI in higher education. It provides the structure needed to address ethical concerns, protect privacy, ensure accountability, while protecting the college. Given these vital governance needs, we see a need to update Board Policy 11.15 to include language about the acceptable use of artificial intelligence technologies. We furthermore see a need to add a new Policy statement (11.15.01) specific to an Artificial Intelligence (AI) Policy.

Recommended motion: Approve as presented the proposed revision to Board Policy 11.15 – *Acceptable Technology Use* and addition of Board Policy 11.15.01 – *Artificial Intelligence (AI)*.

11.15.01 Artificial Intelligence (AI) Policy

Lake Land College commits to the ethical use of AI in accordance with 11.04 Discrimination and Harassment and 11.23 Ethics policies. AI must not be used to create content that is inappropriate, discriminatory, deceptive or otherwise harmful to others or to the college. Users must carefully review AI content for accuracy, appropriateness and bias to ensure the content aligns with Lake Land's Mission, Vision and Values.

AI users are prohibited from inputting data specific to Lake Land College, including confidential information belonging to the College, when using publicly available AI tools. This includes, but is not limited to, copying, pasting, typing or submitting personally identifiable information (e.g., names, contact information, dates of birth, social security numbers, etc.) about employees, students, and participants in college and community events. Inputs into public AI prompts, whether by text, speech, images, video or other formats, must be anonymized to avoid disclosing confidential information. AI users must comply with the Information Systems and Services policies and procedures (e.g., 11.15 Acceptable Technology Use, 11.28 Security of Critical and Sensitive Information, Confidential and Sensitive Information (CSI) Guide, and Data Governance) when using AI tools for conducting college business. All AI tools used for college business must be approved through Information Systems and Services.

11.15

Acceptable Technology Use

1. Intent of Policy

The intent of the Lake Land College Acceptable Technology Use Policy is to establish that technology provided by Lake Land College is intended to support the mission of the College. The term “technology” refers to but is not limited to computers, digital visual presenters, telephones, information networks, email, Internet, and assistive technologies, such as artificial intelligence (AI), and others invented in the future~~and/or other assistive technologies invented in the future~~. This policy applies to local and remote users of Lake Land College technology resources. Users shall regard the use of Lake Land College’s technology as a privilege, not a right.

2. Acceptance of Terms and Conditions

All terms and conditions as stated in this document are applicable to the use of technology resources at Lake Land College. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Illinois and the United States of America. The user understands and will abide by the terms and conditions of the Acceptable Technology Use Policy at Lake Land College. If a user commits any violation of the Acceptable Technology Use Policy, access privileges may be revoked, and disciplinary and/or appropriate legal action may be taken.

3. Privacy

Lake Land College reserves the right to review the contents and usage of any provided technology and has the right to share any content in violation of this policy with appropriate authorities in compliance with local, state and federal laws.

4. Acceptable Rules of Network Etiquette

All users of Lake Land College technology resources are expected to comply with generally accepted rules of network etiquette. Users are expected to:

- A. Respect the privacy of other users.
 - (1) Users shall not intentionally seek information on, obtain copies of, or modify files, sensitive data, other data, or passwords belonging to other users or represent themselves as another user.
 - (2) Sensitive data shall not be disclosed indiscriminately or inappropriately. Precautions should be taken to prevent unlawful access to such data.
- B. Respect the legal protection provided by copyright and license to electronic information.¹
- C. Respect the integrity of information networks.
 - (1) Users shall not intentionally use programs that harass other users or infiltrate the technology resources and/or damage or alter the software components of technology resources.
 - (2) Users shall accept responsibility for all uses of the technology resources and systems account usernames and passwords.
 - (3) Users will refrain from using the technology resources for personal financial gain. This shall include electronic chain letters, political lobbying, and promotion of products or services of a local business or one's own product or service.

(4) Lake Land College has the right to filter incoming or outgoing electronic resources and email that it considers spam or that may be harmful to Lake Land College computers or infrastructure.

D. Refrain from transmitting any material in violation of federal, state or local regulations. This shall include but is not limited to threatening, harassing or obscene material or material protected by trade secret.

E. Adhere to federal, state and local guidelines about revealing others' personal information, including laws such as Family Education Rights & Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPPA), the USA Patriot Act, and other related acts.

5. User Accountability

Lake Land College reserves the right to limit or restrict access to Internet-based resources that in the College's judgment are not related to the mission of the College and/or its educational purposes. Individuals who are using Lake Land College technology resources inappropriately may be denied access to these resources. Users who breach this policy may be disciplined according to the appropriate disciplinary and personnel channels of the College.²

6. Public Representation

Users of Lake Land College technology resources will adhere to and uphold the guidelines put forth in this policy. The use of technology resources reflects directly and indirectly upon Lake Land College; therefore, all use should appropriately reflect the image of the College.

7. Disclaimer

Lake Land College makes no warranties of any kind, whether expressed or implied, for the service it is providing. Lake Land College will not be responsible for any damages suffered. Use of any information obtained via technology resources through Lake Land College is at the user's risk. Lake Land College specifically denies any responsibility for the accuracy, quality, or content of information obtained through technology resources.

¹ Board Policy 05.14, Intellectual Property Rights.

² Board Policies 05.04.18, Discipline and Suspension, Demotion or Dismissal for Cause, and 07.28.01, Student Code of Conduct and Disciplinary Procedures.

Adopted November 9, 1998

Revised June 14, 2004

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 14th day of October, 2024.

* * *

The meeting was called to order by the Chair, and upon the roll being called, Gary Cadwell, the Chair, 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 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 Chair announced that in view of the current financial condition of the District, the Board of Trustees would consider the adoption of a resolution setting forth and describing in detail outstanding claims against the District, declaring its intention to issue

funding bonds to pay claims against the District, and directing that notice of such intention be published.

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

Lake Land College Board of Trustees



RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds in a principal amount not to exceed \$5,100,000 for the purpose of paying claims against 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 directing that notice of such intention be published as provided by law.

RESOLUTION NUMBER: 1024-009

DATE: 10-14-24

* * *

WHEREAS, pursuant to the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended (the “Act”), 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 authorized to issue bonds to pay claims against the District; and

WHEREAS, the District has presently outstanding and unpaid claims in the aggregate amount of \$5,100,000 (the “Claims”), all of the Claims having been heretofore authorized and allowed for proper community college purposes; and

WHEREAS, there are not sufficient funds on hand and available with which to pay the Claims, and the Board of Trustees of the District (the “Board”) has determined and does hereby determine that it is necessary and in the best interests of the District that the Claims be paid from proceeds of bonds in a principal amount not to exceed \$5,100,000 (the “Bonds”); and

WHEREAS, before the Bonds can be issued pursuant to the Act, the Board must examine and consider the Claims and must adopt a resolution declaring the Claims to be authorized and allowed for proper community college purposes, set forth and describe in detail the Claims, declare its intention to issue the Bonds for the purpose of paying the Claims and direct that notice of such intention to issue the Bonds be given as provided by law; and

WHEREAS, the Board has examined and considered the Claims:

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. The Claims. The Claims are the District’s outstanding General Obligation Debt Certificates (Limited Tax), Series 2024, and it is hereby found, determined and declared that the Claims are presently outstanding and unpaid, were heretofore authorized and allowed for proper community college purposes and constitute valid and binding obligations of the District.

Section 3. Declaration of Intent. The Board does hereby determine and declare its intention to avail the provisions of Article 3A of the Act and to issue Bonds in an amount not to exceed \$5,100,000 for the purpose of paying the Claims.

Section 4. Notice of Intent. In accordance with the provisions of Section 5 of the Local Government Debt Reform Act of the State of Illinois, as amended, notice of said intention to avail of the provisions of Article 3A of the Act and to issue the Bonds shall be given by publication of such notice once in the *Journal Gazette*, the same being a newspaper of general circulation in the District.

Section 5. Form of Notice. The notice of intention to issue the Bonds shall be in substantially the following form:

NOTICE OF INTENTION 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
 TO ISSUE NOT TO EXCEED \$5,100,000 FUNDING BONDS

PUBLIC NOTICE is hereby given that on the 14th day of October, 2024, 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*"), adopted a resolution declaring its intention and determination to issue bonds in an aggregate amount not to exceed \$5,100,000 for the purpose of paying presently outstanding and unpaid claims against the District, all of which unpaid claims have been heretofore authorized and allowed for proper community college purposes and it is the intention of the Board to avail of the provisions of Article 3A (Sections 3A-6 to 3A-9, inclusive) of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and to issue said bonds for the purpose of paying such unpaid claims.

A petition may be filed with the Secretary of the Board (the "*Secretary*") within thirty (30) days after the date of publication of this notice, signed by not less than 11,646 voters of the District, said number of voters being equal to ten per cent (10%) of the registered voters of the District, requesting that the proposition to issue said bonds as authorized by the provisions of said Article 3A be submitted to the voters of the District. If such petition is filed with the Secretary within thirty (30) days after the date of publication of this notice, an election on the proposition to issue said bonds shall be held on the 25th day of February, 2025, unless none of the voters of the District are scheduled to cast votes for any candidates for nomination for, election to or retention in

public office at said election, in which case an election on the proposition to issue said bonds shall be held on the 1st day of April, 2025. The Circuit Court may declare that an emergency referendum should be held prior to either of said election dates pursuant to the provisions of Section 2A-1.4 of the Election Code of the State of Illinois, as amended. If no such petition is filed within said thirty (30) day period, then the District shall thereafter be authorized to issue said bonds for the purpose hereinabove provided.

By order 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.

DATED this 14th day of October, 2024.

Dave Storm
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

Gary Cadwell
Chair, 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

Section 6. Further Proceedings. If no petition signed by the requisite number of voters is filed with the Secretary of the Board within thirty (30) days after the date of the publication of such notice of intention to issue the Bonds, the Board shall, by appropriate proceedings to be hereafter taken, fix the details concerning the issue of the Bonds and provide for the levy of a direct annual tax to pay the principal and interest on the same.

Section 7. 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 8. Repealer and Effective Date. All resolutions and parts of resolutions in conflict herewith be and the same are hereby repealed and that this Resolution be in full force and effect forthwith upon its adoption.

Adopted October 14, 2024.

Chair, Board of Trustees

Secretary, Board of Trustees

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

After a full and complete discussion thereof, the Chair directed the Secretary to call the roll for a vote upon the motion to adopt said resolution.

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

and the following Trustees voted NAY: _____

Whereupon the Chair declared the motion carried and said resolution adopted, and in open meeting approved and signed said resolution and directed the Secretary to record the same in full 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 said 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 that as such official I 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 14th day of October, 2024, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds in a principal amount not to exceed \$5,100,000 for the purpose of paying claims against 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 directing that notice of such intention be published as provided by law.

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 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 the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 14th day of October, 2024.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
 COUNTY OF _____)

PETITION

We, the undersigned, do hereby certify that we are voters 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 voters, we do hereby request that the following proposition be submitted to the voters of said Community College District: "Shall the Board of Trustees of Lake Land 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, be authorized to issue \$5,100,000 bonds for the purpose of paying claims against said Community College District as provided for by Article 3A (Sections 3A-6 to 3A-9, inclusive) of the Public Community College Act?"; and we do hereby further request that the Secretary of said Board of Trustees of said Community College District certify said proposition to the County Clerks of The Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby, Illinois, for submission to said voters at the next election at which said proposition may be submitted to said voters:

SIGNATURE	STREET ADDRESS OR RURAL ROUTE NUMBER	CITY, VILLAGE OR TOWN	COUNTY
_____	_____	_____	_____ County, Illinois
_____	_____	_____	_____ County, Illinois
_____	_____	_____	_____ County, Illinois
_____	_____	_____	_____ County, Illinois
_____	_____	_____	_____ County, Illinois
_____	_____	_____	_____ County, Illinois
_____	_____	_____	_____ County, Illinois
_____	_____	_____	_____ County, Illinois

The undersigned, being first duly sworn, deposes and certifies that he or she is at least 18 years of age, his or her residence address is _____ (Street Address), _____ (City, Village or Town), _____ County, _____ (State), that he or she is a citizen of the United States of America, that the signatures on the foregoing petition were signed in his or her presence and are genuine, that to the best of his or her knowledge and belief the persons so signing were at the time of signing said petition registered voters of said Community College District and that their respective residences are correctly stated therein.

Signed and sworn to before me this _____
 ____ day of _____, 2024.

 Illinois Notary Public

My commission expires _____

(NOTARY SEAL)

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 14th day of October, 2024.

* * *

The meeting was called to order by the Chair, and upon the roll being called, Gary Cadwell, the Chair, 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 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 Chair announced that the Bond Issue Notification Act requires that a public hearing be called and held in connection with the sale of general obligation funding bonds in an amount not to exceed \$5,100,000 for the purpose of paying claims against

the District and that the Board of Trustees would consider the adoption of a resolution calling such public hearing.

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

Lake Land College Board of Trustees



RESOLUTION calling a public hearing concerning the intent 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, to sell not to exceed \$5,100,000 general obligation funding bonds.

RESOLUTION NUMBER: 1024-010

DATE: 10-14-24

* * *

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 duly organized and existing community college district created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, including the Local Government Debt Reform Act of the State of Illinois, as amended; and

WHEREAS, the Board of Trustees of the District (the "*Board*") intends to sell bonds in an amount not to exceed \$5,100,000 for the purpose of paying claims against the District (the "*Bonds*"); and

WHEREAS, the Bond Issue Notification Act of the State of Illinois, as amended, requires the Board to hold a public hearing concerning the Board's intent to sell the Bonds before adopting a resolution providing for the sale of the Bonds:

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 reference.

Section 2. Public Hearing. The Board hereby calls a public hearing to be held at 6:00 o'clock P.M. on the 11th day of November, 2024, in Room 011 of the Board and Administration Center, 5001 Lake Land Boulevard, Mattoon, Illinois, in the District, concerning the Board's intent to sell the Bonds and to receive public comments regarding the proposal to sell the Bonds (the "*Hearing*").

Section 3. Notice. The Secretary of the Board (the "*Secretary*") shall (i) publish notice of the Hearing at least once in the *Journal Gazette*, the same being a newspaper of general circulation in the District, not less than 7 nor more than 30 days before the date of the Hearing and (ii) post at least 72 hours before the Hearing a copy of said notice at the principal office of the Board, which notice will be continuously available for public review during the entire 72-hour period preceding the Hearing.

Section 4. Form of Notice. Notice of the Hearing shall appear above the name of the Secretary and shall be in substantially the following form:

**NOTICE OF PUBLIC HEARING CONCERNING THE INTENT 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
TO SELL NOT TO EXCEED \$5,100,000 FUNDING BONDS**

PUBLIC NOTICE IS HEREBY GIVEN 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*"), will hold a public hearing on the 11th day of November, 2024, at 6:00 o'clock P.M. The hearing will be held in Room 011 of the Board and Administration Center, 5001 Lake Land Boulevard, Mattoon, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell bonds of the District in the amount of \$5,100,000 for the purpose of paying claims against the District.

By order 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.

DATED the 14th day of October, 2024.

Dave Storm
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

Section 5. Hearing Requirements. At the Hearing the Board shall explain the reasons for the proposed bond issue and permit persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits. The Board shall not adopt a resolution selling the Bonds for a period of seven (7) days after the final adjournment of the Hearing.

Section 6. 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 7. Repeal. All resolutions and 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 October 14, 2024.

Chair, Board of Trustees

Secretary, Board of Trustees

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

After a full and complete discussion thereof, the Chair directed the Secretary to call the roll for a vote upon the motion to adopt said resolution.

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

and the following Trustees voted NAY: _____

Whereupon the Chair 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 I 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 14th day of October, 2024, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION calling a public hearing concerning the intent 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, to sell not to exceed \$5,100,000 general obligation funding bonds.

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, the Public Community College Act of the State of Illinois, as amended, and the Bond Issue Notification Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 14th day of October, 2024.

Secretary, Board of Trustees

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: John Woodruff, Vice President for Business Services

DATE: October 1, 2024

RE: Approval of Financial Advisory Agreement with PMA Securities

The College intends to seek board approval to issue general obligation debt certificates and general obligation bonds to finance construction projects beneficial to the College.

As part of the bond process, I recommend the College again enter into a financial advisory agreement with PMA Securities to serve as financial advisor during the entire course of the bonding process. As financial advisor, PMA Securities will provide all necessary financial planning relevant to securing bonds, advise on all relevant debt management and financial implementation, including what securities to accept and properly place, and provide all necessary elections to adhere to the bonding requirements. They have been instrumental and critical in past Bond acquisitions and we anticipate the same professional experience.

Please find attached the proposed Financial Advisory Agreement with PMA Securities, LLC. The fee payable to PMA Securities is as follows:

- **Debt Certificates** - The issuance of the Debt Certificates is \$15,000. A flat fee of \$12,000 plus \$3,000 for offering documentation.
- **Bond Sale** – Estimated at \$5.5 Million.
 - If Public Offering: The fee payable to PMA Securities would be \$30,600 which calculates to \$4.84 per \$1,000 plus \$4,000 for their services.
 - If Placement: The fee payable to PMA Securities would be \$23,000. A flat fee of \$20,000 plus \$3,000 related to offering documents.

I respectfully ask the Board to approve the Financial Advisory Agreement with PMA Securities to provide professional advisory services in issuing general obligation bonds to finance construction projects beneficial to the College.

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

Recommended Motion: Approve as presented Bond related acquisition fees not to exceed \$45,600 with PMA Securities for the Fall Bond sale which includes fees for the debt certificate portion and eventual sale of the bonds.



MUNICIPAL ADVISORY AGREEMENT

This Municipal Advisory Agreement (the “Agreement”) is made and entered into by and between the Community College District Number 517 (Lake Land College), Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper and Macon, Montgomery, Moultrie, Shelby Counties, Illinois (“Issuer”) and PMA Securities, LLC (“PMA”) effective as of April 16, 2024 (the “Effective Date”). The Issuer and PMA collectively constitute the “Parties” hereunder.

WITNESSETH:

WHEREAS, the Issuer intends to issue \$5,000,000* General Obligation Debt Certificates (Limited Tax), Series 2024 (the “Certificates”) and \$5,200,000* General Obligation Bonds, Series 2025 (the “Bonds” together with the Certificates, the “Securities”) for capital projects and in connection with the authorization, sale, issuance and delivery of such indebtedness, the Issuer desires to retain a Municipal Advisor to advise the Issuer regarding the issuance of the Securities;

WHEREAS, PMA is willing to provide its professional services and its facilities as Municipal Advisor in connection with the Securities as may be considered and authorized by the Issuer during the period in which this Agreement shall be effective;

WHEREAS, the Issuer is a municipal entity and the Securities are municipal securities as defined by the Securities Exchange Act of 1934 and the rules of the Municipal Securities Rulemaking Board (“MSRB”);

WHEREAS, PMA is registered as a municipal advisor with the U.S. Securities Exchange Commission (“SEC”) and the MSRB and thus, may provide municipal advisor services to a municipal entity such as the Issuer, including advice with respect to the issuance of municipal securities; and

WHEREAS, the Municipal Advisory services described herein are provided by PMA exclusively as a Municipal Advisor as described under MSRB Rule G-3(d).

NOW, THEREFORE, the Issuer and PMA, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, do hereby agree as follows:

SECTION I SCOPE OF SERVICES

Upon the request of an authorized representative of the Issuer, PMA agrees to perform the Municipal Advisory services (hereinafter “Services” or “Scope of Services”) stated in the following provisions of this Section I; and for having rendered such services, the Issuer agrees to pay PMA the compensation as provided in Section VI hereof. The Scope of Services to be performed in connection with the issuance of the Securities are only those listed below.

A. Financial Planning. At the direction of the Issuer, PMA shall:

1. Analysis. Conduct an analysis of the financial resources of the Issuer to determine the extent of its capacity to authorize, issue and service the Securities contemplated. This analysis will include reviews of any existing debt structure as compared with the existing and projected sources of revenues which may be pledged to secure payment of debt service and, where appropriate, may include an analysis of the trend of the assessed valuation, taxing power and present and future taxing requirements of the Issuer. The analysis may take into account any outstanding indebtedness payable from the revenues

*Preliminary, subject to change, and reflects the current estimated par amount. Currently, the expected estimated public offering prices of the Securities are \$5,000,000 and \$5,200,000, respectively, from which the fee may be calculated. See Section VI herein.

of existing or projected facilities operated by the Issuer, additional revenues to be available from any proposed rate increases and additional revenues, as projected through internal proprietary systems of PMA and its affiliates or through other parties employed by the Issuer, resulting from improvements to be financed by the Securities under consideration.

2. Future Financings. Consider and analyze future financing needs as projected by the Issuer's staff, through internal proprietary systems of PMA and its affiliates or through other parties, if any, employed by the Issuer.
3. Recommendations for Securities. Submit recommendations to the Issuer regarding the Securities under consideration, including such elements as the date of issue, interest payment dates, schedule of principal maturities, options of prior payment, security provisions, and such other provisions as may be appropriate in order to make the issue attractive to investors while achieving the objectives of the Issuer. All recommendations will be consistent with the goal of designing the Securities to be sold on terms that are advantageous to the Issuer, including the lowest interest cost consistent with all other considerations.
4. Market Information. Advise the Issuer of current bond market conditions, other related forthcoming bond issues, economic data and other market information, which might normally be expected to influence interest rates or bidding conditions so that the date of sale of the Securities may be set at a favorable time.
5. Elections. Assist in coordinating the assembly of data for the preparation of any necessary petitions, orders, resolutions, ordinances, notices and certificates in connection with the issuance of municipal securities, including assistance in the transmission of such data to any law firm retained by the Issuer, such as issuer counsel, bond counsel, disclosure counsel or otherwise, in the event it is necessary to hold an election to authorize the Securities.

B. Debt Management and Financial Implementation. At the direction of the Issuer, PMA shall:

1. Method of Sale. Evaluate the particular financing of Securities being contemplated, giving consideration to the complexity, market acceptance, rating, size and structure in order to make a recommendation as to an appropriate method of sale, and:
 - a. If the Securities are to be sold by an advertised competitive sale, PMA will:
 - (1) Oversee the sale of the Securities;
 - (2) Disseminate information to prospective bidders, organize such informational meetings as may be necessary, and facilitate prospective bidders' efforts in making timely submission of proper bids which may include the use of a third party auction platform;
 - (3) Assist the staff of the Issuer in coordinating the receipt of bids, the safekeeping of good faith checks and the tabulation and comparison of submitted bids; and
 - (4) Advise the Issuer regarding the best bid and provide advice regarding acceptance or rejection of the bids.
 - b. If the Securities are to be sold by negotiated sale, PMA will:
 - (1) Recommend, for the Issuer's formal approval and acceptance, one or more investment banking firms as managers of an underwriting syndicate to negotiate the purchase of the

Securities. This may include a request for proposal for underwriting services. A recommendation will be based upon but not limited to the following: proposed underwriter fees, indicative interest rates and yields, recent comparable bond sales that support the indicative rates and yields, quality of structuring ideas proposed, experience of the underwriter and its personnel, and willingness to commit capital. In keeping with the provisions of Rule G-23 of the MSRB, PMA will not participate in an underwriting syndicate in connection with the negotiated purchase of the Securities.

- (2) Cooperate with and assist the underwriter(s) in the review of a bond purchase contract and other related documents. The costs incurred in such efforts, including the printing of the documents, will be paid in accordance with the terms of the Issuer's agreement with the underwriter(s), but shall not be or become an obligation of PMA, except to the extent specifically provided otherwise in this Agreement or assumed in writing by PMA.
 - (3) Assist the staff of the Issuer in the safekeeping of any good faith checks, to the extent there are any, and provide a cost comparison for both expenses and interest, which are suggested by the underwriter(s), to the then current market.
 - (4) Advise the Issuer as to the fairness of the prices/yields offered by the underwriter(s).
- c. If the Securities are to be sold as a placement:
- (1) Direct Sale. The Issuer shall identify the potential purchasers and provide the information to PMA in a direct sale. At the request of the Issuer, PMA will disseminate information, including any offering documents, to prospective purchasers and collect prospective purchasers' timely submission of offers to purchase. PMA will analyze such offers to purchase and make a recommendation to the Issuer regarding the acceptance of one or more offers to purchase the Securities according to parameters set out by the Issuer or based on the Issuer's best interest.
 - (2) Private Placement. PMA may recommend that the Issuer engage a placement agent for a private placement of the Securities, under certain circumstances. The recommendation to engage a placement agent will be based upon, but not limited to, the following factors: the size and complexity of the Securities, the credit of the Issuer, the amortization length of the Securities and whether DTC eligibility is appropriate for the issuance. If PMA recommends the use of a placement agent, PMA will then recommend, for the Issuer's formal approval and acceptance, an investment banking firm as placement agent for the Securities. This may include a request for proposal for placement agent services. A recommendation will be based upon, but not limited to the following: proposed fee, indicative interest rates, recent comparable bond sales that support the rates, quality of structuring ideas proposed and experience of the placement agent and its personnel.
2. Issuer Meetings. Attend meetings of the governing body of the Issuer, its staff, representatives or committees as requested and at all times when PMA may be of assistance or service and the subject matter is related to the Securities.
 3. Review of Third Party Recommendations. Review of a recommendation of another party if requested by the Issuer and the request is within the Scope of Services. PMA will determine, based on the information obtained through reasonable diligence, whether the municipal securities transaction or municipal financial product is or is not suitable for the Issuer. In addition, PMA will inform the Issuer of:

- (1) PMA's evaluation of the material risks, potential benefits, structure and other characteristics of the recommended municipal securities transaction or municipal financial product;
 - (2) The basis upon which PMA reasonably believes that the recommended municipal securities transaction or municipal financial product is, or is not, suitable for the Issuer; and
 - (3) Whether PMA has investigated or considered other reasonably feasible alternatives to the recommended municipal securities transaction or municipal financial product that might also or alternatively serve the Issuer's objectives.
4. Offering Documents. Draft the preliminary and final Official Statements, Offering Memoranda or Term Sheets ("Offering Documents") based on information provided by the Issuer as well as information derived from other sources. The information contained in the Offering Documents will be derived from the sources stated or, if not otherwise sourced, from the Issuer. PMA makes no representation, warranty or guarantee regarding the accuracy or completeness of the information in the Offering Document, and its assistance in preparing the Offering Document should not be construed as a representation that it has independently verified such information. The Issuer will be expected to examine, approve and make certifications with respect to the information in the Offering Documents in accordance with its obligations under the federal securities laws.
- (1) In a competitive sale, PMA will coordinate the preparation of the notice of sale and bidding instructions, official bid form and such other documents as may be required and submit all such documents to the Issuer for examination, approval and certification.
 - (2) PMA will electronically distribute the Offering Documents.
 - (3) Some of the data collected may require a fee, such as overlapping debt or an auditor's certificate. Upon the request of an authorized representative of the Issuer, any fees for data will be sent to the Issuer for prior approval.
 - (4) As needed for Offering Documents disclosure purposes, PMA will file reportable event notices and other information to the MSRB's Electronic Municipal Market Access ("EMMA") as directed by the Issuer.
5. Credit Ratings and Insurance. Make recommendations to the Issuer as to the advisability of obtaining a credit rating and/or insurance for the Securities. Where insurance for the Securities is advised, PMA will request bids from insurance agencies. When directed by the Issuer, coordinate the preparation of such information as may be appropriate for submission to the rating agency and/or insurance agencies. If PMA's advice includes personal presentation of information to the rating agency and/or insurance agencies, PMA will arrange for such personal presentations by the Issuer's representatives.
6. Trustee, Paying Agent, Registrar. Assist the Issuer in the selection of a trustee and/or paying agent/registrar for the Securities and assist in the negotiation of agreements pertinent to these services and the fees incident thereto.
7. Escrow Bidding Agent, Escrow Agent, Verification Agent. Assist the Issuer in the selection of an escrow bidding agent, an escrow agent and/or a verification agent for the Securities and assist in the negotiation of agreements pertinent to those services and the fees incident thereto, if needed.

8. Financial Publications. Advise financial publications of the forthcoming sale of the Securities and provide them with all pertinent information, when appropriate. Upon request, PMA will coordinate the publication of legal notices when required by law for the issuance of the Securities.
9. Consultants. Arrange for reports and opinions of recognized independent consultants as may be appropriate for the successful marketing of the Securities and assist in the negotiation of agreements pertinent to those services and the fees incident thereto.
10. Legal Counsel. Maintain liaison with bond counsel, disclosure counsel and local counsel, if any, in the preparation of legal documents pertaining to the authorization, sale and issuance of the Securities.
11. Delivery of the Securities. Coordinate the efforts of the working group for the Securities, which typically includes the Issuer, underwriter, bond counsel, and other counsel, as applicable, rating agency, bond registrar, paying agent, and any other third party engaged by the Issuer, as soon as a bid for the Securities is accepted by the Issuer, so that the Securities may be delivered and paid for as expeditiously as possible. Assist the Issuer in the preparation or verification of final closing figures incident to the delivery of the Securities.

C. Services Not Related to an Issuance of Municipal Securities. If requested by the Issuer, PMA will perform the services following this paragraph for the Issuer, with respect to the Securities, with no additional compensation required. This Agreement hereby terminates any prior Municipal Advisory Agreement or Municipal Advisory Engagement Letter for the provision of the following services:

1. Rating surveillance preparation;
2. Debt summary and debt book updates;
3. Educational presentations to the Issuer's governing body, community and/or staff;
4. Review paying agent/DTC invoices for accuracy;
5. Review and provide advice related to a bond levy;
6. Advise the Issuer of filings related to tax credit bonds and the need to approve abatement resolutions and debt service extension base modification resolutions;
7. Assist with filing debt-related documents with other government entities, such as the state;
8. Assist with FOIA-related documentation and questions; and
9. Assist with post-issuance compliance per the rules of the Internal Revenue Service ("IRS").

D. Limitations on Services. The Services are subject to the following limitations:

1. The Services are limited solely to the services described herein and are subject to any limitations set forth within the Scope of Services.
2. PMA is not responsible for certifying as to the accuracy or completeness (including the accuracy or completeness of any description of the Issuer's compliance with its continuing disclosure obligations) of any preliminary or final Offering Documents, other than with respect to any information about PMA provided by PMA for inclusion in such documents.

3. The Services do not include tax, legal, accounting or engineering advice with respect to the Securities, services not related to an issuance of municipal securities (except as provided in Section I.C. above) or in connection with any opinion or certificate rendered by bond counsel or any other person at closing, and does not include review or advice on any feasibility study.
4. Unless requested by the Issuer, PMA will not negotiate fees or send out a request for proposal for legal services including issuer counsel, bond counsel or disclosure counsel.
5. Dissemination Agent services for continuing disclosure are not included under this Agreement except as provided under Section I.B.4.(4). Dissemination Agent services include, for example, annual financial information and annual financial statement filings to EMMA. PMA is engaged as Dissemination Agent pursuant to a separate engagement to provide services not covered under Section 1.B.4.(4).

E. Amendment to Scope of Services. The Scope of Services may be amended as set forth in Section VIII.D. The Parties agree to amend or supplement the Scope of Services described herein promptly to reflect any material changes or additions to the Scope of Services. Changes to the Scope of Services may result in an increased fee.

SECTION II POTENTIAL BENEFITS & RISKS OF ISSUING THE SECURITIES

A. The potential benefits involved with issuing the Securities include, among other things:

1. Meeting the Issuer's Funding Needs. The Securities are being issued to meet the Issuer's stated funding needs.
2. Relative Low Cost of Financing. Municipal obligations, such as the Securities, generally offer a lower cost of financing than other available alternatives.
3. Ability to Lower Cost of Financing in the Future. To the extent the Securities, or a portion of the Securities, are subject to a prepayment provision, the Issuer may be able to lower the cost of financing with a future refinancing of the Securities.
4. Ability to Restructure Payments in the Future. To the extent the Securities, or a portion of the Securities, are subject to a prepayment provision, the Issuer may be able to restructure the repayment schedule with a future refinancing or defeasance of the Securities.

B. The potential risks involved with issuing the Securities include, among other things:

1. Interest Rate Risk. The Securities are issued at a fixed rate(s). If market interest rates decline subsequent to the sale of the Securities, the Issuer will not be able to take advantage of lower market interest rates for the Securities unless and until the Securities can be prepaid or refinanced.
2. Prepayment Risk. To the extent the Securities, or a portion of the Securities, are not subject to a prepayment provision, the Issuer cannot prepay the Securities prior to their maturity date(s).
3. Closing Risk. If the Securities fail to attract an appropriate purchaser, or fail to be delivered at closing, the Issuer will not receive proceeds from the Securities.

4. Default Risk. If the Issuer fails to make the scheduled principal and/or interest payment(s) on the Securities in a timely manner, a default will occur, which negatively affects the Issuer's ability to get financing for other needs.
5. Tax Risk. If the opinion of bond counsel for the Securities identifies the Securities as tax-exempt or tax advantaged, and the IRS subsequently determines the Securities are taxable or ineligible for a tax credit, this determination could cause the IRS to change the designation of the Securities to taxable or to revoke the tax credits, resulting in potential adverse publicity, impairment of the Issuer's ability to issue municipal securities in the future, litigation from bondholders and others or a settlement agreement between the IRS and the Issuer resulting in a payment from the Issuer to the IRS to maintain the tax-exempt or tax advantaged status of the Securities. Potential causes of such a determination may include, but are not limited to the following: the Issuer does not spend the proceeds of the Securities in a timely manner, change in use of the project financed by the Securities and any other determination by the IRS that rules governing the issuance of tax-exempt obligations were violated.
6. Disclosure Risk. To the extent the SEC determines that a material fact was omitted from the Offering Documents or a material misstatement was made in the Offering Documents, the SEC could determine that the Issuer violated federal securities laws.

SECTION III COOPERATION IN MEETING REGULATORY REQUIREMENTS

The Issuer acknowledges that PMA has regulatory duties as municipal advisor to the Issuer, and the Issuer agrees to cooperate, and to cause its agents to cooperate, in carrying out these regulatory duties, including providing complete information and reasonable access to relevant documents, other information and personnel needed to fulfill such duties. In addition, the Issuer agrees that, to the extent the Issuer seeks to have PMA provide advice with regard to any recommendation made by a third party in accordance with Section I.B.3, the Issuer will provide to PMA written direction to do so and any information it has received from such third party relating to its recommendation.

SECTION IV TERM OF AGREEMENT

The terms of this Agreement are effective as of the Effective Date and shall remain in effect, unless earlier terminated by PMA or at the direction of the Issuer pursuant to the following section, until the closing of the Securities. For only the services (i.e. continuing services) set forth in Section I.C., this Agreement may be renewed for a maximum of three (3) years beyond the Effective Date of this Agreement or any amendment to this Agreement as set forth in Section VIII.D at the Issuer's request for PMA to perform such services.

SECTION V TERMINATION

This Agreement may be terminated with or without cause by the Issuer upon prior written notice to PMA or by PMA upon at least thirty (30) days' prior written notice to the Issuer of the Party's intention to terminate, specifying in such notice the effective date of such termination. In the event the termination occurs before the Securities close, it is understood and agreed that no amounts are due to PMA for services provided or expenses incurred, unless otherwise stated in Section VI below. No penalty will be assessed for termination of this Agreement. The provisions of Section VII.B. shall survive any termination of this Agreement pursuant to this Section V or the expiration of the term of this Agreement pursuant to Section IV.

SECTION VI COMPENSATION AND EXPENSE REIMBURSEMENT

A. Compensation. The fees due to PMA for the Scope of Services set forth and described in Section I of this Agreement shall be based on the table following this paragraph plus \$3,000.00 for the Certificates and \$4,000.00 for the Bonds for the services described in Section I.B.4, Offering Documents, provided that the fee will be \$3,000.00 for the Bonds if these documents are generated from documents originally produced by PMA for an issue that closed within the 12 months prior to the Effective Date. Such fees, for which PMA is entitled to reimbursement, shall become due and payable concurrently with the delivery of the Securities to the purchaser. No fee shall be due from the Issuer to PMA unless the Securities close.

The Certificates: The fees due to PMA for the Scope of Services set forth and described in Section I of this agreement, with respect to the Certificates shall be \$12,000 plus \$3,000 for services described in Section I.B.4.

The Bonds: If the Bonds are sold as a public offering, the following fee structure will be in place.

<u>Public Offering Price</u>		Standard Fee Amount For	
>	< or = to	Financial Advisory Services Described in Section I	
\$0	- \$2,500,000	\$0	plus \$16,500
\$2,500,000	- \$5,000,000	\$16,500	plus \$3.45 / \$1,000 for amount > \$2,500,000
\$5,000,000	- \$10,000,000	\$25,125	plus \$2.95 / \$1,000 for amount > \$5,000,000

For example, for an issuance of Securities with a par amount and public offering price of \$5,200,000, the fees due to PMA for the Scope of Services set forth and described in Section I of this Agreement would be \$25,715, which calculates to \$4.95 per \$1,000 plus \$4,000 for the services described in Section I.B.4.

If the Bonds are sold as a placement the fees due to PMA for the Scope of Services set forth and described in Section I of this agreement shall be \$20,000 plus \$3,000.

As set forth in PMA's *Municipal Advisor Disclosure Statement*, PMA notes that this Agreement may involve contingent based compensation subject to compensation based conflict. Also, we note how it relates to different structures or scenarios. For example, recommending a multi-issuance strategy versus a single issuance strategy could result in additional compensation for PMA and the application of minimum fees, if any. However, this recommendation would be made only if the benefits exceed the costs. Such benefits could include bank qualification, reduced negative arbitrage in the investment of bond proceeds and meeting the financial goals of the Issuer. Also, the additional compensation would be paid over time, subject to the retention of PMA for subsequent issuances.

B. Issuer Expenses.

1. Customary fees and expenses incident to a sale are payable by the Issuer. These fees and expenses, depending upon the final structure, can include fees for underwriter(s), bond counsel, local counsel, disclosure counsel, rating agency, insurance premium, trustee/paying agency, competitive sale auction platform, escrow bidding agent and verification agent.
2. Customary fees and expenses incident to the preparation of the Offering Documents, such as overlapping debt and auditor's certificates, are payable by the Issuer. In the event PMA must pay these

fees and expenses before the Securities close, the Issuer will be responsible for reimbursing PMA for the pre-paid fees and expenses.

SECTION VII DISCLOSURES

A. Disclosures. The *Municipal Advisor Disclosure Statement*, and each delivery thereof, as provided from time to time, shall be incorporated by reference into this Agreement as of the date thereof to the same extent as if set forth herein. As set forth in the *Municipal Advisor Disclosure Statement*, PMA Securities, LLC is a broker-dealer and municipal advisor registered with the SEC and MSRB and is a member of the Financial Industry Regulatory Authority and the Securities Investor Protection Corporation. In these roles, PMA generally provides fixed income brokerage services and public finance services to institutional clients, including Municipal Advisory services and advice with respect to the investment of proceeds of municipal securities. PMA is affiliated with PMA Financial Network, LLC, a financial services provider, and PMA Asset Management, LLC, an investment adviser registered with the SEC (the “Advisory Affiliate”). These entities operate under common ownership with the Firm and are referred to in this disclosure as the “Affiliates.” Each of these Affiliates also provides services to municipal entity clients. Unless otherwise stated, separate fees are charged for each of these products and services and referrals to its Affiliates result in an increase in revenue to the overall Affiliated companies.

PMA’s duties, responsibilities, and fees arise from that as a municipal advisor to the Issuer in connection with the issuance of the Securities. PMA receives additional fees for the services used by the Issuer, if any, described in the paragraph above. The fees for these services arise from separate agreements with the Issuer and with institutions of which the Issuer may be a member.

Additional disclosures are required with the implementation of MSRB Rule G-42. PMA is required to provide the Issuer with disclosures of material conflicts of interest and of information regarding certain legal events and disciplinary history. By signing this Agreement, the Issuer acknowledges that PMA has provided the Issuer with the *Municipal Advisor Disclosure Statement*, which contains important disclosures on matters such as all material conflicts of interest and all legal and disciplinary events that are material to a client’s evaluation of us relevant to our provision of municipal advisory services. This disclosure document will also specify the date of the last material change or addition to the legal or disciplinary event disclosures, if any, on any Form MA or Form MA-I that PMA files with the SEC and a brief explanation regarding the materiality of the change or addition.

B. Scope of Liability. PMA, at all times, will act in good faith with respect to its Services under this Agreement. The Issuer agrees that PMA shall not be liable to the Issuer for any act or omission in connection with the performance of PMA's services hereunder, other than as a result of PMA's negligent acts or omissions, reckless conduct, intentional misconduct, bad faith, violation of applicable law or material breach of any of the material terms of this Agreement. PMA will have no duty, responsibility or liability under this Agreement as to any services identified in Section I.D. of this Agreement, relating to the services included in the Limitations on Services section. PMA shall not be responsible for any loss incurred by reason of any act or omission of the Issuer, or any member of the working group for the Securities. No recourse may be had against PMA for loss, damage, liability, cost or expense (whether direct, indirect or consequential) of the Issuer arising out of or in defending, prosecuting, negotiating or responding to any inquiry, questionnaire, audit, suit, action or other proceeding brought by or received from the IRS in connection with the Securities or otherwise relating to the tax treatment of the Securities, or in connection with any opinion or certificate rendered by counsel or any other party.

It is understood that nothing herein shall in any way constitute a waiver or limitation of any of the obligations which PMA may have under federal securities laws or under applicable state law.

SECTION VIII MISCELLANEOUS

A. Choice of Law. This Agreement shall be construed and given effect in accordance with the laws of the state in which the Issuer is located without regard to conflict of law principles.

B. Binding Effect: Assignment. This Agreement shall be binding upon and inure to the benefit of the Issuer and PMA, their respective successors and assigns; provided however, neither Party hereto may assign or transfer any of its rights or obligations hereunder without the prior written consent of the other Party.

C. Prior Agreement or Documentation. Each Party acknowledges and agrees that the provisions of this Agreement modify and supersede any prior agreement or documentation with regards to the issuance of the Securities ("Prior Documentation"). The provision(s) set forth in this Agreement shall control in the event that any provision(s) of this Agreement conflict with any provision(s) contained in any Prior Documentation.

D. Entire Agreement. This instrument contains the entire agreement between the Parties relating to the rights herein granted and obligations herein assumed. Any oral or written representations or modifications concerning this Agreement shall be of no force or effect except for a subsequent modification in writing signed or acknowledged by each Party hereto. The form of this modification may include an email acknowledged by each Party. The Parties agree to amend or supplement this Agreement promptly to reflect any material changes or additions to the Agreement.

[The remainder of this page is intentionally left blank.]

PMA Securities, LLC

Community College District Number 517
(Lake Land College)

Coles, Christian, Clark, Clay, Crawford,

Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper and Macon, Montgomery, Moultrie, Shelby Counties,
Illinois

By: _____

By⁽¹⁾: _____

Tammie Beckwith Schallmo
Senior Vice President
Managing Director

Print Name

Title: _____

Date: _____

Date: _____

- (1) By signing this Agreement, as representative of the Issuer, the representative acknowledges that he or she has the ability to bind the Issuer by contract with PMA and that he or she is not a party to a disclosed conflict.

PMA Use Only:

Reviewed: _____ Date: _____
Revised 5/2024



MEMO

TO: Dr. Josh Bullock, President

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

DATE: October 1, 2024

































RE: August 2024 Financial Statement Summary




Please find below a summary of August actual results to the approved budget. We have now completed the second month of FY25 budget. At this time there are no results/budgetary areas of concern and no indication, that I'm aware of, that would create cause for concern in the near future as we progress in FY25.

August - Noteworthy Events Impacting Results

- Excess Revenue over Expenditures – We finished August favorable \$1.72 million.
- Revenue – Revenue for August was favorable by \$1.52 million and favorable YTD \$528K. Local property taxes in August of \$1.428 million favorable variance comprised 94% of the favorable August revenue variance. YTD Fees present an unfavorable variance of \$554K is offset by favorable YTD variances of \$1.175 million in Local Sources and Tuition.
- Expenditures – Expenditures for August finished favorable at \$202K. In August we recognized \$243K in tuition waivers which was down about \$30K Y/Y. YTD we finished August \$3.182 million favorable variance.

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

	August		YTD	
	<u>Actual V. Budget</u>		<u>Actual V. Budget</u>	
Total Revenue	\$1,520,109		\$528,626	
Local Services	\$1,428,028		\$739,470	
ICCB Credit Hour Grant	(\$12,497)		(\$61,857)	
ICCB Equalization Grant	\$0		\$0	
Other State Sources	\$263,185		(\$39,945)	
Tuition & Fees	(\$173,244)		(\$118,171)	
Other Revenue	\$14,637		\$9,129	
Total Expenditures	\$201,879		\$3,182,483	
Salaries & Wages	\$78,997		\$849,609	
Employee Benefits (overall)	(\$39,798)		(\$40,093)	
Instructional	\$182,180		\$582,706	
Academic Support	(\$22,369)		\$36,655	
Student Services	\$2,534		\$91,154	
Public Service/Continuing Education	\$14,756		\$116,173	
Operations & Maintenance	\$235,534		\$587,326	
Institutional Support	\$32,760		\$2,051,141	

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

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

Aug-24

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY24 Final Audited Numbers	FY25 Annual Budget
Revenues:										
3,122,351	1,694,323	1,428,028	Local Sources	4,881,724	4,142,254	739,470	17.85%	4,071,107		12,255,978
250,988	263,485	(12,497)	ICCB Credit Hour Grant	777,574	839,431	(61,857)	-7.37%	765,714		4,440,957
574,383	574,383	(0)	ICCB Equalization Grant	1,148,767	1,148,767	-	0.00%	1,146,103		6,892,600
313,805	50,620	263,185	Other State Sources	341,697	381,642	(39,945)	-10.47%	61,542		1,272,246
191,925	383,139	(191,214)	Tuition	4,826,333	4,390,541	435,792	9.93%	4,708,838		8,186,725
192,335	174,365	17,970	Fees	1,650,085	2,204,048	(553,963)	-25.13%	1,658,700		1,685,452
136,486	121,849	14,637	Other Revenue	317,117	307,988	9,129	2.96%	425,968		3,915,729
-	-	-	Gift in Kind	-	-	-	0.00%	-		-
4,782,273	3,262,165	1,520,108	Total Revenues	13,943,296	13,414,670	528,625	3.94%	12,837,972	-	38,649,687
Expenditures:										
Instructional										
646,795	676,012	29,217	Salary and Wages	1,517,292	1,650,274	132,981	8.06%	1,535,657		10,660,542
202,317	190,031	(12,287)	Employee Benefits	390,345	380,062	(10,283)	-2.71%	359,437		2,433,060
6,000	3,850	(2,150)	Contractual Services	10,252	29,137	18,884	64.81%	14,232		669,937
30,442	188,995	158,553	General Materials and Supplies	54,476	429,656	375,180	87.32%	30,388		875,650
4,801	10,710	5,909	Travel and Meeting Expenses	9,540	58,145	48,605	83.59%	4,694		177,139
-	1,000	1,000	Fixed Charges	-	6,000	6,000	0.00%	-		99,375
562	2,500	1,938	Capital Outlay	562	11,900	11,338	95.28%	-		31,735
-	-	-	Other Expenditures	-	-	-	0.00%	-		-
-	-	-	Gift in Kind	-	-	-	0.00%	-		-
890,917	1,073,097	182,180	Total Instructional	1,982,467	2,565,173	582,706	22.72%	1,944,409	-	14,947,438
Academic Support										
55,321	47,376	(7,945)	Salary and Wages	97,739	116,056	18,317	15.78%	68,284		526,799
15,927	15,927	-	Employee Benefits	31,521	25,121	(6,400)	-25.48%	21,479		4,776
-	-	-	Contractual Services	-	-	-	0.00%	-		-
32,721	20,200	(12,521)	General Materials and Supplies	66,050	95,900	29,850	31.13%	58,021		458,500
2,604	700	(1,904)	Travel and Meeting Expenses	10,413	5,300	(5,113)	-96.47%	10,691		13,500
-	-	-	Fixed Charges	-	-	-	0.00%	-		-
-	-	-	Capital Outlay	-	-	-	0.00%	-		-
-	-	-	Gift in Kind	-	-	-	0.00%	-		-
106,573	84,203	(22,369)	Total Academic Support	205,723	242,378	36,655	15.12%	158,475	-	1,003,575
Student Services										
174,396	200,345	25,949	Salary and Wages	313,847	328,775	14,928	4.54%	270,437		2,702,692
68,718	57,781	(10,937)	Employee Benefits	119,934	118,062	(1,872)	-1.59%	79,610		514,830
-	900	900	Contractual Services	10,465	11,365	900	7.92%	-		13,477
13,684	5,112	(8,571)	General Materials and Supplies	17,614	81,838	64,225	78.48%	10,832		176,604
11,306	6,500	(4,806)	Travel and Meeting Expenses	14,627	27,600	12,973	47.00%	(906)		104,435
-	-	-	Fixed Charges	-	-	-	0.00%	-		15,000
-	-	-	Capital Outlay	-	-	-	100.00%	-		-
268,104	270,638	2,534	Total Student Services	476,486	567,641	91,154	16.06%	359,974	-	3,527,038
Public Service/Cont Ed										
39,430	54,372	14,942	Salary and Wages	66,136	108,744	42,608	39.18%	69,509		706,838
6,962	6,500	(462)	Employee Benefits	13,924	12,999	(924)	-7.11%	20,184		79,937
3,577	6,000	2,423	Contractual Services	4,832	11,000	6,168	56.07%	3,743		68,000
15,840	12,505	(3,335)	General Materials and Supplies	16,382	50,275	33,892	67.41%	5,811		223,239
1,549	2,517	968	Travel and Meeting Expenses	1,824	9,034	7,210	79.81%	1,918		47,404
8,608	8,828	220	Fixed Charges	16,995	29,215	12,220	41.83%	16,988		119,290
1	-	(1)	Capital Outlay	1	15,000	14,999	99.99%	-		15,000
-	-	-	Other	-	-	-	0.00%	-		-
-	-	-	GIK	-	-	-	0.00%	-		-
75,966	90,721	14,756	Total Public Service/ Cont Ed	120,094	236,267	116,173	49.17%	118,151	-	1,259,708
Operations & Maintenance										
101,019	129,087	28,068	Salary and Wages	173,387	255,161	81,774	32.05%	161,780		1,654,418
31,053	38,364	7,311	Employee Benefits	62,108	76,727	14,620	19.05%	64,435		471,834
(217,992)	9,888	227,880	Contractual Services	(207,345)	107,201	314,546	293.42%	27,476		388,827
27,674	2,500	(25,174)	General Materials and Supplies	52,406	70,250	17,844	25.40%	30,643		252,000
-	-	-	Travel and Meeting Expenses	-	5,895	5,895	100.00%	-		7,290
350	750	400	Fixed Charges	6,384	4,000	(2,384)	-59.60%	7,392		104,000
142,257	134,194	(8,062)	Utilities	269,010	321,860	52,851	16.42%	225,231		1,764,078
-	-	-	Capital Outlay	-	91,958	91,958	100.00%	-		-
-	5,112	5,112	Contingency Funds	-	10,224	10,224	100.00%	-		245,259
-	-	-	GIK	-	-	-	0.00%	-		-
84,361	319,895	235,534	Total Operation and Maint	355,950	943,276	587,326	62.26%	516,958	-	4,887,706
Institutional Support										
327,163	315,925	(11,237)	Salary and Wages	66,103	625,104	559,001	89.43%	148,063		4,039,579
112,154	88,731	(23,423)	Employee Benefits	214,752	179,518	(35,234)	-19.63%	195,313		1,113,707
249,835	285,566	35,731	Contractual Services	376,060	973,308	597,248	61.36%	623,684		1,612,503
85,932	217,050	131,118	General Materials and Supplies	302,480	721,467	418,987	58.07%	285,333		1,935,520
20,508	23,990	3,482	Travel and Meeting Expenses	28,210	98,905	70,695	71.48%	17,166		272,059
5,932	1,825	(4,107)	Fixed Charges	8,975	175,654	166,678	94.89%	8,905		194,004
84,722	1,000	(83,722)	Capital Outlay	85,729	37,250	(48,479)	100.00%	14,181		263,450
21,344	6,375	(14,969)	Contingency Funds	250,965	273,323	22,358	8.18%	83,212		591,061
-	-	-	Other	-	100,000	100,000	100.00%	1,501		49,175
114	-	(114)	Strategic Initiatives	114	200,000	199,886	100.00%	5,404		-
-	-	-	One Time Budget Requests	-	-	-	0.00%	-		-
-	-	-	GIK	-	-	-	0.00%	-		-
907,702	940,462	32,760	Total Institutional Support	1,333,387	3,384,528	2,051,141	60.60%	1,382,763	-	10,071,058
243,515	-	(243,515)	Scholarships, grants, waivers	282,672	-	(282,672)	100.00%	277,018		1,287,566
2,577,138	2,779,017	201,879	Total Expenditures	4,756,780	7,939,262	3,182,483	40.09%	4,757,746	-	36,984,089
2,205,135	483,148	1,721,987	Revenue Less Expenditures	9,186,516	5,475,408	3,711,108	67.78%	8,080,226	-	1,665,598
-	-	-	Transfers Out:	-	-	-	0.00%	-		1,665,598
Excess of Revenues over Expenditures & Transfers										
2,205,135	483,148	1,721,987		9,186,516	5,475,408	3,711,108	67.78%	8,080,226	-	-

Current Month				Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget Variance
1,344,122.67	1,423,116.74	78,994.07	Salary and Wages	2,234,503.98	3,084,113.44	849,609.46
437,131.33	397,333.38	(39,797.95)	Employee Benefits	832,582.96	792,490.13	(40,092.83)
41,420.21	306,204.02	264,783.81	Contractual Services	194,263.85	1,132,010.53	937,746.68
206,291.81	446,361.80	240,069.99	General Materials and Supplies	509,408.03	1,449,386.14	939,978.11
40,768.28	44,417.00	3,648.72	Travel and Meeting Expenses	64,613.63	204,879.00	140,265.37
14,889.32	12,402.50	(2,486.82)	Fixed Charges	32,354.52	214,868.91	182,514.39
142,256.54	134,194.27	(8,062.27)	Utilities	269,009.69	321,860.32	52,850.63
85,284.38	3,500.00	(81,784.38)	Capital Outlay	86,292.13	156,107.50	69,815.37
21,344.12	11,487.00	(9,857.12)	Contingency Funds	250,964.77	283,546.50	32,581.73
243,629.06	-	(243,629.06)	Other Expenditures	282,786.05	300,000.00	17,213.95
2,577,137.72	2,779,016.71	201,878.99	Total	4,756,779.61	7,939,262.47	3,182,482.86

Lake Land College

FY2025 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2024 Budgeted	FY25 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$1,517,292	\$1,650,274	\$132,981	\$10,660,542	\$10,696,673	\$10,660,542	(\$36,131)
Salary and Wages - Acad. Support	\$97,739	\$116,056	\$18,317	\$526,799	\$0	\$526,799	\$526,799
Salary and Wages - Stud. Svcs	\$313,847	\$328,775	\$14,928	\$2,702,692	\$2,220,533	\$2,702,692	\$482,159
Salary and Wages - Public Svc.	\$66,136	\$108,744	\$42,608	\$706,838	\$628,314	\$706,838	\$78,524
Salary and Wages - Maintenance	\$173,387	\$255,161	\$81,774	\$1,654,418	\$1,212,400	\$1,654,418	\$442,018
Salary and Wages - Inst. Support	\$66,103	\$625,104	\$559,001	\$4,039,579	\$3,980,226	\$4,039,579	\$59,353
Total Salary and Wages	\$2,234,504	\$3,084,113	\$849,609	\$20,290,868	\$18,738,146	\$20,290,868	\$1,552,722

Employee Benefits	Year to Date			FY2024 Budgeted	FY25 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$390,345	\$380,062	(\$10,283)	\$2,433,060	\$1,692,455	\$2,433,060	\$740,605
Employee Benefits - Acad. Support	\$31,521	\$25,121	(\$6,400)	\$4,776	\$138,889	\$4,776	(\$134,113)
Employee Benefits - Stud. Svcs	\$119,934	\$118,062	(\$1,872)	\$514,830	\$484,081	\$514,830	\$30,749
Employee Benefits - Public Svc.	\$13,924	\$12,999	(\$924)	\$79,937	\$92,956	\$79,937	(\$13,019)
Employee Benefits - Maintenance	\$62,108	\$76,727	\$14,620	\$471,834	\$380,796	\$471,834	\$91,038
Employee Benefits - Inst. Support	\$214,752	\$179,518	(\$35,234)	\$1,113,707	\$1,248,072	\$1,113,707	(\$134,365)
Total Employee Benefits	\$832,583	\$792,490	(\$40,093)	\$4,618,144	\$4,037,249	\$4,618,144	\$580,895



MEMO

TO: Dr. Josh Bullock, President

FROM: John Woodruff, Vice President for Business Services

CC:

DATE: September 27, 2024

RE: Surplus Item(s)

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

- H. Schwabe Clicker Press – S/N SK210DJ206A. This press is very old and no longer relevant to the operation of our Print Shop.
- 2015 White Toyota Camry – VIN 4T1BF1FK1FU046228 and mileage 64,700. This is the WIOA fleet vehicle that was purchased with WIOA funds and ownership was transferred to the new fiscal agent (CEFS). Board approval will officially remove the asset from Lake Land College books. Since this is an asset transfer with the completion of the grant, this item will not be disposed of through traditional surplus means.

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

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

LAKE LAND COLLEGE

MEMO

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

FROM: Madge Shoot, Comptroller

CC:

DATE: September 20, 2024

RE: Opening of Bank Account

Per the new Illinois Department of Corrections (IDOC) contract, they will pay us \$100,000 per year to offset any SURS penalties we incur when IDOC employees retire. The contract is for 3 years and the funds will be transferred annually. As part of the agreement the College agreed to put the funds in an interest-bearing account. We will be opening this account through our investment managers at SC3F.

Recommended Motion: Approve opening a new investment account with SC3F Financial for funds associated with SURS penalties related to IDOC employees based on the new IDOC agreement.



MEMO

TO: John Woodruff, Vice President for Business Services
FROM: Jeremy Moore, Facilities Planning Manager
CC:
DATE: September 30, 2024
RE: Approval for the Purchase of Fume Hoods – NW Science Labs

The purpose of this memo is to recommend the immediate purchase of (4) new fume hoods for NW Building science labs. These fume hoods will be essential to ensuring the safety of our students and faculty and will be purchased utilizing the Omnia buying group to secure the best possible pricing. Because these are typically long lead time items, we recommend the acquisition of these units prior to the upcoming renovation of the NW lab rooms to allow for seamless integration during the construction process.

The purchase of these fume hoods has been accounted for within the capital expenditures allocated for the NW lab renovations. Utilizing the consortium buying group will further help in keeping the project within budget, offering significant savings.

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

Recommended Motion: Approve the purchase of (4) fume hoods from Fisher Scientific in the amount of \$87,120.87 through the Omnia Partners purchasing consortium.

Sales Quotation

*Quote Nbr	Creation Date	Due Date	Page
4255-7344-57	09/11/2024		1 of 4
Payment Terms		Delivery Terms	
NET 30 DAYS		SP	
Valid To		Prepared By	
12/31/2024		KOWALSKI, TOMMY	
Customer Reference		Sales Representative	
RFQ 9/11/24 JM MAIN CAMPUS		TOMMY KOWALSKI	
To place an order	Ph: 800-955-1177	Fx: 800-955-0740	
Submitted To:		Customer Account:	
JEREMY MOORE TOMMY.KOWALSKI@THERMOFISHER.COM 217-690-6215		LAKE LAND COLLEGE 5001 LAKE LAND BLVD MATTOON IL 61938-9366	


Fisher Science Education

Part of Thermo Fisher Scientific

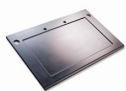
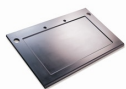
 FISHER SCIENCE EDUCATION
 4500 TURNBERRY DRIVE
 HANOVER PARK IL 60133-5491

[Review and Place Order](#)
[Click here or go through your purchasing system to fishersci.com quotes](#)

***Please reference this Quote Number on all correspondence.**

 Don't have a profile? Register on fishersci.com




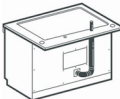
 For complete Terms and Conditions, please [click here.](#)

Nbr	Qty	UN	Catalog Number	Description	Unit Price	Extended Price
1	1	EA	NON-CATALOG	4 PROTECTOR XL BENCHTOP HOOD	8,828.47	8,828.47
				Vendor Catalog # 11140000035196		
				List Price: 13,644.00		
				No image Available.		
2	3	EA	NON-CATALOG	6 PROTECTOR XL BENCHTOP HOOD	10,300.53	30,901.59
				Vendor Catalog # 11160000035196		
				List Price: 15,919.00		
				No image Available.		
3	1	EA	10369149	ECO FOIL PRTCTR PREMR 4 30	1,401.00	1,401.00
				Labconco SpillStopper Work Surface for 4 Ft. ProtectorPremierHoods, Right rear, Epoxy resin		
				Vendor Catalog # 9500401		
				This item is being sold as 1 per each		
				Original Catalog Number 9500401		
				List Price: 2,594.00 CDC: 014		
						
4	3	EA	10369163	ECO FOIL PROTCTR PRMR 6 30	2,009.85	6,029.55
				Labconco SpillStopper Work Surfaces for 6 Ft. ProtectorPremierand ProtectorXL Hoods, Right rear, Epoxy resin		
				Vendor Catalog # 9500601		
				This item is being sold as 1 per each		
				Original Catalog Number 9500601		
				List Price: 3,722.00 CDC: 014		
						

Sales Quotation







Quote Nbr	Customer Reference	Page
4255-7344-57	RFQ 9/11/24 JM MAIN CAMPUS	2 of 4

Nbr	Qty	UN	Catalog Number	Description	Unit Price	Extended Price
5	4	EA	1630615	OVAL CUP SINK  Labconco Work Surface Accessory, Oval Polypropylene Cupsink, For Use With: Flat or SpillStopper work surface with cutout, PP (Polypropylene), Shape: Oval Vendor Catalog # 4005200 This item is being sold as 1 per each Original Catalog Number 4005200 List Price: 149.94 CDC: 016 Product - Non-Returnable	89.95	359.80
6	2	EA	1630585	ACID STORAGE CABINET 36IN W  Labconco Protector Acid Storage Cabinets, Width Exterior: 36 in., 91.44cm, Depth Exterior: 29.9 in., 76cm, Door Style: Manual-close, Double, Height Exterior: 35.5 to 36.75 in., 90.17 to 93.3cm, Steel, No. of Doors: 2, Capacity: Up to 800 lb., Description: Glacier White; Liner: Polyethylene Vendor Catalog # 9901100 This item is being sold as 1 per each Original Catalog Number 9901100 List Price: 3,020.00 CDC: 010	1,781.80	3,563.60
7	1	EA	1630554	ACID CAB. R-HINGED 24IN WIDE  Labconco Protector Acid Storage Cabinets, Width Exterior: 24 in., 61cm, Depth Exterior: 29.9 in., 76cm, Door Style: Manual-close, Single, Right-hinged, Height Exterior: 35.5 to 36.75 in., 90.17 to 93.3cm, Steel, No. of Doors: 1, Capacity: Up to 800 lb. Vendor Catalog # 9901300 This item is being sold as 1 per each Original Catalog Number 9901300 List Price: 3,345.00 CDC: 010	1,639.05	1,639.05
8	4	EA	161053	VENT KIT F/PROTECTOR CABINETS  Labconco Protector Acid Storage Cabinet Vent Kits, For Use With: Protector acid storage wall cabinet, Includes: One PVC adapter, 2 PVC 90 deg. elbows, locknut and one 3 ft. section of 2 in. dia. PVC pipe, Weight: 5 lb., 2.26kg Vendor Catalog # 3591100 This item is being sold as 1 per each Original Catalog Number 3591100 List Price: 568.00 CDC: 014 Product - Non-Returnable	329.44	1,317.76

Sales Quotation



Quote Nbr	Customer Reference	Page
4255-7344-57	RFQ 9/11/24 JM MAIN CAMPUS	3 of 4

Nbr	Qty	UN	Catalog Number	Description	Unit Price	Extended Price
9	4	EA	1630582	SOLVENT STORAGE CABINET 36IN W  Labconco Protector Solvent Storage Cabinets, Width Exterior: 36 in., 91.44cm, Door Style: Manual-close, Double, No. of Doors: 2, Depth Exterior: 29.9 in., 76cm, Height Exterior: 35.5 to 36.75 in., 90.17 to 93.3cm, Steel, No. of Shelves: 1, Capacity: Up to 800 lb. Vendor Catalog # 9902100 This item is being sold as 1 per each Original Catalog Number 9902100 List Price: 3,895.00 CDC: 010	2,375.95	9,503.80
10	1	EA	1630555	ACID CAB. L-HINGED 24IN WIDE  Labconco Protector Acid Storage Cabinets, Width Exterior: 24 in., 61cm, Depth Exterior: 29.9 in., 76cm, Door Style: Manual-close, Left-hinged, Single, Height Exterior: 35.5 to 36.75 in., 90.17 to 93.3cm, Steel, No. of Doors: 1, Capacity: Up to 800 lb., Description: Glacier White; Liner: Polyethylene Vendor Catalog # 9901500 This item is being sold as 1 per each Original Catalog Number 9901500 List Price: 3,345.00 CDC: 010	1,639.05	1,639.05
11	4	EA	01257514	SPECTRUM FBRGLSS BLWR 1HP 12IN  Labconco Spectrum Fiberglass Blower, 1 Horsepower, Diameter Inside: 12 in., Filter Type: HEPA, For Use With: Protector XStream Hood, Protector Premier Hood, Height: 29 in., Height: 73.66 cm, Horsepower: 1 hp, Length: 27 in., Length: 68.58 cm, Diameter Inside: 30.5 cm, Voltage: 115/230 V Vendor Catalog # 177251100 Hazardous Material This item is being sold as 1 per each Original Catalog Number 177251100 List Price: 6,057.00 CDC: 010	4,239.90	16,959.60
12	4	EA	16307209	WEATHER CUP 12 IN 0 PRESSURE  Labconco Ducting Parts: Weathercap, Diameter: 30.48cm, 12 in., Height: 142.2cm, 56 in., PVC, For Use With: Allows vertical discharge of effluent air, Weight: 35 lb., 15.9kg Vendor Catalog # 5622100 This item is being sold as 1 per each Original Catalog Number 5622100 List Price: 2,074.00 CDC: 010	1,244.40	4,977.60

Sales Quotation



Board Book Page 94
Fisher Science Education
Part of Thermo Fisher Scientific

Quote Nbr	Customer Reference	Page
4255-7344-57	RFQ 9/11/24 JM MAIN CAMPUS	4 of 4

Nbr	Qty	UN	Catalog Number	Description	Unit Price	Extended Price
-----	-----	----	----------------	-------------	------------	----------------

MERCHANDISE TOTAL

87,120.87

NOTES:

Returns are subject to manufacturer terms and conditions.

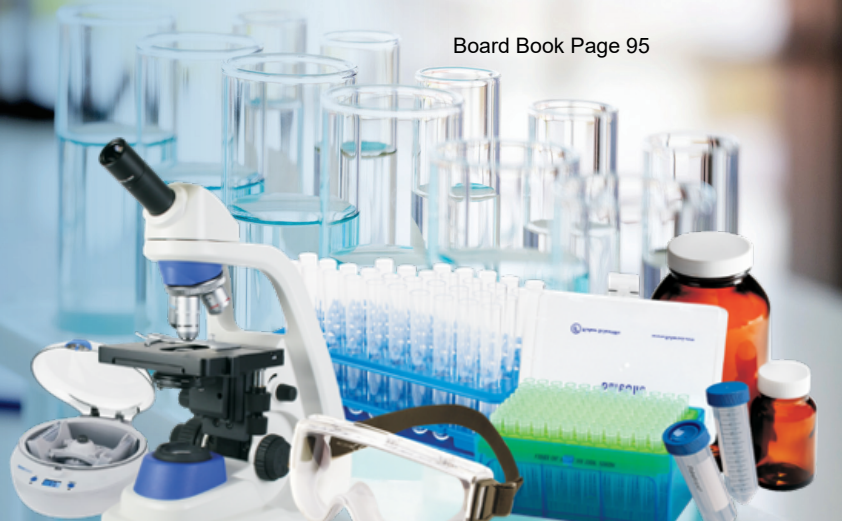
We now offer highly competitive financing with low monthly payments. Please contact your local sales representative for more information.

Tell us about your recent customer service experience by completing a short survey. This should take no longer than three minutes. Enter the link into your browser and enter the passcode: USA-PGH-CS2

<http://survey.medallia.com/fishersci>

Procuring Lab Products Just Got Easier

Fisher Scientific and OMNIA Partners Contract Highlights



OMNIA Partners is a proud partner of the Fisher Scientific channel. The Fisher Scientific cooperative contract through OMNIA Partners provides laboratory products to **colleges and universities, K-12 school systems, and state and local government agencies.**

Count on the Fisher Scientific channel to be your one-stop source for equipment and instruments, personal protective equipment and other safety products, chemicals, biological products, and additional laboratory supplies. Find cost-saving solutions that simplify your procurement while helping you comply with your specific purchasing budget and requirements.

OMNIA[®]
PARTNERS

Contract Number: 2021002889

Lead Agency: University of California

Contract Term: June 15, 2021
through June 30, 2025

Option to renew for two (2)
additional two-year periods
through June 30, 2029.

Take advantage of these great benefits:

- **Competitively solicited and awarded cooperative contract**
- **OMNIA Partners segment market basket**
- **Custom market basket for each participating agency**
- **Deep category discounts**
- **No shipping costs or handling fees on standard deliveries**
- **Diverse supplier programs**
- **Sustainability incentive programs**
- **Patronage rebate opportunities**
- Access to over 2.5 million products from over 9,000 suppliers
- More than 750 consultative representatives with technical expertise
- Dedicated specialists for life sciences, chemicals, safety, and production
- Five customer service centers in North America for fast response times
- Efficient online search, product ordering, and shipment tracking
- Seamless integration with your eProcurement system
- One-click access on any device
- Next-day delivery for most products through an integrated 11-warehouse distribution network

For more information:

- Contact your local Fisher Scientific sales representative
- Email OMNIAPartnersFisherScientific@thermofisher.com
- Visit omniapartners.com/publicsector/fisherscientific or fishersci.com/omnia-partners

 **fisher scientific**
part of Thermo Fisher Scientific

Fisher Scientific CONTRACT HIGHLIGHTS

We help our customers accelerate life sciences research, solve complex analytical challenges, improve patient diagnostics, and increase laboratory productivity. Through the **Thermo Scientific™**, **Applied Biosystems™**, **Invitrogen™**, **Fisher Scientific**, and **Unity™ Lab Services** premier brands, we offer an unmatched combination of innovative technologies, purchasing convenience, and comprehensive support.

thermo
scientific

applied
biosystems

invitrogen

f **fisher**
scientific

unity
lab services

We offer **more than 7,000 brands** including the following premier names in laboratory supplies and equipment:

3M

Ansell

Alfa Aesar

AXYGEN
A Corning Brand

BD

BioTek

BRANDTECH
SCIENTIFIC, INC.

BUCHI

CORNING

cytiva

DWK LIFE SCIENCES
DURAN WHEATON KIMBLE

eppendorf

epredia

FALCON
A Corning Brand

fisherbrand

f **fisher**
chemical

GILSON

greiner
BIO-ONE

Honeywell
Research Chemicals

Kimberly-Clark
PROFESSIONAL

LABCONCO

METTLER TOLEDO

Millipore
Sigma

PEPROTECH
OUR SUPPORT. YOUR DISCOVERY

SARTORIUS

Simport

TCI TCI AMERICA

Visit **fishersci.com** to order online.

Distributed by Fisher Scientific. Contact us today:

In the United States

Order online: fishersci.com

Fax an order: 1-800-926-1166

Call customer service: 1-800-766-7000

f **fisher scientific**
part of Thermo Fisher Scientific

Protector[®] XL[™] Laboratory Fume Hoods

Specifications



All models feature:

- By-pass airflow design
- * Eco-Foil[™] air foil with aerodynamic Clean-Sweep[™] airflow openings*
- * Cord-Keeper[™] slots on left and right side of air foil
- Glacier white powder-coated steel exterior
- Chemical-resistant, fiberglass-reinforced, composite panel liner and baffle
- * Opti-Zone[™] baffle* with flame spread index less than 25 per ASTM E84**. Baffle is removable for cleaning
- Tempered safety glass vertical-rising sash and cable and pulley
- Powder-coated aluminum sash handle with Clean-Sweep[™] openings*
- 37.5" (95.3 cm) high sightline from the work surface and header panel
- * Removable front and side panels, and front and interior service panels for access to plumbing and electrical wiring
- Pre-wired LED lighting with vapor-proof design and ADA-compliant light and blower switches. Lighting rated for 50,000 hours
- Powder-coated stainless steel, 12.81" (32.5 cm) ID exhaust connection(s)

Standards conformance & regulations:

- ADA
- CFR 29, Part 1910**
- SEFA 1**
- NFPA 45**
- ASTM E84-09C**
- ASHRAE 110**
- ANSI Z9.5**
- UL 61010-1**
- CAN/CSA C22.2 No. 61010-1**
- UL 1805
- CE Conformity Marking (230V models)**
- SEFA 8**

⚠ **WARNING:** Cancer - P65Warnings.ca.gov (California only)

* Labconco exclusive feature

8' models available with:

- Optional split dual tempered safety glass vertical-rising sashes with cable and pulleys and powder-coated sash handles

10', 12' and 16' models feature:

- By-pass block
- Split dual tempered safety glass vertical-rising sashes with cable and pulleys, powder-coated sash handles and 10" (25.4 cm) high static viewing windows to permit the sashes to be fully raised without extending above the hood. Four sashes on 16' models

Fixtured models feature:

- Two pre-plumbed service fixtures with forged brass valves, lower right side with brass tubing for gas and lower left side with copper tubing for cold water. Components for converting either or both fixtures to air and vacuum are provided. **Inlet tubing is not provided**
- One pre-wired GFCI electrical duplex receptacle on lower right side and, on 8' and larger models only, one additional pre-wired GFCI electrical duplex on lower left side

Required accessories (not included):

- Remote blower. Contact Labconco
- Ductwork. Contact Labconco
- Work surface. See pages 17-18
- Base cabinet or stand. Contact Labconco

Optional accessories for on-site installation include:

- Service Fixture Kits. See page 19
- Electrical Duplex Kits. See page 20
- Guardian Airflow Monitor Kits. See page 20
- Sash Stop Kits. See page 20
- Ceiling Enclosure, Rear Finish Panel Kits and Distillation Grid Kits. Contact Labconco



*U.S. Patent No. 6,461,233

**See page 21 for list of regulations, standards and registered trademarks

⚠ Heights of switches and electrical receptacles meet requirements of ADA when work surface is set to ADA height.

Protector[®] XL[™] Laboratory Fume Hoods

Ordering Information

Catalog Number Configurator:

Use this key to configure the nine digit catalog number to order your Protector XL Laboratory Hood.

1 1 1 0

Select the **WIDTH** of your fume hood. This is the fourth digit of your catalog number. Shipping weight is also noted. Add 10 lbs. (5 kg) for fixtured models.

3 = 3' (91 cm), 350 lbs. (159 kg)
4 = 4' (122 cm), 375 lbs. (170 kg)
5 = 5' (152 cm), 450 lbs. (204 kg)
6 = 6' (183 cm), 525 lbs. (238 kg)
7 = 7' (213 cm), 600 lbs. (272 kg)
8 = 8' (244 cm), 675 lbs. (306 kg)
0 = 10' (305 cm), 855 lbs. (388 kg)
1 = 12' (366 cm), 1045 lbs. (474 kg)
2 = 16' (488 cm), 1410 lbs. (640 kg)

Select the **EXTERIOR DEPTH** of your fume hood. This is the fifth digit of your catalog number. To the shipping weight noted above, add 40 lbs. (18 kg) for 37.7" deep models and 85" (39 kg) for 43.7" deep models.

0 = 31.7" (81 cm) **1** = 37.7" (96 cm) **2** = 43.7" (111 cm)

Select the **SASH STYLE** available for your hood width. Note that either style may be used on 8' wide hoods. This is the sixth digit of your catalog number.

Sash Style	For hood width: 3', 4', 5', 6', 7', 8'	For hood width: 8', 10', 12', 16'
Single	0	—
Dual*	—	8

Select the **ELECTRICAL REQUIREMENTS, SERVICE FIXTURES** and **GFCI ELECTRICAL DUPLEX RECEPTACLE** of your fume hood. These are the eighth and ninth digits of your catalog number.

Electrical Requirements	No Service Fixtures	Two Service Fixtures	Two Service Fixtures & GFCI Duplex*
100-115V, 50/60 Hz, 10A	00	—	02
208-230V, 50/60 Hz, 5A	20	21	—

Total Exhaust CFM and Static Pressure @ 28" Sash Opening (100% Open)

Face Velocity (fpm)	Airflow Volumetric Rate (CFM) @ Static Pressure (inches of water)																			
	3' Hood		4' Hood		5' Hood		6' Hood		7' Hood		8' Hood		10' Hood		12' Hood		16' Hood			
Sash @ Full Open	CFM	s.p.	CFM	s.p.	CFM	s.p.	CFM	s.p.	CFM	s.p.	CFM	s.p.	CFM	s.p.	CFM	s.p.	CFM	s.p.		
100	495	0.13	725	0.27	955	0.34	1180	0.46	1410	0.23	1640	0.31	2100	0.45	2560	0.62	3500	0.37		
80	395	0.08	580	0.17	765	0.22	945	0.29	1125	0.15	1310	0.20	1680	0.28	2050	0.39	2800	0.23		
60	295	0.05	435	0.10	575	0.12	710	0.17	845	0.08	985	0.11	1260	0.16	1535	0.22	2100	0.13		

Total Exhaust CFM and Static Pressure @ 18" Sash Opening (62.5% Open)

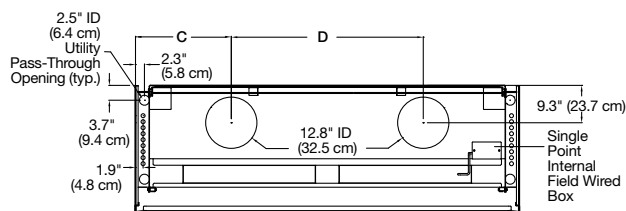
Face Velocity (fpm)	Airflow Volumetric Rate (CFM) @ Static Pressure (inches of water)																			
	3' Hood		4' Hood		5' Hood		6' Hood		7' Hood		8' Hood		10' Hood		12' Hood		16' Hood			
Sash @ 62.5% Open	CFM	s.p.	CFM	s.p.	CFM	s.p.	CFM	s.p.	CFM	s.p.	CFM	s.p.	CFM	s.p.	CFM	s.p.	CFM	s.p.		
100	310	0.05	450	0.11	595	0.13	735	0.18	880	0.09	1025	0.12	1300	0.17	1585	0.24	2170	0.14		
80	250	0.03	365	0.07	480	0.09	590	0.11	705	0.06	820	0.08	1050	0.11	1280	0.16	1750	0.09		
60	185	0.02	270	0.04	360	0.05	440	0.07	525	0.03	615	0.04	800	0.06	970	0.09	1330	0.05		

*16' hoods have four sashes.

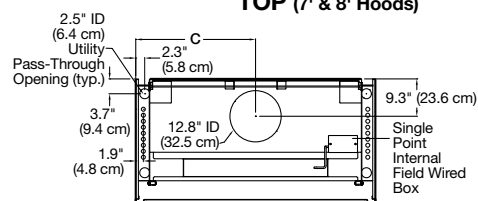
**Hoods with GFCI electrical duplex are rated at 20 amps. 8', 10', 12' and 16' Hoods have two GFCI electrical duplex receptacles, one mounted on each side, 20 amps each.

Protector[®] XL[™] Laboratory Fume Hoods

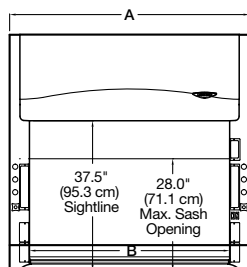
Dimensional Data



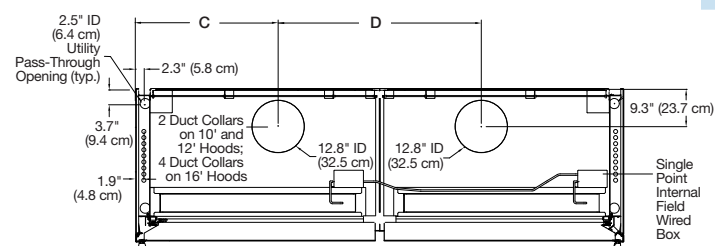
TOP (7' & 8' Hoods)



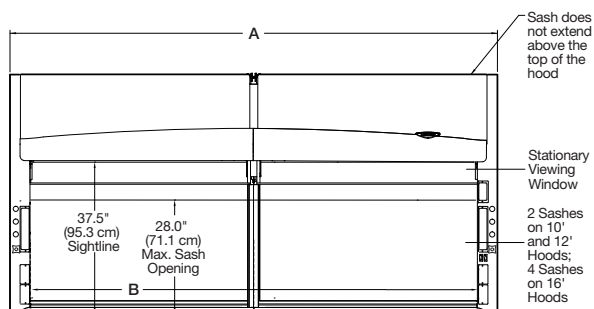
TOP (3', 4', 5' & 6' Hoods)



FRONT (3', 4', 5', 6', 7' & 8' Hoods)



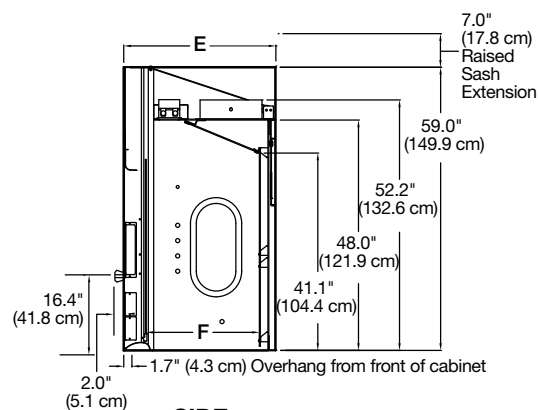
TOP (10', 12' & 16' Hoods)



FRONT (10', 12' & 16' Hoods)

	A	B	C	D
3' Hood	36.0" (91.4 cm)	26.1" (66.3 cm)	18.0" (45.7 cm)	—
4' Hood	48.0" (121.9 cm)	38.1" (96.8 cm)	24.0" (61.0 cm)	—
5' Hood	60.0" (152.4 cm)	50.1" (127.3 cm)	30.0" (76.2 cm)	—
6' Hood	72.0" (182.9 cm)	62.1" (157.7 cm)	36.0" (91.4 cm)	—
7' Hood	84.0" (213.4 cm)	74.1" (188.2 cm)	21.0" (53.3 cm)	42.0" (106.7 cm)
8' Hood	96.0" (243.8 cm)	86.1" (218.7 cm)	24.0" (61.0 cm)	48.0" (121.9 cm)
10' Hood	120.0" (304.8 cm)	110.1" (279.7 cm)	35.0" (88.9 cm)	50.0" (127.0 cm)
12' Hood	144.0" (368.3 cm)	134.1" (340.6 cm)	41.0" (104.1 cm)	62.0" (157.5 cm)
16' Hood	192.0" (487.7 cm)	182.1" (462.5 cm)	24.0" (61.0 cm)	48.0" (121.9 cm)

E	F
31.7" (80.5 cm)	23.6" (59.9 cm)
37.7" (95.8 cm)	29.6" (75.2 cm)
43.7" (111.0 cm)	35.6" (90.4 cm)



SIDE

Contact Labconco at (800) 821-5525 or (816) 333-8811 or visit labconco.com for BIM Revit[®] and detailed AutoCAD[®] drawings. See page 21 for trademark information.



MEMO

TO: John Woodruff, Vice President for Business Services

FROM: Jeremy Moore, Facilities Planning Manager

CC:

DATE: September 30, 2024

RE: Approval for the Purchase of Fume Hoods – Effingham Technology Center Phase II Science Labs

The purpose of this memo is to recommend the immediate purchase of (2) fume hoods for the new science lab that will be constructed during Phase 2 of the Effingham Technology Center project. These fume hoods are essential for ensuring a safe and modern laboratory environment and will be purchased utilizing the Omnia buying group to leverage cost savings. Because of their longer lead time, the acquisition should occur in advance to allow for installation during the lab's construction phase, ensuring proper integration into the newly renovated facility.

Funding for the fume hoods has been allocated within the overall budget for the Phase 2 renovation of the Effingham Technology Center. Consortium purchasing will help maximize the value of this investment, keeping costs within the allocated budget for lab infrastructure.

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

Recommended Motion: Approve the purchase of (2) fume hoods from Fisher Scientific in the amount of \$40,024.00 through the Omnia Partners purchasing consortium.

Sales Quotation

*Quote Nbr	Creation Date	Due Date	Page
4253-7292-45	09/09/2024		1 of 3
Payment Terms		Delivery Terms	
NET 30 DAYS		SP	
Valid To		Prepared By	
11/02/2024		KOWALSKI, TOMMY	
Customer Reference		Sales Representative	
RFQ 9/9/24 JM EFFINGHAM TECH CENTER		TOMMY KOWALSKI	
To place an order	Ph: 800-955-1177	Fx: 800-955-0740	
Submitted To:		Customer Account:	
JEREMY MOORE TOMMY.KOWALSKI@THERMOFISHER.COM 217-690-6215		LAKE LAND COLLEGE 5001 LAKE LAND BLVD MATTOON IL 61938-9366	


Fisher Science Education

Part of Thermo Fisher Scientific

 FISHER SCIENCE EDUCATION
 4500 TURNBERRY DRIVE
 HANOVER PARK IL 60133-5491

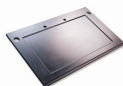
[Review and Place Order](#)
[Click here or go through your purchasing system to fishersci.com quotes](#)

***Please reference this Quote Number on all correspondence.**

 Don't have a profile? Register on fishersci.com

 For complete Terms and Conditions, please [click here.](#)


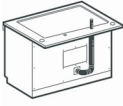


Nbr	Qty	UN	Catalog Number	Description	Unit Price	Extended Price
1	2	EA	NON-CATALOG	4 PROTECTOR XL BENCHTOP HOOD	8,828.47	17,656.94
				Vendor Catalog # 11140000035196		
				No image Available. List Price: 13,644.00		
2	2	EA	10369149	ECO FOIL PRTCTR PREMR 4 30	1,401.00	2,802.00
				Labconco SpillStopper Work Surface for 4 Ft. ProtectorPremierHoods, Right rear, Epoxy resin		
				Vendor Catalog # 9500401		
				This item is being sold as 1 per each		
				Original Catalog Number 9500401		
				List Price: 2,594.00 CDC: 014		
3	2	EA	1630615	OVAL CUP SINK	89.95	179.90
				Labconco Work Surface Accessory, Oval Polypropylene Cupsink, For Use With: Flat or SpillStopper work surface with cutout, PP		
				(Polypropylene), Shape: Oval		
				Vendor Catalog # 4005200		
				This item is being sold as 1 per each		
				Original Catalog Number 4005200		
				List Price: 149.94 CDC: 016		
				Product - Non-Returnable		



Sales Quotation



Quote Nbr	Customer Reference	Page
4253-7292-45	RFQ 9/9/24 JM EFFINGHAM TECH CENTER	2 of 3

Nbr	Qty	UN	Catalog Number	Description	Unit Price	Extended Price
4	2	EA	1630554	ACID CAB. R-HINGED 24IN WIDE  Labconco Protector Acid Storage Cabinets, Width Exterior: 24 in., 61cm, Depth Exterior: 29.9 in., 76cm, Door Style: Manual-close, Single, Right-hinged, Height Exterior: 35.5 to 36.75 in., 90.17 to 93.3cm, Steel, No. of Doors: 1, Capacity: Up to 800 lb. Vendor Catalog # 9901300 This item is being sold as 1 per each Original Catalog Number 9901300 List Price: 3,345.00 CDC: 010	1,639.05	3,278.10
5	2	EA	161053	VENT KIT F/PROTECTOR CABINETS  Labconco Protector Acid Storage Cabinet Vent Kits, For Use With: Protector acid storage wall cabinet, Includes: One PVC adapter, 2 PVC 90 deg. elbows, locknut and one 3 ft. section of 2 in. dia. PVC pipe, Weight: 5 lb., 2.26kg Vendor Catalog # 3591100 This item is being sold as 1 per each Original Catalog Number 3591100 List Price: 568.00 CDC: 014 Product - Non-Returnable	329.44	658.88
6	2	EA	1630557	SOLVENT CAB. L-HINGED 24IN WIDE  Labconco Protector Solvent Storage Cabinets, Solvent storage; 24 in. W; Manual-closing single left hinge door, Width Exterior: 24 in., 61cm, Door Style: Left-hinged, Manual-close, Single, No. of Doors: 1, Depth Exterior: 29.9 in., 76cm, Height Exterior: 35.5 to 36.75 in., 90.17 to 93.3cm, Steel Vendor Catalog # 9902400 This item is being sold as 1 per each Original Catalog Number 9902400 List Price: 4,571.00 CDC: 010	2,239.79	4,479.58
7	2	EA	01257514	SPECTRUM FBRGLSS BLWR 1HP 12IN  Labconco Spectrum Fiberglass Blower, 1 Horsepower, Diameter Inside: 12 in., Filter Type: HEPA, For Use With: Protector XStream Hood, Protector Premier Hood, Height: 29 in., Height: 73.66 cm, Horsepower: 1 hp, Length: 27 in., Length: 68.58 cm, Diameter Inside: 30.5 cm, Voltage: 115/230 V Vendor Catalog # 177251100 Hazardous Material This item is being sold as 1 per each Original Catalog Number 177251100	4,239.90	8,479.80

Sales Quotation




Board Book Page 103
Fisher Science Education
Part of Thermo Fisher Scientific

Quote Nbr	Customer Reference	Page
4253-7292-45	RFQ 9/9/24 JM EFFINGHAM TECH CENTER	3 of 3

Nbr	Qty	UN	Catalog Number	Description	Unit Price	Extended Price
-----	-----	----	----------------	-------------	------------	----------------

List Price: 6,057.00 CDC: 010

8	2	EA	16307209	WEATHER CUP 12 IN 0 PRESSURE	1,244.40	2,488.80
						
Labconco Ducting Parts: Weathercap, Diameter: 30.48cm, 12 in., Height: 142.2cm, 56 in., PVC, For Use With: Allows vertical discharge of effluent air, Weight: 35 lb., 15.9kg						
Vendor Catalog # 5622100						
This item is being sold as 1 per each						
Original Catalog Number 5622100						
List Price: 2,074.00 CDC: 010						

MERCHANDISE TOTAL

40,024.00

NOTES:

Returns are subject to manufacturer terms and conditions.

We now offer highly competitive financing with low monthly payments. Please contact your local sales representative for more information.

Tell us about your recent customer service experience by completing a short survey. This should take no longer than three minutes. Enter the link into your browser and enter the passcode: USA-PGH-CS2

<http://survey.medallia.com/fishersci>

Procuring Lab Products Just Got Easier

Fisher Scientific and OMNIA Partners Contract Highlights



OMNIA Partners is a proud partner of the Fisher Scientific channel. The Fisher Scientific cooperative contract through OMNIA Partners provides laboratory products to **colleges and universities, K-12 school systems, and state and local government agencies.**

Count on the Fisher Scientific channel to be your one-stop source for equipment and instruments, personal protective equipment and other safety products, chemicals, biological products, and additional laboratory supplies. Find cost-saving solutions that simplify your procurement while helping you comply with your specific purchasing budget and requirements.

OMNIA[®]
P A R T N E R S

Contract Number: 2021002889

Lead Agency: University of California

Contract Term: June 15, 2021
through June 30, 2025

Option to renew for two (2)
additional two-year periods
through June 30, 2029.

Take advantage of these great benefits:

- **Competitively solicited and awarded cooperative contract**
- **OMNIA Partners segment market basket**
- **Custom market basket for each participating agency**
- **Deep category discounts**
- **No shipping costs or handling fees on standard deliveries**
- **Diverse supplier programs**
- **Sustainability incentive programs**
- **Patronage rebate opportunities**
- Access to over 2.5 million products from over 9,000 suppliers
- More than 750 consultative representatives with technical expertise
- Dedicated specialists for life sciences, chemicals, safety, and production
- Five customer service centers in North America for fast response times
- Efficient online search, product ordering, and shipment tracking
- Seamless integration with your eProcurement system
- One-click access on any device
- Next-day delivery for most products through an integrated 11-warehouse distribution network

For more information:

- Contact your local Fisher Scientific sales representative
- Email OMNIAPartnersFisherScientific@thermofisher.com
- Visit omniapartners.com/publicsector/fisherscientific or fishersci.com/omnia-partners

 **fisher scientific**
part of Thermo Fisher Scientific

Fisher Scientific CONTRACT HIGHLIGHTS

We help our customers accelerate life sciences research, solve complex analytical challenges, improve patient diagnostics, and increase laboratory productivity. Through the **Thermo Scientific™**, **Applied Biosystems™**, **Invitrogen™**, **Fisher Scientific**, and **Unity™ Lab Services** premier brands, we offer an unmatched combination of innovative technologies, purchasing convenience, and comprehensive support.

thermo
scientific

applied
biosystems

invitrogen

f **fisher**
scientific

unity
lab services

We offer **more than 7,000 brands** including the following premier names in laboratory supplies and equipment:

3M

Ansell

Alfa Aesar

AXYGEN
A Corning Brand

BD

BioTek

BRANDTECH
SCIENTIFIC, INC.

BUCHI

CORNING

cytiva

DWK LIFE SCIENCES
DURAN WHEATON KIMBLE

eppendorf

epredia

FALCON
A Corning Brand

fisherbrand

f **fisher**
chemical

GILSON

greiner
BIO-ONE

Honeywell
Research Chemicals

Kimberly-Clark
PROFESSIONAL

LABCONCO

METTLER TOLEDO

Millipore
Sigma

PEPROTECH
OUR SUPPORT. YOUR DISCOVERY

SARTORIUS

Simport

TCI TCI AMERICA

Visit **fishersci.com** to order online.

Distributed by Fisher Scientific. Contact us today:

In the United States

Order online: fishersci.com

Fax an order: 1-800-926-1166

Call customer service: 1-800-766-7000

f **fisher scientific**
part of Thermo Fisher Scientific

Protector[®] XL[™] Laboratory Fume Hoods

Specifications



All models feature:

- By-pass airflow design
- * Eco-Foil[™] air foil with aerodynamic Clean-Sweep[™] airflow openings*
- * Cord-Keeper[™] slots on left and right side of air foil
- Glacier white powder-coated steel exterior
- Chemical-resistant, fiberglass-reinforced, composite panel liner and baffle
- * Opti-Zone[™] baffle* with flame spread index less than 25 per ASTM E84**. Baffle is removable for cleaning
- Tempered safety glass vertical-rising sash and cable and pulley
- Powder-coated aluminum sash handle with Clean-Sweep[™] openings*
- 37.5" (95.3 cm) high sightline from the work surface and header panel
- * Removable front and side panels, and front and interior service panels for access to plumbing and electrical wiring
- Pre-wired LED lighting with vapor-proof design and ADA-compliant light and blower switches. Lighting rated for 50,000 hours
- Powder-coated stainless steel, 12.81" (32.5 cm) ID exhaust connection(s)

Standards conformance & regulations:

- ADA
- CFR 29, Part 1910**
- SEFA 1**
- NFPA 45**
- ASTM E84-09C**
- ASHRAE 110**
- ANSI Z9.5**
- UL 61010-1**
- CAN/CSA C22.2 No. 61010-1**
- UL 1805
- CE Conformity Marking (230V models)**
- SEFA 8**

⚠ **WARNING:** Cancer - P65Warnings.ca.gov (California only)

* Labconco exclusive feature

8' models available with:

- Optional split dual tempered safety glass vertical-rising sashes with cable and pulleys and powder-coated sash handles

10', 12' and 16' models feature:

- By-pass block
- Split dual tempered safety glass vertical-rising sashes with cable and pulleys, powder-coated sash handles and 10" (25.4 cm) high static viewing windows to permit the sashes to be fully raised without extending above the hood. Four sashes on 16' models

Fixtured models feature:

- Two pre-plumbed service fixtures with forged brass valves, lower right side with brass tubing for gas and lower left side with copper tubing for cold water. Components for converting either or both fixtures to air and vacuum are provided. **Inlet tubing is not provided**
- One pre-wired GFCI electrical duplex receptacle on lower right side and, on 8' and larger models only, one additional pre-wired GFCI electrical duplex on lower left side

Required accessories (not included):

- Remote blower. Contact Labconco
- Ductwork. Contact Labconco
- Work surface. See pages 17-18
- Base cabinet or stand. Contact Labconco

Optional accessories for on-site installation include:

- Service Fixture Kits. See page 19
- Electrical Duplex Kits. See page 20
- Guardian Airflow Monitor Kits. See page 20
- Sash Stop Kits. See page 20
- Ceiling Enclosure, Rear Finish Panel Kits and Distillation Grid Kits. Contact Labconco



*U.S. Patent No. 6,461,233

**See page 21 for list of regulations, standards and registered trademarks

⚠ Heights of switches and electrical receptacles meet requirements of ADA when work surface is set to ADA height.

Protector[®] XL[™] Laboratory Fume Hoods

Ordering Information

Catalog Number Configurator:

Use this key to configure the nine digit catalog number to order your Protector XL Laboratory Hood.

1 1 1 0

Select the **WIDTH** of your fume hood. This is the fourth digit of your catalog number. Shipping weight is also noted. Add 10 lbs. (5 kg) for fixtured models.

3 = 3' (91 cm), 350 lbs. (159 kg)
 4 = 4' (122 cm), 375 lbs. (170 kg)
 5 = 5' (152 cm), 450 lbs. (204 kg)
 6 = 6' (183 cm), 525 lbs. (238 kg)
 7 = 7' (213 cm), 600 lbs. (272 kg)
 8 = 8' (244 cm), 675 lbs. (306 kg)
 0 = 10' (305 cm), 855 lbs. (388 kg)
 1 = 12' (366 cm), 1045 lbs. (474 kg)
 2 = 16' (488 cm), 1410 lbs. (640 kg)

Select the **EXTERIOR DEPTH** of your fume hood. This is the fifth digit of your catalog number. To the shipping weight noted above, add 40 lbs. (18 kg) for 37.7" deep models and 85" (39 kg) for 43.7" deep models.

0 = 31.7" (81 cm) 1 = 37.7" (96 cm) 2 = 43.7" (111 cm)

Select the **SASH STYLE** available for your hood width. Note that either style may be used on 8' wide hoods. This is the sixth digit of your catalog number.

Sash Style	For hood width: 3', 4', 5', 6', 7', 8'	For hood width: 8', 10', 12', 16'
Single	0	—
Dual*	—	8

Select the **ELECTRICAL REQUIREMENTS, SERVICE FIXTURES** and **GFCI ELECTRICAL DUPLEX RECEPTACLE** of your fume hood. These are the eighth and ninth digits of your catalog number.

Electrical Requirements	No Service Fixtures	Two Service Fixtures	Two Service Fixtures & GFCI Duplex*
100-115V, 50/60 Hz, 10A	00	—	02
208-230V, 50/60 Hz, 5A	20	21	—

Total Exhaust CFM and Static Pressure @ 28" Sash Opening (100% Open)

Face Velocity (fpm)	Airflow Volumetric Rate (CFM) @ Static Pressure (inches of water)																			
	3' Hood		4' Hood		5' Hood		6' Hood		7' Hood		8' Hood		10' Hood		12' Hood		16' Hood			
Sash @ Full Open	CFM	s.p.	CFM	s.p.	CFM	s.p.	CFM	s.p.	CFM	s.p.	CFM	s.p.	CFM	s.p.	CFM	s.p.	CFM	s.p.		
100	495	0.13	725	0.27	955	0.34	1180	0.46	1410	0.23	1640	0.31	2100	0.45	2560	0.62	3500	0.37		
80	395	0.08	580	0.17	765	0.22	945	0.29	1125	0.15	1310	0.20	1680	0.28	2050	0.39	2800	0.23		
60	295	0.05	435	0.10	575	0.12	710	0.17	845	0.08	985	0.11	1260	0.16	1535	0.22	2100	0.13		

Total Exhaust CFM and Static Pressure @ 18" Sash Opening (62.5% Open)

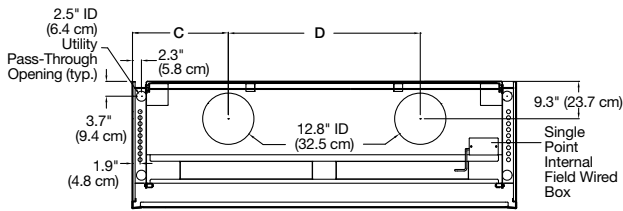
Face Velocity (fpm)	Airflow Volumetric Rate (CFM) @ Static Pressure (inches of water)																			
	3' Hood		4' Hood		5' Hood		6' Hood		7' Hood		8' Hood		10' Hood		12' Hood		16' Hood			
Sash @ 62.5% Open	CFM	s.p.	CFM	s.p.	CFM	s.p.	CFM	s.p.	CFM	s.p.	CFM	s.p.	CFM	s.p.	CFM	s.p.	CFM	s.p.		
100	310	0.05	450	0.11	595	0.13	735	0.18	880	0.09	1025	0.12	1300	0.17	1585	0.24	2170	0.14		
80	250	0.03	365	0.07	480	0.09	590	0.11	705	0.06	820	0.08	1050	0.11	1280	0.16	1750	0.09		
60	185	0.02	270	0.04	360	0.05	440	0.07	525	0.03	615	0.04	800	0.06	970	0.09	1330	0.05		

*16' hoods have four sashes.

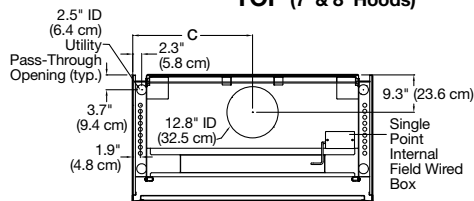
**Hoods with GFCI electrical duplex are rated at 20 amps. 8', 10', 12' and 16' Hoods have two GFCI electrical duplex receptacles, one mounted on each side, 20 amps each.

Protector[®] XL[™] Laboratory Fume Hoods

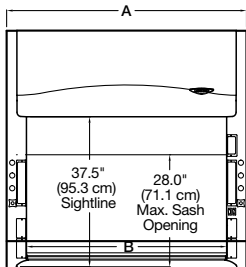
Dimensional Data



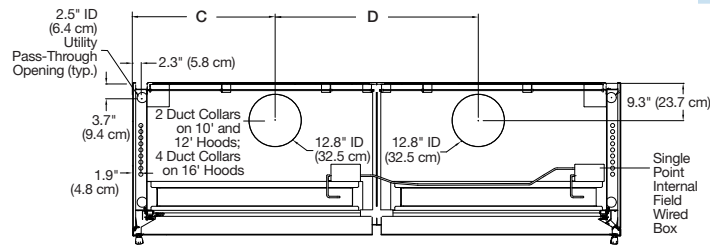
TOP (7' & 8' Hoods)



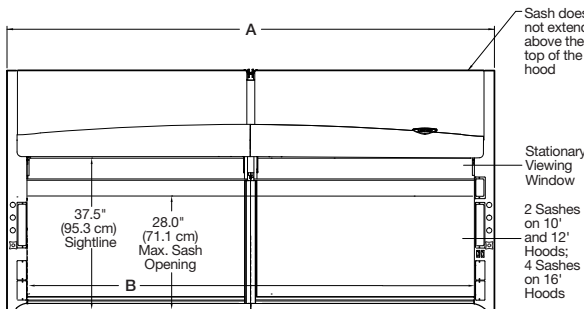
TOP (3', 4', 5' & 6' Hoods)



FRONT (3', 4', 5', 6', 7' & 8' Hoods)



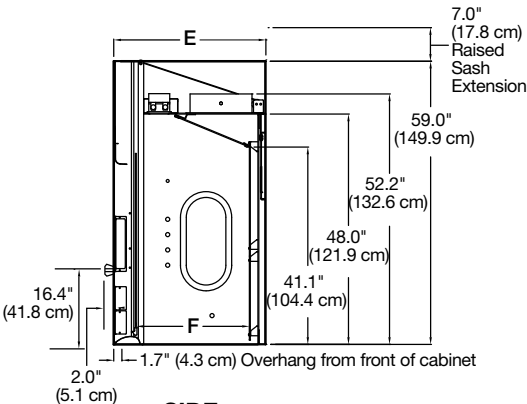
TOP (10', 12' & 16' Hoods)



FRONT (10', 12' & 16' Hoods)

	A	B	C	D
3' Hood	36.0" (91.4 cm)	26.1" (66.3 cm)	18.0" (45.7 cm)	—
4' Hood	48.0" (121.9 cm)	38.1" (96.8 cm)	24.0" (61.0 cm)	—
5' Hood	60.0" (152.4 cm)	50.1" (127.3 cm)	30.0" (76.2 cm)	—
6' Hood	72.0" (182.9 cm)	62.1" (157.7 cm)	36.0" (91.4 cm)	—
7' Hood	84.0" (213.4 cm)	74.1" (188.2 cm)	21.0" (53.3 cm)	42.0" (106.7 cm)
8' Hood	96.0" (243.8 cm)	86.1" (218.7 cm)	24.0" (61.0 cm)	48.0" (121.9 cm)
10' Hood	120.0" (304.8 cm)	110.1" (279.7 cm)	35.0" (88.9 cm)	50.0" (127.0 cm)
12' Hood	144.0" (365.8 cm)	134.1" (340.6 cm)	41.0" (104.1 cm)	62.0" (157.5 cm)
16' Hood	192.0" (487.7 cm)	182.1" (462.5 cm)	24.0" (61.0 cm)	48.0" (121.9 cm)

E	F
31.7" (80.5 cm)	23.6" (59.9 cm)
37.7" (95.8 cm)	29.6" (75.2 cm)
43.7" (111.0 cm)	35.6" (90.4 cm)



SIDE

Contact Labconco at (800) 821-5525 or (816) 333-8811 or visit labconco.com for BIM Revit[®] and detailed AutoCAD[®] drawings. See page 21 for trademark information.

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: John Woodruff, Vice President for Business Services

CC:

DATE: October 2, 2024

RE: Resolution of Intent to Continue Foundation Tax Levy

Attached is the Resolution of Intent to Continue the Foundation Tax Levy for the coming tax year. Lake Land is eligible to annually levy for the Foundation tax since the college is eligible to receive equalization grant money and since our combined operating levy of 18.00 cents per \$100 EAV for the education fund and the operations and maintenance fund is below the state average of 28.79 cents per \$100 EAV. Therefore, the College is able to levy 10.79 cents per \$100 EAV for the 2024 tax year.

The following data represents the average state levy per \$100 EAV for the past five years.

Cents per \$100 EAV

2023 – 28.33
 2022 – 28.33
 2021 – 29.07
 2020 – 29.09
 2019 – 29.05

The initial authorization for this annual levy dates back to the Illinois Community College Board Act dated September 15, 1989. Due to our equalization grant eligibility and low combined operating rate of 18.00 cents per \$100 EAV, the college has annually authorized the Foundation tax levy.

If the resolution is approved by the Trustees, we will proceed as outlined in HB 1484.

Due to the financial needs of the college, I recommend approval of the resolution.

Attachment

Lake Land College Board of Trustees



RESOLUTION NUMBER: 1024-011

DATE: 10/14/24

RESOLUTION OF INTENT TO CONTINUE THE FOUNDATION TAX LEVY

WHEREAS, HB1484 authorizes the board of a community college district to levy an additional tax upon the taxable property of the district in any year in which the State Board issues a certificate of eligibility to do so; and

WHEREAS, the Illinois Community College Board has certified that Lake Land College is authorized a 28.79 cents per \$100 of equalized assessed valuation; and

WHEREAS, the Lake Land College Board of Trustees intends to continue the levy of an additional tax as authorized by HB1484; and

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees of Community College District No. 517, Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby, and the State of Illinois, intends to increase the levy by 10.79 cents per \$100 of equalized assessed valuation to 28.79 cents per \$100 of equalized assessed valuation as certified by the Illinois Community College Board, effective for the 2024 tax year.

Adopted this 14th day of October, 2024 by the following vote:

AYES:

NAYS:

ABSENT:

ATTEST:

Board Chair

Board Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution of Intent to Continue the Foundation Tax Levy, is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 14th day of October, 2024.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this ____ day of _____, 2024.

Secretary, Board of Trustees

LAKE LAND COLLEGE

MEMO

TO: Valerie Lynch, Vice President of Student Services
FROM: Lisa Shumard-Shelton, Director of Student Life
DATE: September 30, 2024
RE: Student Government Freshman Elections 2024

The Elections for Freshman Student Government Association were held on Wednesday, September 11 and Thursday, September 12, 2024 online through the HUB. The students were informed about the elections through fliers, posters, Laker, social media, and announcements in Canvas and in classrooms. Students were allowed to vote for up to five candidates for freshman SGA. A total of eight students ran for the eight positions available on the board. The student body had 198 students cast votes in the election. The following are the results of the elections.

Fall 2024 Election Results		
SGA Nominees		
Name	Write-in	Votes
Jay Bliler	No	117
Rylee Erin Robb	No	110
Emma Deters	No	100
Ellie Marie Thoele	No	94
Jasmine Marie Gast	No	89
Addison Michelle Urbanski	No	83
Morgan Briann Knoblett	No	66
Abigail Leigh Warman	No	58
Vincent-Jeanette Dean Gentry	No	50
Gracie Mae Lynch	No	32
Kylee Brooks	Yes	2
Jay Bliler	Yes	1
JASMINE MARIE GAST	Yes	1
Rylee Erin Robb	Yes	1
Raegin mcelwee	Yes	1
Kaden karaway	Yes	1
Katlin Wheeler	Yes	1

Lisa Shumard-Shelton
Director of Student Life

Kaylee Blackford
SGA President

Abbie Kelly
Student Trustee



MEMO

TO: Dr. Josh Bullock, President

FROM: Heather Nohren, Pam Hartke, Kelly Allee and Lisa Cole

CC:

DATE: September 30, 2024

RE: Spring 2025 Enrollment Initiatives

Due to the generosity of the Board of Trustees, we have been able to offer four consecutive enrollment incentives that have positively impacted enrollment during the past year. We are excited to report that the incentives, coupled with weekly communication and activities led by the Enrollment Initiatives Team has created an excitement and focus on enrollment throughout the College Community.

As we look ahead to the Spring 2025 semester, we plan to focus on retention—one of the key pillars of a strong Strategic Enrollment Management plan and Guided Pathways framework. Retention is also closely aligned with Focus Area 2, Goal A of the College's Strategic Plan: Improve retention, persistence and completion.

By working collaboratively with Academic Division Chairs and Faculty to review retention data and share resources to support communication, we will establish clear retention goals that will positively impact enrollment and increase the number of students who continue with us from fall to spring. We are requesting funding to support this initiative by recognizing academic divisions who reach agreed upon retention goals with a pizza party. Together, we can enhance strategies of providing a supportive environment that contributes to the retention, persistence and completion of our students.

The second component of our request is to award a gift box with unique Laker Gear and giveaways to all current students who register by midnight December 5. The gift box will contain cozy winter items such as socks and hats and will serve a dual purpose of providing a sense of belonging while helping our low-income students with necessities for the winter season.

In addition to these initiatives, we plan to host coffee and registration booths in each of the buildings during the first week of registration. This plan is just one of many targeted tactics we will undertake to boost enrollment for Spring.

We estimate the budget for this plan to be up to \$60,000, with about 90% of the funds going to the student incentive. We respectfully request the Board of Trustees' consideration of this initiative to boost Spring 2025 Enrollment.



MEMO

TO: Dr. Josh Bullock, President

FROM: John Woodruff, Vice President for Business Services

CC: Jeremy Moore, Facilities Planning Manager

DATE: September 30, 2024

RE: Approval of Bid for Effingham Technology Center Level One Carpet Replacement

The College recently solicited bids for the Effingham Technology Center (ETC) level one carpet replacement project. The carpet in need of replacement is located in the north and south open office areas on level one of the ETC building.

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

<u>Name</u>	<u>Total Bid</u>
Carpet Weavers, Inc. Champaign, Illinois	\$97,862
TSI Commercial Floor Covering Inc. Champaign, Illinois	\$102,385
Taza Construction South Holland, Illinois	\$194,656

Based on the bids received, it is my recommendation that we award this bid to Carpet Weavers, Inc., Champaign, Illinois, for the ETC Level One Carpet Replacement Project.

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

Recommended Motion: Approve as presented the proposal received by Carpet Weavers Inc. of Champaign, Illinois for the total amount of \$97,862 for the ETC level one carpet replacement project.

LAKE LAND

COLLEGE

BID TABULATION

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College ETC Carpet Bid Tab
Project No. 2024-013
BID DATE: September 30, 2024 - 1:00 PM

CONTRACTOR	Total Bid					
Carpet Weavers, Inc. Champaign, Illinois	\$ 97,862.00					
TSI Commercial Floor Covering, Inc. Champaign, Illinois	\$ 102,385.00					
Taza Construction South Holland, Illinois	\$ 194,656.00					

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: John Woodruff, Vice President for Business Services

DATE: October 3, 2024

RE: Approval of Architectural Fees – Webb Hall – Tutoring & Testing Remodel

The remodel of the Tutoring and Testing space in the Webb Hall has been identified by Student Services and Cabinet Leadership for remodel in accordance with the Facilities Master Plan. The renovation of this space will take place in the Summer of 2025 immediately following commencement, with completion prior to early August to prevent disruption to the 2025 Fall class schedule. In conjunction with Student Services, the Business Services teams agree the identified testing and tutoring space should be prioritized for remodel, redesign and updating.

In order to meet the aggressive but critical remodel schedule, we need to begin the design work in order to initiate the bid process and schedule materials/contractors. We've received the enclosed Professional Services agreement from our architect of record, Bailey Edward. The cost for their services on this project is \$104,200.

Recommended Motion: Approve as presented the quote from Bailey Edward in the total amount of \$104,200 for Professional Services related to the remodel of the Tutoring and Testing space in Webb Hall.



t 312.440.2300
f 312.440.2303
www.baileyedward.com

35 East Wacker Dr
Suite 2800
Chicago, IL
60601-2308

Dr. Josh Bullock, President
5001 Lake Land Blvd.
Mattoon, IL 61938
Phone: 217.234.5222
e-mail: jbullock@lakelandcollege.edu

Date: Thursday, August 29, 2024
RE: **Lake Land College - Webb Hall Renovation**

Dear Dr. Bullock,
The following constitutes Bailey Edward's proposal for Professional Services on the above referenced

Project Understanding

1. Overview: Webb Hall is an existing 36,265 SF academic and office building. The project involves renovating approximately 1,800 SF. The renovation area includes select modifications to the College's Testing and Academic Outreach department and the College's Student Services Department, which includes its main campus switchboard.
- Key Requirements:
The project involves design to reconfigure the existing accommodations and testing spaces. The scope includes dividing two existing rooms into four smaller, private testing spaces adjacent to the office, addressing sound transmission issues throughout the testing center, and adding two additional pie-shaped rooms. Interior finishes will be modified to provide consistency and durability, with attention to soundproofing materials and privacy enhancements.
2. Project Design Team: Karla Smalley, Principal
Damon Wilson, Senior Designer
Pranav Seth, Project Manager
3. Budget: \$500,000.00
Funds Available for Construction
4. Schedule: TBD (a minimum timeframe of six to eight months may be anticipated)
5. Documents Reviewed: Lake Land College Masterplan and FCA

responsive architecture



t 312.440.2300
f 312.440.2303
www.baileyedward.com

35 East Wacker Dr
Suite 2800
Chicago, IL
60601-2308

Professional Services:

BASIC SERVICES

Schematic Design/Design Development
Construction Documents
Bidding
Construction Administration

ADDITIONAL SERVICES

Interior Design
Construction Onsite
Warranty Review
Furniture Selection Assistance
Special Meetings
Wayfinding
Detailed Cost Estimates
Acoustic Engineering
As-Built or Record Documents
LEED Design or Documentation

Deliverables

Project Drawings and Specifications (Electronic Format)

Compensation

Based upon the Project Understanding and Professional Services above and upon the Qualifications section that follows, we propose professional service fees as follows:

BASIC SERVICES FEE

For the Basic Services defined in the Professional Services section above, we propose a compensation at a fixed amount of

Schematic Design	\$9,000
Design Development	\$12,000
Construction Documents	\$24,000
Bidding	\$2,400
Construction Administration	\$12,600
	<hr/>
	\$60,000

responsive architecture



t 312.440.2300
f 312.440.2303
www.baileyedward.com

35 East Wacker Dr
Suite 2800
Chicago, IL
60601-2308

ADDITIONAL SERVICES FEE

For Additional Services defined in the Professional Services section above, we propose a compensation at a fixed amount of:

Construction Onsite	\$5,000
Warranty Review	\$1,500
Furniture Selection Assistance	\$4,000
Special Meetings	\$1,500
Detailed Cost Estimate	\$10,500
Acoustic Engineering	\$7,500
Building Investigation and Documentation	\$3,000
Structural Engineering	\$2,500
	<u>\$35,500</u>

REIMBURSABLE SERVICES

The cost for allowable reimbursable expenses for this project is estimated to be:

Mechanical Air Test and Balance	\$6,000
Travel	\$1,500
Printing/ Reproduction/Photography	\$1,200
	<u>\$8,700</u>

TOTAL BASIC SERVICES	\$60,000
TOTAL ADDITIONAL SERVICES	\$35,500
TOTAL REIMBURSABLE ALLOWANCE	\$8,700
TOTAL	<u>\$104,200</u>



t 312.440.2300
f 312.440.2303
www.baileyedward.com

35 East Wacker Dr
Suite 2800
Chicago, IL
60601-2308

EXCLUSIONS:

Certification and Registration Services
AV/IT Design
Programming
Commissioning
Environmental Services
Record Drawings
Registration Services
Wayfinding
Interior Design

QUALIFICATIONS

LLC shall designate a point person to coordinate times for various programming meetings required for the Programming phase. Up to two meetings per week are anticipated.

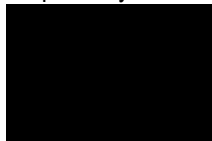
LLC shall provide as-built drawings and specifications for the existing building in PDF and CAD format. Developing exiting building documentation is not included as part of Basic Services.

Opinions of Probable Construction Cost will be provided at the Design Development Submission and at the 95% Document Submissions, two (2) total.

Four (4) total site visits during construction by either the Project Manager, Project Architect, Construction Observer or Project Engineers are included in the Basic Services.

Construction Administration and Construction Observation services will be provided for a maximum of **(280)** days from award of contract to preferred bidder.

Respectfully Submitted,



Karla Smalley, Principal

217.866.1973

ksmalley@baileyedward.com

Accepted by:

Date

bailey edward

responsive architecture



MEMO

TO: Dr. Josh Bullock, President, Lake Land College Board of Trustees

FROM: Dr. Valerie Lynch, Vice President of Student Services

CC: Bill Jackson, Director of Athletics

DATE: September 25, 2024

RE: Lake Land College Men's and Women's Cross Country and Half Marathon Team

Funding for a new Lake Land College Men's and Women's Cross Country and Half Marathon Team is included in the FY25 budget. The Athletics Department is requesting the Board of Trustees' approval for the team to begin competition during the 2025-2026 academic year.

The Lake Land College Cross Country and Half Marathon team will be open to students of all majors. The team will consist of ten participating members per gender and will have the option to offer up to 10 (ten) tuition and fees scholarships per academic year per gender.

I respectfully request the Board of Trustees approve the establishment of a new Lake Land College Men's and Women's Cross Country and Half Marathon Team and approve 10 (ten) tuition and fees scholarships per gender for the team per academic year. This will be a total of 20 (twenty) tuition and fees scholarships (10 for male athletes and 10 for female athletes).

LAKE LAND
COLLEGE

FOUNDATION

MEMO

TO: Lake Land College Board of Trustees
FROM: Christi Donsbach, Executive Director for College Advancement
CC: Dr. Josh Bullock, President
DATE: September 26, 2024
RE: Gift-in-Kind equipment item

Lake Land College Foundation has received recent notification from Russell Neu, John Deere TECH Instructor, of a gift-in-kind item of two Starfire GPS Receivers from John Deere. The equipment is valued at \$8,600.

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

Gift-in-Kind Certification

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

Donor's Name David Bostic Organization John Deere

Address 10789 S Ridgeview Rd City Olathe State/Zip KS 66061

Telephone 309-236-9173 Fax _____

Donor's Estimated Value \$ 8,600

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

Description SF7000 Starfire GPS Receiver (part # 1040PC) – 2 valued at \$4,300 each

Location of Item _____ Transportation Cost _____

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

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

Gift Usage Plan:

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

Sale/disposition of gift (including cost) NONE

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

Donor Signature: _____ Date: _____

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

CERTIFICATION BY RECEIVING OFFICIAL

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

Gift Receiver _____ Date _____

ACADEMIC APPROVAL

Division Chair/Vice President _____ Date: _____

FOUNDATION APPROVAL

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

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: John Woodruff Vice-President for Business Services

DATE: September 9, 2024

RE: Board Policy 07.29 *Student Complaints*

In reviewing the College's policies post implementation of the final 2024 amendments to regulations for Title IX of the Education Amendments of 1972, it was realized that a modification to the Board Policy 07.29 should also be amended.

Students with concerns related to discrimination, harassment, or sex discrimination are referred to Board Policies 11.04 and/or 11.04.01 and their related implementing procedures. As such, this would be removed from the student complaint policy and procedures.

I would like to present the proposed revisions to the Board of Trustees at their meeting on October 14, 2024, and ask for first and final reading.

Thank you.

07.29

Student Complaints

Students concerned about issues that adversely affect them or someone else ~~or who feel they have been discriminated against in accordance with Board Policy 11.04 Discrimination and Harassment~~ are encouraged to, through appropriate channels, work to resolve such complaints. Students are encouraged to meet with an academic counselor for information regarding the complaint procedure.

~~Students enrolled in correctional education programs should address complaints to the appropriate correctional site associate dean with final review by the dean~~

For concerns regarding discrimination and/or harassment, students should refer to the following policies and related implementing procedures.

11.04 Discrimination and Harassment

11.04.01 Prohibiting Sex Discrimination

The following applies to other areas of student concern.

Complaint Procedure

It is the policy of Lake Land College that all student complaints be resolved as quickly and at the lowest step possible. Students with a complaint should make every effort to arrive at an agreement with the faculty, staff member or administrator involved. If students are not satisfied with the response to their complaint at that level, they should pursue additional steps as defined in the Procedures for Resolving Student Complaints. The procedures and Student Complaint Form will be published in the online Student Handbook available on the College's website. Printed copies will be available in Counseling Services.

Students enrolled in correctional education programs should address complaints to the appropriate correctional site associate dean with final review by the dean.

Records of Student Complaints

To comply with federal regulations and requirements of the Higher Learning Commission, Lake Land College will maintain records of the formal, written student complaints pursued in accordance with this policy or established appeal processes which are (1) not resolved prior to reaching the level of Vice President or President; (2) complaints filed with the Higher Learning Commission, EEOC, or other such outside entities; (3) lawsuits filed by current or former students against the College, the Board of Trustees of the College, or officers of the College; and (4) other formal, written student complaints filed with the offices of Vice President or President which are not covered by the College's established processes for grievances or appeals.

The records shall include the date the complaint was first formally submitted; the nature of the complaint; the steps taken by the College to resolve the complaint; the institution's final decision regarding the complaint, including referral to outside agencies; any other external actions initiated by the student to resolve the complaint, if known to the institution (e.g. lawsuit, EEOC investigation, etc.); information about the disposition of the complaints, including those referred to external agencies for final resolution. The records shall be maintained so as to ensure anonymity of the complainants and other individuals involved in the facts of the complaint. These records shall be maintained in the offices of the Vice President or President for a period of two years and made available to Higher Learning Commission comprehensive evaluation teams for review. Each office is required only to maintain its respective complaints.

All complaints received through provisions of this policy will be presented and reviewed by the President's Cabinet for analysis and process improvement.

Adopted November 9, 1998
Revised December 8, 2003
Revised November 9, 2009
Revised January 9, 2017
Revised December 10, 2018
Revised September 14, 2020
Revised



MEMO

TO: Dr. Jonathan Bullock, President

FROM: John Woodruff, Vice President for Business Services

DATE: October 9, 2024

RE: Health, Dental and Vision Insurance 2025 Plan Renewal Recommendation

Members of the HR team, along with the Insurance Committee and Gallagher, our insurance consultant, have met multiple times to discuss renewing the employee health, dental and vision insurance.

The Aetna proposal represents no change in the annual administration fee compared to the prior year and overall would represent a 5.9% cost increase to the College for the medical insurance bundle which includes medical, pharmacy and our stop loss insurance. Last year the medical increase was 12.1%. The dental renewal will increase 5.1%.

The recommendation, as supported by the Insurance Committee is:

- Pass along the 5.9% and 5.1% dental increase in employee rate increases.
- The current out-of-pocket maximum will remain unchanged for both the PPO and HSA plans.
- The coinsurance rate will remain unchanged.
- The PPO (Traditional Plan) will include an increase to 20% coinsurance subject to deductible versus the current 10% cost. The intent is to defer use of Emergency Room when clinics or Teladoc are a viable option.
- Teladoc will be converting to CVS Virtual Care January 1, 2025.

Regarding premium rate changes and impact to employees, we are recommending the following changes for the FY 2025 Plan Year:

Plan A, PPO Plan (Traditional)

	Employee Share Per month	Employee Share Per Pay Period
Single	\$0.00	\$0.00
Single +1	\$733.63	\$366.82
Family	\$972.08	\$486.04

Plan B, HDHP

	Employee Share Per Month	Employee Share Per Pay Period
Single	\$0.00	\$0.00
Single +1	\$556.92	\$278.46
Family	\$773.53	\$386.77

Monthly Health Savings Account Contribution (For Plan B Participants)

	Total Per Month	Amount per Pay Period
Single	\$316.76	\$158.38
Single +1	\$493.47	\$246.74
Family	\$515.31	\$257.66

Dental

	Employee Share Per Month	Employee Share Per Pay Period
Single	\$0.00	\$0.00
Single +1	\$18.26	\$9.13
Family	\$28.88	\$14.44

Vision

	Employee Share Per Month	Employee Share Per Pay Period
Single	\$5.59	\$2.80
Single +1	\$10.62	\$5.31
Family	\$15.51	\$7.76

These recommendations have been reviewed and approved by the Health Insurance Committee at Lake Land College.

Recommended Motion: Approve as presented the 2025 health, dental and vision insurance plan renewal through Aetna.

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
October 14, 2024**

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

Benson, Brooke	10/2/204-intermittent
Mather, Sharon	9/9/24-Intermittent
Pinner, Liz	9/4/24-9/16/24
Stevenson, Keith	1/23/24-11/26/24
Turner, Art	8/22/24-Intermittent
Winson, Diana	9/3/24-12/3/24

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

Benson, Brooke	9/3/24-10/1/24
Bretscher, Emily	10/7/24-12/5/24
Shoot, James	10/12/24-12/31/24

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Black, Gabriel	Director of Intramurals	8/19/24
	Primary Position Print Shop Technician Ast	
Black, Rhonda	Cbe Instructor - Business	8/16/24
	Primary Position Adj Faculty Business	
Carter, Adam	Community Learning Instructor	9/26/24
	Primary Position CBI Training Specialist	
Goodner, Courtney	Cbe Instructor - Business	8/16/24
	Primary Position Adj Faculty Business	
Hincapie Alzate, Samuel	Lab Student Assistant	9/19/24
	Primary Position Print Shop Technician Ast	
Kanyembo, Natasha	International Studies Student Assistant	9/25/24
	Primary Position Bookstore Rush Worker	
Kaufman, Rachel	Fitness Center Specialist	9/6/24
	Primary Position Asst Softball Coach	
Maphosa, Emmanuel	International Studies Student Assistant	9/25/24
	Primary Position Adm & Rec Data Entry Ast	
Metzger, Teresa	Community Learning Instructor	9/5/24
	Primary Position Adult Education Instructor	
Mufalo, Ifunga	International Student Ambassador	9/25/24
	Primary Position Bookstore Rush Worker	
Nanjela, Lungowe	Newspaper Editor - Student Newspaper	9/13/24
	Primary Position Bookstore Rush Worker	

White, Lee	Adjunct Faculty Business Division	1/13/25
	Primary Position Tutor	
Wilhoit, Sarah	Cbe Instructor - Business	8/19/24
	Primary Position Adj Faculty Business	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
McDunnin, Hailie	Correctional Office Assistant	9/17/24
Messner, Brian	Associate Dean of Correctional Programs	9/23/24
Miller, Erin	Admin Asst to the Dean of Academic Opr	10/28/24
Rienbolt, Heidi	Employment Specialist	10/28/24

Part-time

Allen, Samantha	Dual Credit Coordinator	10/4/24
Campbell, Haylee	Fitness Center Specialist	10/1/24
Hoene, Gage	Print Shop Technician Assistant	10/2/24
Jones, Monica	Community Learning Instructor	10/1/24
Latch, Jacob	Print Shop Technician Assistant	10/2/24
Maphosa, Emmanuel	Admissions and Records Data Entry Assistant	9/19/24
Matteson, Michelle	Community Learning Instructor	9/19/24
Mtonga, Natasha	Laker Mascot Talent	9/25/24
Musonda, Mulowa	Newspaper Editor - Student Newspaper	9/25/24
Olenge, Joseph	International Student Ambassador	10/1/24
Reichert, Jacob	Special Needs Note Taker	8/26/24
Woods, Devon	Fitness Center Specialist	9/25/24

Part-time Grant Funded

Beck, Emma	Perkins Student Worker	9/17/24
Goss, Noah	Perkins Student Worker	9/25/24
Green, Bennett	Perkins Student Worker	9/12/24
Lynch, Annette	Perkins Student Worker	9/10/24
Webel, Anna	Perkins Student Worker	9/20/24

College Work Study

Aukamp, Serenity	College Work-Study	9/18/24
Dick, Alexander	College Work-Study	9/27/24
Holshouser, Amber	College Work-Study	9/23/24
Jordan, Jocelyn	College Work-Study	10/2/24
Roach, Ethan	College Work-Study	9/10/24
Shull, Ellie	College Work-Study	9/9/24
Upton, Sara	College Work-Study	9/10/24
Wheeler, Asheley	College Work-Study	9/16/24

Unpaid Volunteer

Trier, Peyton	Athletic Department Bus Driver	9/19/24
---------------	--------------------------------	---------

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Conner, Anthony	Accounting Assist II Accounts Payable	10/14/24
Lynch, Valerie	Vice President for Student Services	10/1/24
Moll, Thomas	Student Wellness Center Manager	10/4/24
Wilkinson, Jordon	Apprenticeship Coordinator	10/4/24
Part-time		
Arney, Megan	Adjunct Faculty Allied Health Division Substitute	7/21/24
Comer, Naomi	College Work Study - Social Science Education	12/11/23
Florea, Sidney	College Work-Study	2/3/24
Gentry, Jaden	Perkins Student Worker	12/20/23
Johnson, Beth	Newspaper Editor - Student Newspaper	5/11/24
Justice, McKenzie	Newspaper Editor - Student Newspaper	5/11/24
Kernaghan, Connor	College Work-Study	1/11/24
Ligomeka, Jeffrey	Laker Mascot Talent	5/9/24
Parr, Keedran	College Advancement Intern	5/2/24
Probst, Emily	Accounting Assistant	8/12/24
Spears, Ashley	College Work Study - Student Life	11/8/23
Stephens, Carolyn	Adjunct Faculty Social Science Division	7/29/24

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

	Position	Effective Date
Full-time		
Dick, Joshua	Maintenance I	10/21/24
	Transferring from College Work-Study	
Kroeger, Devon	Associate Dean of Correctional Programs	10/1/24
	Transferring from Wioa Bus Services Specialist	
Saxon, Naomi	Asst Director of Financial Aid & Veteran Srvs	10/15/24
	Transferring from Financial Aid Loan Specialist	