

Lake Land College

District No. 517

Board of Trustees

Agenda and Board Book

September 9, 2024

Regular Meeting No. 693



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 September 9, 2024, Regular Meeting	3
Minutes for August 12, 2024, Regular Meeting	7
Supplemental Information for September 9, 2024, Regular Meeting	27

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

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



**Regular Meeting No. 693
Monday, September 9, 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 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.

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

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

Hearing of Citizens, Faculty and Staff.

Committee Reports.

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

Business Items.

Non-Action Items.

Topic	Board Book Page Number(s)
1. Faculty Focus on Advancing Student Success – Illinois Department of Transportation (IDOT) – Quality Management Training Program (QMTP).	
2. Annual Report of Special Event Tuition Waiver Requests.	27
3. Summary Results of the Spring 2024 Community College Survey of Student Engagement.	
4. Monthly Data Point Discussion – Fall 10 th Day Enrollment Report.	
5. 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> .	28-32
6. Calendar of Events.	33-34

Action Items.

Topic	Board Book Page Number(s)
1. Approval of Special Event Tuition Waiver Requests.	35-42
2. Approval of Community Outreach Tuition Waivers.	43
3. Acceptance of July 2024 Financial Statements.	44-48
4. Declaration of Surplus Equipment or Item(s).	49
5. Approval of Base Bid for Labor for West Building Roof 1 Replacement Project.	50-52
6. Approval of Purchase from Garland Roofing for Roofing Materials for the West Building Roof 1 Replacement Project.	50
7. Approval of Purchase of Welding Lab Equipment.	53-54
8. Approval of Proposed Revisions to Board Policy 05.10 – <i>Hiring for Full-Time Employees</i> .	55-58
9. Approval of Purchase from Assessment Technologies Institute for the Allied Health Program.	59-63
10. Approval of Three-Year Software Subscription, Service and Fees Agreement with Modern Campus.	
11. Approval of Emergency Purchase of Four Compressors for the West Building.	64-66
12. Approval of Resolution No. 0924-007 – Authorizing and Providing for an Installment Purchase Agreement for the	67-109

Lake Land College Board of Trustees

Agenda – September 9, 2024

Page 3

- 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.
13. Approval of Purchase of Technology Tools from Snap-On for the Automotive Department. 110-112
14. Acceptance of FY25 U.S. Department of Transportation (USDOT), Federal Motor Carrier Safety Administration (FMCSA) Commercial Motor Vehicle Operator Safety Training (CMVOST) Grant. 113
15. Acceptance of Gift-in-kind Donation from the Lake Land College Foundation. 114-115
16. 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]
17. 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. 116-121
- A complete copy of the proposed resolution and eighth addendum are 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.*
- Copies of the President’s original employment contract and the first through seventh addendums are available at: <https://www.lakelandcollege.edu/board-of-trustees/board-of-trustees-employment-contracts/> or by contacting the College’s Office of the President at 217-234-5222.*
18. Appointment of Dean of Enrollment and Student Success as Discussed in Closed Session.
19. Approval of Human Resources Report as Discussed in Closed Session. 122-124

Lake Land College Board of Trustees
Agenda – September 9, 2024
Page 4

Other Business. (Non-action)

Adjournment.

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



Regular Board Meeting No. 692
Effingham Technology Center, Room 146
Effingham, IL
August 12, 2024

Minutes

Call to Order.

Chair Cadwell called the August 12, 2024, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. at the Effingham Technology Center, Effingham, 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 and media.

Approval of Consent Items.

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

1. Approval of Minutes of July 11, 2024, Regular Meeting.

Lake Land College Board of Trustees
 Minutes – August 12, 2024
 Page 2 of 20

2. Approval of Minutes of July 11, 2024, Closed Session.
3. Approval of Agenda of August 12, 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	\$	857,252.91
Building Fund	\$	30,024.30
Site & Construction Fund	\$	44,529.97
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	160,474.65
Restricted Purposes Fund	\$	253,465.12
Working Cash Fund	\$	-
Audit Fund	\$	15,100.00
Liability Insurance Fund	\$	53,806.00
Student Accts Receivables	\$	146,675.49
Total	\$	1,561,328.44

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 February 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.

Public Hearing on Fiscal Year 2025 Operating Budget.

Chair Cadwell called the hearing to order at 6:01 p.m. He said that the FY 2025 Operating Budget had been on display for a minimum of thirty days since it was presented at the July 11, 2024, Board meeting and asked if there were any comments from the audience. There were no public comments. Chair Cadwell then declared the hearing closed at 6:02 p.m.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk stated the legislature will be starting back up in the fall and 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 quarterly Foundation Board meeting was held July 22 at the Workforce Development Center. Many thanks to the Workforce Development team for their hospitality and tour following the meeting.
- The Foundation scholarship application reopened for the month of August, so please help us spread the word! The Foundation and Financial Aid offices are partnering to participate in Welcome Week and assist students in answering scholarship-related questions.
- The Foundation is excited to be launching a Community Partners Program, which is a year-long sponsorship with many engagement opportunities to start in 2025. With this new program, the annual golf outing won't be taking place this fall.
- A huge thanks goes out to all of our colleagues that signed up this year and for those that continue to give through the Employee Giving Program. Participation has increased 13% over last year!

Student Report

Ms. Abbie Kelly, Student Trustee, said Lake Land is hosting the first annual Welcome Week, starting Wednesday, August 14, and textbook pickup starts on Wednesday in the Luther Student Center. She said on Thursday, August 15 and Friday, August 16, there will be giveaways, food trucks, workshops, and exclusive events on campus. The Student Life will take part by handing out tote bags for students to carry their books during textbook pickup. The celebration continues with the Student Activity Board (SAB) welcome day event. Ms. Kelly said on Wednesday, August 21, SAB will be providing a free taco bar lunch, t-shirts, games, inflatables, prizes, and exciting giveaways. She said the welcome day event at the Kluthe Center will be Thursday, August 22. She continued to say that on Wednesday, August 28, the Student Government Association will be hosting a Red Cross Blood Drive and Student Life will be hosting an open house for anybody interested in joining.

President's Report.

Dr. Bullock gave the following updates:

- The College received a payment of \$174,380 from the Illinois Department of Juvenile Justice (IDJJ) in July toward the FY 2024 outstanding balance. A total of \$303,001 remains outstanding for IDJJ.
- The College received a payment of \$1,012,351 from the Illinois Department of Corrections (IDOC) in July toward the FY 2024 outstanding balance. A total of \$930,496 remains outstanding for IDOC.
- In July, the College received payments from the State of Illinois for FY 2025 credit hour reimbursement of \$740,143 and equalization of \$574,383. A balance of \$5.0 million in credit hour reimbursement and \$6.3 million in equalization remains outstanding.
- The College received \$3.4 million in property tax payments in July.

Business - Non-action Items.

Effingham Education and Regional Extension Center Updates.

Trustees heard a presentation from Mr. Jerry Tkachuk, Director of Effingham Education & Regional Extension Centers, with the annual update on the Kluthe Center, other extension centers and the Effingham Regional Career Academy.

Center to Business and Industry Updates.

Trustees heard a presentation from Ms. Bonnie Moore, Director of the Center for Business & Industry. She provided an update on all the activities and programs within the Center to Business and Industry department.

Monthly Data Point Discussion – Annual Enrollment Report and Equity Data.

Lake Land College Board of Trustees
 Minutes – August 12, 2024
 Page 5 of 20

Trustees heard a presentation from Ms. Lisa Cole, Director of Data Analytics, highlighting the Annual Enrollment Report and Equity Data.

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

Trustees heard a recommendation from Mr. John Woodruff, Vice President for Business Services, for the Board to 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.

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 September 2024 regular meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Additionally, Dr. Bullock reminded the Board about the August 16, 2024, Opening Day event and the October 24, 2024, Annual Foundation and Alumni Awards Celebration.

Action Items.

2025 Trustee Election Information and Acceptance of Letters of Designation.

Ms. Jean Anne Highland, Chief of Staff, said two six-year terms and one four-year vacancy will appear on the Lake Land College ballot for the 2025 Trustee Election as part of the consolidated election. Ms. Highland said the two six-year terms are held by Mr. Kevin Curtis and Mr. Dave Storm. She said Mr. Larry Lilly was appointed in March 2024 to fill the vacancy created by Mr. Mike Sullivan's resignation, with Mr. Lilly's appointment to the vacancy being to serve on the Board until the next regular election (April 2025) when a successor will be elected to serve the remainder of the unexpired term that goes through 2029. Ms. Highland said the candidate election packet may be requested from the President's Office by contacting her via phone or email. Ms. Highland also highlighted pertinent election dates including:

- The trustee election will be held April 1, 2025.
- Candidates may begin circulating petitions on August 20, 2024.
- The filing period will be November 12-18, 2024.

Ms. Highland also requested the Board approve a letter of designation which would authorize her to act as the Local Election Official on behalf of Board Secretary Mr. Dave Storm. Additionally, Trustees were asked to approve seven other designation letters for additional

Lake Land College Board of Trustees
 Minutes – August 12, 2024
 Page 6 of 20

staff members to act as representatives for accepting petitions and/or the filing of objections during the upcoming Trustee election.

Trustee Lilly moved and Trustee Reynolds seconded to approve as presented the letters of designation for the April 1, 2025, Trustee Election.

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 June 2024 Financial Statements.

Trustees reviewed the June 2024 Financial Statements and heard from Mr. John Woodruff, Vice President for Business Services, who highlighted the Financial Statements and significant variances.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the June 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 the following items including:

- Welders – 3 Lincoln 225 Precision Tigs, 3 Lincoln Invertec V205-T AC/DC, 4 Lincoln Cool Arc 40, 2 Teach Weld Welding Simulators, and 1 Vega Tensile Tester.
- Various Effingham Technology Center (ETC) technology items that will not be repurposed by the College within ETC or other College facilities. Trustees reviewed a detailed listing of those items.
- The remaining ETC Cubicle Walls/Desks that will not be repurposed by the College within ETC or other College facilities.

Trustee Reynolds moved and Trustee Wright seconded to declare as surplus the following three categories of items or equipment so that these items may be disposed of in a manner most beneficial to the College:

Lake Land College Board of Trustees
 Minutes – August 12, 2024
 Page 7 of 20

- Welders – 3 Lincoln 225 Precision Tigs, 3 Lincoln Invertec V205-T AC/DC, 4 Lincoln Cool Arc 40, 2 Teach Weld Welding Simulators, and 1 Vega Tensile Tester.
- Various Effingham Technology Center (ETC) technology items that will not be repurposed by the College within ETC or other College facilities. Trustees reviewed a detailed listing of those items.
- The remaining ETC Cubicle Walls/Desks that will not be repurposed by the College within ETC or other College facilities.

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 Organizational Charts.

Trustees heard a recommendation from Dr. Bullock that the Board approve as presented the Organizational Charts effective FY 2025. Trustees reviewed the organizational charts for each unit of the College.

Trustee Curtis moved and Trustee Reynolds seconded to approve as presented the Organizational Charts effective 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 Resolution No. 0824-005 to Adopt the FY 2025 Operating Budget.

Trustee Storm, Finance Committee Chair, said the Finance Committee met on July 9, 2024 for an in-depth review of the proposed Budget, and the Committee's consensus was to recommend to the Board approval of the Budget as presented. He said the FY 2025 Budget was presented to the Board of Trustees during the July 11, 2024 Board meeting and that the Budget had been displayed publicly for at least 30 days as required by law.

Lake Land College Board of Trustees
 Minutes – August 12, 2024
 Page 8 of 20

Trustee Storm moved and Trustee Curtis seconded to approve as presented Resolution No. 0824-005 to adopt the FY 2025 Operating Budget. [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.

Approval of Resolution 0824-006 Supporting the Extension of the Village of Bethany TIF District.

Dr. Bullock recommended the Board support a 12-year extension for the Village of Bethany Tax Increment Finance (TIF) District. He said this TIF District was established in 2003 with a life of 23 years. Trustees reviewed a map of the TIF District area and summary documents showing the numerous benefits and projects associated with this TIF District to date. Dr. Bullock said that the Village of Bethany Mayor, Jonathan Book, and Economic Development Director, Brian Gill, have reported they still have commercial and residential redevelopment projects they would like to complete within the TIF District boundaries and they are requesting all taxing bodies provide a letter of support for their 12-year extension request. Dr. Bullock said they are working with IL Senator Steve McClure and IL Representative Brad Halbrook to create the legislation necessary to fulfill the requirements for the introduction of the amendment to the Illinois General Assembly for this extension request.

Trustee Wright moved and Trustee Curtis seconded to approve as presented Resolution No. 0824-006 Supporting the Extension of the Village of Bethany TIF District. [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.

Acceptance of FY 2025 ICCB PATH Grant Funds.

Dr. Ike Nwosu, Vice President for Academic Services, recommended the Board accept a one-year grant for \$370,539 from the Illinois Community College Board (ICCB) Pipeline for the Advancement of the Healthcare Workforce Program (PATH). Trustees reviewed the ICCB

Lake Land College Board of Trustees
 Minutes – August 12, 2024
 Page 9 of 20

approved grant budget. Dr. Nwosu reported this will be the third year for the College to receive grant funds from the PATH Program.

Dr. Nwosu reported that with the additional grant funds the College will:

- Continue providing tutoring opportunities to students at times that are convenient for them, and led by faculty who teach their courses.
- Fund part-time staff to help coordinate the details of grant logistics.
- Support Allied Health faculty members to attend conferences, including simulation and certification training, in order to keep their skills up to date.
- Provide student tuition assistance upon satisfactory completion of course work, marketing and recruiting materials, and student books, orientation materials and uniforms for qualifying student candidates.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented a one-year grant for \$370,539 from the Illinois Community College Board (ICCB) Pipeline for the Advancement of the Healthcare Workforce Program (PATH) Grant 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 TORT Plan.

Mr. Woodruff said the Tort Immunity Act allows public entities to levy taxes to fund expenses related to tort liability, insurance and risk management programs. Trustees reviewed a memorandum from Ms. Dustha Wahls, Director of Human Resources, regarding the College's Tort Levy Expenditures/Risk Management Plan for FY 2025. Trustees also reviewed details of the Tort Levy Plan which was adopted in August, 2006 and is reviewed annually for position changes and updates. Mr. Woodruff said the proposal for FY 2025 includes the addition of two new added positions for the Student Wellness Center.

Trustee Curtis moved and Trustee Lilly seconded to approve as presented the FY 2025 Tort Levy Expenditures/Risk Management Plan.

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 Agreement with the Lake Land College Custodial Association.

Ms. Dustha Wahls presented to the Board a recommendation for the Board to approve the proposed three-year contract renewal agreement with the Lake Land College Faculty Association. Trustees received the full contract language for their review. Ms. Wahls noted key changes from the expiring contract including the following base salary increased rates:

- FY 2025 - \$1.75 per hour for those employed by the College less than 20 years. Those with more than 20 years, it provides a 4% increase.
- FY 2026 - \$1.00 per hour increase.
- FY 2027 - \$1.00 per hour increase.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the contract with the Lake Land College Custodial Association for the period July 1, 2024 through June 30, 2027.

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 Revised Proposal by Bailey Edward for Architectural Design Work at the Effingham Technology Center.

Trustees heard a recommendation from Mr. Woodruff for the Board to approve an updated proposal from Bailey Edward of Champaign, the College's architect of record, for basic services fees in an additional amount up to \$258,200 for architectural and construction management services to renovate the upper level of the Effingham Technology Center. Trustees reviewed the revised proposal and the original Bailey Edward proposal approved by the Board in January 2024. Mr. Woodruff said the original proposal included an amount of \$270,000 for basic services fees associated with the redesign of the Effingham Technology Center. He said that due to the increased overall costs to renovate the Effingham Technology Center, Bailey Edward is requesting this increase in their basic services fees. Trustees learned there is no change to their original costs for additional services fees, which remain approved by the Board for a cost of up to \$218,500 for this category.

Trustee Wright moved and Trustee Walk seconded to approve as presented the revised proposal from Bailey Edward of Champaign, the College's architect of record, for basic services fees in an additional amount up to \$258,200 for architectural and construction management services to renovate the upper level of the Effingham Technology Center.

Lake Land College Board of Trustees
Minutes – August 12, 2024
Page 11 of 20

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 Bid for Effingham Technology Center Level One Redesign.

Mr. Woodruff presented a request for the Board to approve the bid from K. Wohltman Construction, Inc. of Effingham, in the amount of \$1,571,902, for general construction work related to phase 1 or the lower and main levels of the Effingham Technology Center (ETC). Trustees received the bid tabulation sheet detailing K. Wohltman Construction as submitting the lowest of three bids received.

Mr. Woodruff reported that Bailey Edward, the College's architect of record, held a pre-bid meeting at the ETC on July 16, 2024, and six firms were represented at the meeting. He said the bid opening occurred on July 30, with three firms submitting bids according to the College's specifications. Mr. Woodruff also reported that the bid is for general contractor related activities including the removal, construction and/or remodel activities required to have the lower/main areas ready for use by early Spring 2025 semester, and that K. Wohltman Construction's bid commits to substantially completing the work with 180 days from receiving written notice to proceed.

Trustee Walk moved and Trustee Reynolds seconded to approve as presented the bid from K. Wohltman Construction, Inc. of Effingham, in the amount of \$1,571,902, for general construction work related to phase 1 or the lower and main levels of the Effingham Technology Center (ETC).

Trustee Wright said that in alignment with the Illinois Community College Act section 805/3-48, he would abstain from voting on this agenda item. He said that even though he no longer has any ownership interest in Wright's Furniture and Flooring due to his retirement, out of abundance of caution to adhere to the law he would abstain as Wright's Furniture and Flooring is included as a minor sub-contractor for the bid by Wohltman Construction.

There was no further discussion.

Roll Call Vote:

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.

Lake Land College Board of Trustees
Minutes – August 12, 2024
Page 12 of 20

Approval of Quote from Accelerate Built Environments of Chicago for DIRT Wall/Doors Construction Systems for the Phase 1 Project at the Effingham Technology Center.

Mr. Woodruff recommended the Board approve the quote from Accelerate Built Environments of Chicago in the total amount of \$750,512.77 for construction, delivery and installation of the DIRT Wall System as required within the Effingham Technology Center Phase 1 project. Trustees reviewed the proposed quote from this vendor.

Mr. Woodruff reported that use of the DIRT Wall Systems, over traditional wallboard construction, provides modularity and flexibility to change the layout of the classroom space to match potential future instructional room space needs and that the DIRT system provides a modern look with lower ongoing maintenance over traditional constructed walls. Mr. Woodruff also reported that the College chose to contract directly with Accelerate Built Environments, the designated DIRT authorized dealer, to reduce cost and improve delivery time in order to meet the College's aggressive construction schedule.

Trustees learned that a formal bid process was not necessary per Board Policy 10.22 (4.K.) as the DIRT Construction System is part of the Omnia state pricing contract.

Trustee Curtis moved and Trustee Lilly seconded to approve as presented the bid from Accelerate Built Environments of Chicago in the total amount of \$750,512.77 for construction, delivery and installation of the DIRT Wall System as required within the Effingham Technology Center Phase 1 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 Proposal by Bailey Edward for Architectural Design Work for an Athletic Facility.

Mr. Woodruff recommended the Board approve the quote from Bailey Edward of Champaign, the College's architect of record, in the total amount of \$158,450 for professional services related to the construction of an Indoor Athletic/Restroom/Concessions facility to be located on the Mattoon Campus of Lake Land College. Trustees reviewed the proposal from Bailey Edward that detailed their proposed fees and the full project construction budget of \$1.25 million.

Lake Land College Board of Trustees
 Minutes – August 12, 2024
 Page 13 of 20

Mr. Woodruff noted that the facility would have an open design with targeted use by Lake Land athletics during inclement weather but also by local youth teams, visiting teams related to the development of Emerald Acres and community events like Consolidated Communications – Special Olympics Family Festival (SOFF). Mr. Woodruff reported that the administration would like to have this facility completed by September 1, 2025.

Trustee Curtis moved and Trustee Wright seconded to approve as presented the quote from Bailey Edward of Champaign, the College's architect of record, in the total amount of \$158,450 for professional services related to the construction of an Indoor Athletic/Restroom/Concessions facility to be located on the Mattoon Campus of Lake Land 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.

Approval of Proposal by Bailey Edward for Architectural Design Work for the Northwest Lab Upgrades.

Mr. Woodruff recommended the Board approve the quote from Bailey Edward of Champaign, the College's architect of record, in the total amount of \$133,128 for professional services related to the remodel of four labs and two chemical storage rooms in the Northwest Building. Trustees reviewed the proposal from Bailey Edward that detailed their proposed fees and project budget. Mr. Woodruff noted that the renovation of these labs 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.

Trustee Lilly moved and Trustee Curtis seconded to approve as presented the quote from Bailey Edward of Champaign, the College's architect of record, in the total amount of \$133,128 for professional services related to the remodel of labs and chemical storage rooms in the Northwest 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 Annual Renewal of the College's Microsoft A5 License.

Mr. Woodruff recommended the Board approve the annual renewal of the College's Microsoft A5 license with CDW at a total amount of \$121,604.84 for the period September 1, 2024 through August 31, 2025. Trustees reviewed the proposed quote that detailed the various Microsoft suite of tools that is included in the College's Microsoft license. Mr. Woodruff said that Mr. David Stewart, Chief Information Officer, reported the Microsoft network tools are critical in assisting with security compliance/cybersecurity prevention and are essential applications (e.g.; Word, Excel, Teams, Power Point, etc.) utilized consistently by our students and staff.

Trustees learned that a bid was not necessary per Board Policy 10.22 (4.F.).

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the annual renewal of the College's Microsoft A5 license with CDW at a total amount of \$121,604.84 for the period September 1, 2024 through August 31, 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 Safe Deposit Box Signature Resolution with First Mid Bank and Trust.

Mr. Woodruff recommended the Board approve the Safe Deposit Box Signature Resolution forms with First Mid Bank and Trust of Mattoon. He said approval and submission of these forms to the bank are required to allow access to the safe deposit boxes for the College President, College Treasurer and the College's Director of Admissions and Records. Trustees learned that the College has two safety deposit boxes at First Mid Bank and Trust.

Trustee Wright moved and Trustee Curtis seconded to approve as presented the Safe Deposit Box Signature Resolution forms with First Mid Bank and Trust of Mattoon.

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 05.05 – *Qualifications, Expectations, Duties, Requirements, Compensation, and Incentives for Adjunct Faculty.*

Trustees heard a recommendation from Dr. Bullock for the Board to approve proposed revisions to the above-referenced Policy. Trustees reviewed details of the proposed revisions which incorporate a new section to add the relevant components of the Paid Leave for All Workers Act (PLAWA) as it relates to adjunct employees. Trustees learned that this past January the administration implemented these provisions as a pilot program through Summer 2024, but the administration agrees we now need to codify this benefit for adjunct employees by adding the PLAWA language to Policy 05.05.

The administration submitted this recommendation as first reading during the July 11, 2024 regular meeting. Dr. Bullock said that since that time, the administration has received no additional questions or requested changes.

Trustee Lilly moved and Trustee Reynolds seconded to proposed revisions to Board Policy 05.05 – *Qualifications, Expectations, Duties, Requirements, Compensation, and Incentives for Adjunct Faculty.*

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.

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

- 06.38 – *Course Materials Rental.***
- 10.29 – *Collection of Tuition and Fees on Delinquent Accounts, Registration Holds and Withholding of Transcripts.***
- 10.35 - *Collection of Non-sufficient Funds (NSF) Checks.***
- 11.13 – *Traffic Regulations and Parking.***

Trustees heard a recommendation from Dr. Valerie Lynch, Vice President for Student Services, for the Board to waive first reading and approve revisions to the four above-referenced Policies. Trustees reviewed details of all proposed revisions. Dr. Lynch said waiving first reading and approving these revisions will enable the College to promptly align the College's Policies with current practices and state and federal legislative trends which are moving toward no longer withholding transcripts for any reason due to student debt.

Lake Land College Board of Trustees
 Minutes – August 12, 2024
 Page 16 of 20

Trustee Reynolds moved and Trustee Cadwell seconded to proposed as presented proposed revisions to the following Board Policies:

- 06.38 – *Course Materials Rental.*
- 10.29 – *Collection of Tuition and Fees on Delinquent Accounts, Registration Holds and Withholding of Transcripts.*
- 10.35 - *Collection of Non-sufficient Funds (NSF) Checks.*
- 11.13 – *Traffic Regulations and Parking.*

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.

Waive First Reading and Approve Proposed Revisions to Board Policy 11.04 – *Discrimination and Harassment* and Delete Board Policy 11.02 – *Grievance Procedures for Equal Employment*. (Roll Call Vote Required).

Ms. Wahls recommended the Board approve proposed revisions to Board Policy 11.04 and approve deletion of Board Policy 11.02. Trustees reviewed details of the proposed Policy 11.04 revisions. Ms. Wahls reported that on April 19, 2024, the U.S. Department of Education released the final 2024 amendments to regulations implementing Title IX of the Education Amendments of 1972, requiring application of the amended requirements to complaints of sex discrimination regarding alleged conduct that occurs on or after August 1, 2024. Trustees learned proposed revisions in 11.04 address some of the necessitated changes for addressing sex-based misconduct, including claims of sex discrimination and sex-based harassment. Trustees also learned the amendments include new provisions specific to pregnancy and related conditions. Ms. Wahls said that for Policy 11.02 – *Grievance Procedures for Equal Employment*, the administration recommends that the procedures consistently be separate from Board Policy, and that the procedures document has now been shared with all Trustees and the College Community via the shared drive.

Trustee Walk moved and Trustee Reynolds seconded to waive first reading and approved proposed revisions as presented to Board Policy 11.04 – *Discrimination and Harassment* and delete Board Policy 11.02 – *Grievance Procedures for Equal Employment*.

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 – August 12, 2024
 Page 17 of 20

Motion carried.

Closed Session

7:35 p.m. – Trustee Lilly moved and Trustee Reynolds seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) to 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

7:45 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 Request by a Faculty Member to Withdraw from the College's Planned Retirement Program as Discussed in Closed Session.

Trustee Walk motioned and Trustee Lilly seconded to approve the request by Mr. Charlie Jarrell, Social Science Division Chair and Education/Psychology Instructor, to withdraw from the College's Planned Retirement Program as originally approved by the Board in February 2024. The approval of this withdrawal request was based upon the fact Mr. Jarrell's increased retirement payment incentive had not yet started due to his original planned retirement date of August 31, 2028. 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. This followed discussion on the topic held in closed session related only to the request of a general leave of absence.

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

Kreke, Allyssa	10/14/24-1/12/25
Parks Parton, Toni	7/15/24-10/4/24

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

Alexander, Amber	7/15/24-8/15/24
------------------	-----------------

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Dust, Holly	Tutor - Bachelor's Degree	7/22/24
	Primary Position Adj Faculty Math/Science	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Peterson, Jennifer	Dual Credit Instructor	7/1/24

Part-time

Althaus, Jon	Adjunct Faculty Agriculture Division	8/19/24
Carlen, Austin	Physical Plant Assistant	7/15/24
Carlin, Nathaniel	Newspaper Editor - Student Newspaper	7/9/24
Rienbolt, Lacey	Adjunct Faculty Humanities Division	8/16/24
Short, Elizabeth	Allied Health BNA Clinical Instructor (hourly)	7/29/24
Simpson, Brooke	Newspaper Editor - Student Newspaper	7/10/24
Smith, Alison	Volleyball Assistant Coach	7/15/24
Smith, Chad	Police Officer	7/20/24
Tracy, Kailyn	Newspaper Editor - Student Newspaper	7/16/24
Walker, Alyssa	Fitness Center Specialist	6/17/24
Young, Rachel	Adjunct Faculty Business Division	8/16/24

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Ali, Iffat	Chemistry Instructor (Retired)	8/1/24
Birdwell, Jodi	Art Instructor (Retired)	8/1/24
Donelson, Marissa	Correctional Career Technology Instructor	7/31/24
Kessler, Tynia	Division Chair Business/Bus Ins (Retired)	8/1/24
Lindley, Gary	Elec Engineer Tech Instr/Coordinator (Retired)	8/1/24
Miller, Dawn	Correctional Career Technology Instructor	8/9/24
Nolen, William	Correctional Horticulture Instructor	7/2/24
Olmsted, Salisa	Division Chair Hum & Comm/ /Eng Ins (Retired)	8/1/24
Pender, Amber	Correctional Warehousing Instructor	8/2/24
Steaman, William	Correctional Occupations Instructor	6/28/24
Van Dyke, Jon	Dean of Enrollment Student Success (Retired)	6/27/24

Part-time

Allee, Sydney	Admissions and Records Data Entry Assistant	7/16/24
Allen, Rick	Dual Credit Coordinator	4/18/24
Beecham, Tinley	Part-Time Groundskeeper	8/1/24
Burney, Rylie	Fitness Center Specialist	5/14/24
Chapman, Tyler	Fitness Center Specialist	5/11/24
Collie, Paige	Fitness Center Specialist	5/20/24
Craig, Lydia	Adjunct Faculty Humanities Division	8/1/24
Hill, Kirk	Tutor - Student Learning Assistance Center	5/3/24
Hyatt, Josey	Student Assistance Specialist	1/4/24
Morlen, Andrew	Part-Time Groundskeeper	4/11/24
Parrott, Janet	Library Assistant - Technical Services	6/27/24
Paulson, Daniel	Assistant Softball Coach Unpaid Volunteer	7/10/24
Potter, Jay	Volleyball Assistant Coach	6/25/24
Samuelson, Lauryn	Perkins Student Worker	3/16/24
Sullivan, Laura	Dual Credit Coordinator	4/18/24
Swinkunas, Christopher	Perkins Student Worker	6/6/24
Waggoner, Alexander	Tutor - Student Learning Assistance Center	5/2/24

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Bruhn, James	Correctional Career Tech Inst Robinson	7/9/24
	Transfer from Correctional Career Tech Inst Lawrence	
Groennert, Harvey	Associate Dean Correctional Prog Southwest	7/22/24
	Transferring from DOC Special Projects Manager	

Lake Land College Board of Trustees
Minutes – August 12, 2024
Page 20 of 20

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 Reynolds moved and Trustee Wright seconded to adjourn the meeting at 7:48 p.m.

There was no further discussion.

Motion carried by unanimous voice vote.

Approved by:

Board Chair

Board Secretary

*Note – See Board of Trustees web page for any referenced attachments to these minutes.

https://www.lakelandcollege.edu/col/board_minutes/



MEMO

TO: Board of Trustees
FROM: Josh Bullock, President
DATE: August 16, 2024
RE: Annual Report of Special Tuition Waivers

Per Board Policy 07.08 (item #4) – *Tuition Rates and Fees*, the Lake Land College President may grant up to 15 three-credit-hour tuition waivers per year as prizes for special campus events. This is in addition to Board-approved tuition waiver requests for larger events, such as the Annual Academic Challenge (formerly known as WYSE). I granted two three-credit hour tuition waivers as part of Senior Night for the Mattoon High School's Women and Men's Basketball Teams. I did not authorize any other tuition waivers as prizes related to special campus events in FY 2024. However, the Board of Trustees authorized six categories of tuition waivers as prizes for special campus events or as part of a special program in FY 2024 including:

1. Up to 14 tuition waivers of \$1,000 each for the top-performing students who participated in the Academic Challenge held in early spring 2024.
2. Up to six three-credit hour tuition waivers to participants of the National Manufacturing Day events held in the district and hosted by Effingham County Chamber of Commerce, Coles Together and local manufacturers.
3. Up to 11 three-credit hour tuition waivers to winners of the Annual Business and Computer Contest held in April 2024.
4. Up to five three-credit hour tuition waivers for attendees of the Principals, Deans, and Counselors (PDC) meeting held in FY 2024.
5. A tuition waiver for Miss Illinois 2024 if she chose to attend Lake Land College.
6. Up to five three-credit hour tuition waivers for winning participants of the High School Leadership Conference hosted by the Student Government Association (SGA).



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.

I submit the proposed revision and addition as first reading and will plan to bring this back to the Board of Trustees for approval during the October 2024 regular meeting.

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, like 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

Calendar of Events

Monday, September 9, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 10, 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, 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	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	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: Board of Trustees, Lake Land College
FROM: Dr. Josh Bullock, President
DATE: August 16, 2024
RE: Requests for Special Event Tuition Waivers

Please find attached six memorandums from various College staff regarding eight special event tuition waiver requests for FY 2025. This request is submitted annually to the Board per Board Policy 07.08 – *Tuition, Rates, and Fees*. It is respectfully requested that the Board of Trustees approve the following special event tuition waivers for FY 2025:

1. Award 11 three-credit-hour tuition waivers for the first-place winners of the annual Business and Computer Contest to be held in academic year 2024-2025.
2. Award up to 14 tuition waivers of \$1,000 each for the top-performing students who participate in the Academic Challenge to be held in February 2025.
3. Award five three-credit hour tuition waivers for attendees of the Principals, Deans, and Counselors (PDC) meeting to be held in November 2024.
4. Grant a tuition waiver for Miss Illinois 2024 should she choose to attend Lake Land College.
5. Award six three-credit hour tuition waivers to participants of the National Manufacturing Day events held in the district in October 2024 and hosted by Effingham County Chamber of Commerce, Coles Together and local manufacturers.
6. Award five three-credit hour tuition waivers for winning participants of the High School Leadership Conference hosted by the Student Government Association (SGA).
7. Award two three-credit hour tuition waivers at the senior night game for both Mattoon High School's Women and Men's Basketball Teams.
8. Award one three-credit hour tuition waiver for Mattoon High School's Project Graduation event.

Attachments



MEMO

TO: Jonathan Bullock, President
FROM: Ike Nwosu, Vice President for Academic Services
DATE: August 30, 2024
RE: **Tuition Waiver for Business & Computer Contest**

Business Division Interim Chair, Ryan Orrick, has asked if Lake Land College would provide a 3-credit hour tuition waiver to the first-place winners of the competitive events offered at the annual Business & Computer Contest tentatively scheduled for this academic year 2024-2025.

Each year 16-20 local high schools attend, and this is a major marketing and recruiting event for the college and the Business Division. Awarding the first-place winners a tuition waiver is an excellent recruiting strategy to promote Lake Land College to some of our district's brightest students.

We respectfully request that the Board of Trustees approve eleven, 3-credit hour tuition waivers for winners of the annual Business & Computer Contest.



MEMO

TO: Dr. Josh Bullock, President

FROM: Tessa Wiles, Director of Dual Credit & Honors Experience

CC: Ike Nwosu, Vice President for Academic Services

DATE: August 22, 2024

RE: Academic Challenge Tuition Waivers

Lake Land College will be hosting the 2025 regional competition of the Academic Challenge on Friday, February 2nd. This event brings some of the best and brightest students from within our district to the Lake Land College campus. The event is structured to have all participating schools attend in person testing on two of their choice in subject from one of the seven areas of study.

Since February 2010, Lake Land College has issued 154 waivers to students for academic excellence at the regional competition; 44 of those waivers were used, generating FTE for the College. To increase the opportunity for students to utilize the waivers we have created solutions that we feel would be beneficial. Considering there are contestants that participate and win in their junior year of high school, we have extended the usage date of the waivers from 12 months to 36 to allow the younger students an opportunity to use the waivers. In addition, for circumstances where there may be another scholarship awarded, we are allowing the waivers to be used for 3 ECH or \$300 in course fees.

The Dual Credit Program, once again, respectfully requests that the Lake Land College Board of Trustees allow us to award up to 14 tuition waivers of \$1,000 each to the top competitors in the seven challenge categories (Biology, Chemistry, Computers, Engineering Graphics, English, Mathematics, and Physics).

Your consideration of this request is greatly appreciated.



MEMO

TO: Dr. Josh Bullock, President
FROM: Dr. Valerie Lynch, Vice President for Student Services
DATE: August 20, 2024
RE: Annual Request for Tuition Waivers

I would like to request the following special tuition waivers for FY 2025. Please let me know if you have questions or need additional information. Thank you.

Principals, Deans and Counselors (PDC)

We will be hosting our annual meeting for district high school Principals, Deans, Counselors (PDC), and representatives from local workforce development and rehabilitation services, in November 2024 on campus. This meeting provides an excellent opportunity for us to share with our guests all the college has to offer their students and graduates. Attendees have the opportunity to explore our academic programs, support services and initiatives at the college. Again, this year, we would like to enter all attendees into a drawing to win a three-credit hour tuition waiver, which they may award to a student of their choosing who will be attending Lake Land College following high school graduation. Response from the attendees regarding the PDC scholarship has been very positive. As such, we would like to request five three-credit hour tuition waivers to be awarded at the event.

Miss Illinois

Each year, Lake Land College is invited to join other Illinois colleges and universities in supporting the Miss Illinois Scholarship Program. As a participant, the College agrees to offer a tuition waiver to the current Miss Illinois should she choose to attend Lake Land College. The tuition waiver would be awarded for two years and the recipient would be required to meet all academic and eligibility requirements of the college, including successful completion of at least 12 credit hours each semester with a grade point average of 2.0 or higher. In recognition of our support, Lake Land College would receive a full-page ad in the Official Miss Illinois Souvenir Program Book that is distributed to individuals and businesses throughout the state.



MEMO

TO: Dr. Josh Bullock, President

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

CC: Ike Nwosu, Vice President for Academic Services

DATE: August 20, 2024

RE: Manufacturing Day Tuition Waivers Request

Lake Land College is a partner in the recognition of National Manufacturing Day in Effingham and Coles County. These events bring approximately 400-500 in-district students annually together from within our district to various manufacturing sites throughout the district. The college assists the Effingham County Chamber of Commerce, Coles Together and the local manufacturers to help host these events, which expose high school students to modern, high-tech manufacturing jobs.

We respectfully request the Board of Trustees approve 6 three-credit-hour tuition waivers for these events. We would use the waivers as incentive for the students to meet with faculty members, speak with college admissions representatives, and explore Lake Land College's educational pathways on the event days.

Members of the partnership would greatly appreciate the additional support of this event.



MEMO

TO: Dr. Josh Bullock, President

FROM: Lisa Shumard-Shelton, Director of Student Life
Ike Nwosu, Vice President for Academic Services; Valerie Lynch, Vice President for Student Services

CC:

DATE: July 31, 2024

RE: High School Leadership Conference Tuition Waivers Request

Lake Land College Student Government Association (SGA) hosts an annual event for area high schools called the High School Leadership Conference. This event brings some 125-200 in-district students annually to campus. The SGA works to provide the students programming on leadership, communication, professionalism, college life and involvement, and, of course, fun and engagement!

The event is free to high schools to attend, but SGA would like to add additional incentive to the prizes that are awarded at the end of the event. We believe tuition waivers will provide a much more attractive package to the schools and attendees, while also providing the high school leaders information and incentive to enroll full-time at Lake Land College.

The SGA respectfully requests the Board of Trustees approve 5 three-credit-hour tuition waivers for this event. The SGA would appreciate the additional support of this event and your consideration of this request is greatly appreciated.



MEMO

TO: Dr. Valerie Lynch, Vice President for Student Services
FROM: Kelly Allee, Director of Marketing & Public Relations
CC:
DATE: August 29, 2024
RE: Mattoon High School Tuition Waivers

Marketing & Public Relations is requesting 3 annual tuition waivers for the following activities with Mattoon High School.

Mattoon High School Sponsorship

As part of the College's exclusive sponsorship of Mattoon High School Athletics, we are able to present a 3-credit hour tuition waiver at the senior night game for both Women and Men's Basketball Teams. We did the first presentation last winter and it was very well received. The requirement is that the senior must be in attendance at the game. Having Laker Louie there to give out the tuition waiver and be a part of the game festivities reached potential students of all ages.

We are asking for 2 three-credit hour tuition waivers.

Project Graduation

Just a few short hours of graduation at Mattoon High School, the senior class gathers at a local church for a parent-sponsored, nightlong celebration. Last year was the first year that someone approached us for a tuition waiver and we would like to continue presenting one at this event.

We are asking for 1 three-credit hour tuition waiver.

LAKE LAND COLLEGE

MEMO

TO: Valerie Lynch, Vice President for Student Services

FROM: Brittany Aitken, Enrollment Specialist, Non-Traditional Student Outreach

DATE: August 19th, 2024

RE: Tuition Waiver for Non-Traditional Student Outreach

The use of tuition waivers was extended to Spring 2024, Summer 2024, and Fall 2024. Custom flyers were created for 150+ businesses, in the district Chamber of Commerce and new community members sharing classes and programs that aligned with interests. Our adult education program also utilized a portion of these for students continuing their education after completing their GED.

This year there we had over 140 correspondence emails with students interested in using a waiver. 8 waivers were used totaling 85 hours in courses for Spring 2024 and Summer 2024 and a projected 66 hours in Fall 2024. Breaking it down to FTE for Spring 2024 resulted in 5.7 FTE and 4.4 for Fall 2024.

With the proven success of these waivers in the community, we are requesting 100, three-credit hour tuition waivers for the Spring 2025, Summer 2025, and Fall 2025 terms to attract and enroll new adult students to Lake Land College. In the past, Admissions has requested tuition waivers for "Adult Week" on campus. This year with these tuition waivers, we hope to reach more adult students through continued efforts to not only focus on business outreach but also new businesses and new movers to our community. With the use of College APP we hope to find some new avenues of reaching our non-traditional student population.

This year we will also be visiting GED classrooms to speak with students around continued education opportunities here at Lake Land College and the waiver helps to push individuals with financial barriers to get one step closer to becoming a full-time student with us.

Many businesses have asked if we have any discounts or incentives for their employees to take classes at Lake Land. These waivers will allow us to have something to offer our local businesses.

Up to three credit hours will be awarded to students who have not attended Lake Land anytime in the past year, are over the age of 21, and live or work within our district. This tuition waiver will not cover fees. Once a student enrolls and takes their first course with us, we believe they are more likely to continue their education.

These tuition waivers align with the College's strategic goal of "advancing relationships among education, community, and workforce partners to support job readiness, local industry, and workforce development." We are collaborating with our local businesses to help educate our workforce and help employees start/finish certificates and degrees necessary for the growth and success of our community.



MEMO

TO: Dr. Josh Bullock, President

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

DATE: August 26, 2024

































RE: July 2024 Financial Statement Summary




Please find below a summary of July actual results to the approved budget. We have now completed month 1 of against the 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 begin FY25.

July - Noteworthy Events Impacting Results

- Excess Revenue over Expenditures – We finished July favorable \$334,057.
- Revenue – Revenue for July was unfavorable by \$2.084 million. Local sources and tuition combined for an unfavorable MTD/YTD variance of \$1.72 million. Total revenue Y/Y was favorable by \$131K. Most importantly, tuition and fees in July were 106% of 2024 related revenue category or an increase of \$377K.
- Expenditures – Expenditures for July finished favorable by \$2.419 million. July expenditures include a reversal of the June vacation accrual of ~\$400K so net of that accrual, expenditures were favorable by \$2.019 million.

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

	June		YTD	
	<u>Actual V. Budget</u>		<u>Actual V. Budget</u>	
Total Revenue	(\$2,084,846)		(\$2,084,846)	
Local Services	(\$688,558)		(\$688,558)	
ICCB Credit Hour Grant	(\$49,360)		(\$49,360)	
ICCB Equalization Grant	(\$0)		(\$0)	
Other State Sources	(\$303,130)		(\$303,130)	
Tuition & Fees	(\$1,034,902)		(\$1,034,902)	
Other Revenue	(\$8,897)		(\$8,897)	
Total Expenditures	\$2,418,903		\$2,418,903	
Salaries & Wages	\$210,366		\$210,366	
Employee Benefits (overall)	(\$731)		(\$731)	
Instructional	(\$160,739)		(\$160,739)	
Academic Support	\$59,024		\$59,024	
Student Services	\$88,620		\$88,620	
Public Service/Continuing Education	\$101,417		\$101,417	
Operations & Maintenance	\$351,793		\$351,793	
Institutional Support	\$2,017,945		\$2,017,945	

	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.

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:										
1,759,373	2,447,931	(688,558)	Local Sources	1,759,373	2,447,931	(688,558)	-28.13%	1,914,489		12,255,978
526,586	575,946	(49,360)	ICCB Credit Hour Grant	526,586	575,946	(49,360)	-8.57%	527,979		4,440,957
574,383	574,383	(0)	ICCB Equalization Grant	574,383	574,383	(0)	0.00%	573,052		6,892,600
27,892	331,022	(303,130)	Other State Sources	27,892	331,022	(303,130)	-91.57%	28,047		1,272,246
4,634,408	5,324,325	(689,917)	Tuition	4,634,408	5,324,325	(689,917)	-12.96%	4,322,860		8,186,725
1,554,944	1,899,929	(344,985)	Fees	1,554,944	1,899,929	(344,985)	-18.16%	1,488,509		1,685,452
177,242	186,138	(8,897)	Other Revenue	177,242	186,138	(8,897)	-4.78%	268,454		3,915,729
-	-	-	Gift in Kind	-	-	-	0.00%	-		-
9,254,828	11,339,674	(2,084,846)	Total Revenues	9,254,828	11,339,674	(2,084,846)	-18.39%	9,123,390	-	38,649,687
Expenditures:										
Instructional										
874,997	418,512	(456,485)	Salary and Wages	874,997	418,512	(456,485)	-109.07%	920,012		10,660,542
188,027	190,031	2,004	Employee Benefits	188,027	190,031	2,004	1.05%	171,576		2,433,060
4,253	25,287	21,034	Contractual Services	4,253	25,287	21,034	83.18%	2,285		669,937
24,034	240,662	216,627	General Materials and Supplies	24,034	240,662	216,627	90.01%	13,219		875,650
4,739	46,420	41,681	Travel and Meeting Expenses	4,739	46,420	41,681	89.79%	1,623		177,139
-	5,000	5,000	Fixed Charges	-	5,000	5,000	0.00%	-		99,375
-	9,400	9,400	Capital Outlay	-	9,400	9,400	100.00%	-		31,735
-	-	-	Other Expenditures	-	-	-	0.00%	-		-
-	-	-	Gift in Kind	-	-	-	0.00%	-		-
1,096,050	935,312	(160,739)	Total Instructional	1,096,050	935,312	(160,739)	-17.19%	1,108,715	-	14,947,438
Academic Support										
42,418	68,680	26,262	Salary and Wages	42,418	68,680	26,262	38.24%	33,770		526,799
15,594	9,194	(6,400)	Employee Benefits	15,594	9,194	(6,400)	-69.61%	11,181		4,776
-	-	-	Contractual Services	-	-	-	0.00%	-		-
33,329	75,700	42,371	General Materials and Supplies	33,329	75,700	42,371	55.97%	31,654		458,500
7,809	4,600	(3,209)	Travel and Meeting Expenses	7,809	4,600	(3,209)	-69.76%	1,986		13,500
-	-	-	Fixed Charges	-	-	-	0.00%	-		-
-	-	-	Capital Outlay	-	-	-	0.00%	-		-
-	-	-	Gift in Kind	-	-	-	0.00%	-		-
99,150	158,174	59,024	Total Academic Support	99,150	158,174	59,024	37.32%	78,590	-	1,003,575
Student Services										
139,451	128,430	(11,021)	Salary and Wages	139,451	128,430	(11,021)	-8.58%	145,412		2,702,692
51,216	60,281	9,065	Employee Benefits	51,216	60,281	9,065	15.04%	39,780		514,830
10,465	10,465	-	Contractual Services	10,465	10,465	-	0.00%	-		13,477
3,930	76,726	72,796	General Materials and Supplies	3,930	76,726	72,796	94.88%	(775)		176,604
3,321	21,100	17,779	Travel and Meeting Expenses	3,321	21,100	17,779	84.26%	491		104,435
-	-	-	Fixed Charges	-	-	-	0.00%	-		15,000
-	-	-	Capital Outlay	-	-	-	100.00%	-		-
-	-	-	Other Expenditures	-	-	-	100.00%	-		-
208,383	297,002	88,620	Total Student Services	208,383	297,002	88,620	29.84%	184,908	-	3,527,038
Public Service/Cont Ed										
26,706	54,372	27,666	Salary and Wages	26,706	54,372	27,666	50.88%	30,255		706,838
6,962	6,500	(462)	Employee Benefits	6,962	6,500	(462)	-7.12%	5,723		79,937
1,255	5,000	3,745	Contractual Services	1,255	5,000	3,745	74.91%	269		68,000
542	37,770	37,227	General Materials and Supplies	542	37,770	37,227	98.56%	4,892		223,239
275	6,517	6,242	Travel and Meeting Expenses	275	6,517	6,242	95.78%	-		47,404
8,388	20,388	12,000	Fixed Charges	8,388	20,388	12,000	58.86%	8,441		119,290
1	15,000	14,999	Capital Outlay	1	15,000	14,999	100.00%	-		15,000
-	-	-	Other	-	-	-	0.00%	-		-
-	-	-	GIK	-	-	-	0.00%	-		-
44,129	145,546	101,417	Total Public Service/ Cont Ed	44,129	145,546	101,417	69.68%	49,579	-	1,259,708
Operations & Maintenance										
72,368	126,074	53,706	Salary and Wages	72,368	126,074	53,706	42.60%	69,514		1,654,418
31,055	38,364	7,309	Employee Benefits	31,055	38,364	7,309	19.05%	29,750		471,834
10,647	97,313	86,666	Contractual Services	10,647	97,313	86,666	89.06%	5,644		388,827
24,732	67,750	43,018	General Materials and Supplies	24,732	67,750	43,018	63.50%	16,061		252,000
-	5,895	5,895	Travel and Meeting Expenses	-	5,895	5,895	100.00%	-		7,290
6,034	3,250	(2,784)	Fixed Charges	6,034	3,250	(2,784)	-85.66%	6,642		104,000
126,753	187,666	60,913	Utilities	126,753	187,666	60,913	32.46%	109,108		1,764,078
-	91,958	91,958	Capital Outlay	-	91,958	91,958	100.00%	-		-
-	5,112	5,112	Contingency Funds	-	5,112	5,112	100.00%	-		245,259
-	-	-	GIK	-	-	-	0.00%	-		-
271,588	623,381	351,793	Total Operation and Maint	271,588	623,381	351,793	56.43%	236,719	-	4,887,706
Institutional Support										
(261,060)	309,178	570,238	Salary and Wages	(261,060)	309,178	570,238	184.44%	(157,036)		4,039,579
103,034	90,787	(12,247)	Employee Benefits	103,034	90,787	(12,247)	-13.49%	88,952		1,113,707
126,225	687,742	561,517	Contractual Services	126,225	687,742	561,517	81.65%	82,960		1,612,503
216,548	504,417	287,869	General Materials and Supplies	216,548	504,417	287,869	57.07%	222,288		1,935,520
7,702	74,915	67,213	Travel and Meeting Expenses	7,702	74,915	67,213	89.72%	6,055		272,059
3,044	173,829	170,785	Fixed Charges	3,044	173,829	170,785	98.25%	2,022		194,004
1,007	36,250	35,243	Capital Outlay	1,007	36,250	35,243	100.00%	8,436		263,450
229,621	266,948	37,327	Contingency Funds	229,621	266,948	37,327	13.98%	16,370		591,061
-	100,000	100,000	Other	-	100,000	100,000	100.00%	191		49,175
-	200,000	200,000	Strategic Initiatives	-	200,000	200,000	100.00%	3,679		-
-	-	-	One Time Budget Requests	-	-	-	0.00%	-		-
-	-	-	GIK	-	-	-	0.00%	-		-
426,121	2,444,066	2,017,945	Total Institutional Support	426,121	2,444,066	2,017,945	82.57%	273,917	-	10,071,058
39,157	-	(39,157)	Scholarships, grants, waivers	39,157	-	(39,157)	100.00%	47	-	1,287,566
2,184,578	4,603,481	2,418,903	Total Expenditures	2,184,578	4,603,481	2,418,903	52.55%	1,932,476	-	36,984,089
7,070,250	6,736,193	334,057	Revenue Less Expenditures	7,070,250	6,736,193	334,057	4.96%	7,190,915	-	1,665,598
-	-	-	Transfers Out:	-	-	-	0.00%	-	-	1,665,598
7,070,250	6,736,193	334,057	Excess of Revenues over Expenditures & Transfers	7,070,250	6,736,193	334,057	4.96%	7,190,915	-	-

Current Month				Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget Variance
894,881.31	1,105,247.24	210,365.93	Salary and Wages	894,881.31	1,105,247.24	210,365.93
395,887.95	395,156.77	(731.18)	Employee Benefits	395,887.95	395,156.77	(731.18)
152,843.64	825,806.51	672,962.87	Contractual Services	152,843.64	825,806.51	672,962.87
303,115.92	1,003,024.33	699,908.41	General Materials and Supplies	303,115.92	1,003,024.33	699,908.41
23,845.35	159,447.00	135,601.65	Travel and Meeting Expenses	23,845.35	159,447.00	135,601.65
17,465.20	202,466.46	185,001.26	Fixed Charges	17,465.20	202,466.46	185,001.26
126,753.15	187,666.04	60,912.89	Utilities	126,753.15	187,666.04	60,912.89
1,007.75	152,607.50	151,599.75	Capital Outlay	1,007.75	152,607.50	151,599.75
229,620.65	272,059.50	42,438.85	Contingency Funds	229,620.65	272,059.50	42,438.85
39,156.99	300,000.00	260,843.01	Other Expenditures	39,156.99	300,000.00	260,843.01
2,184,577.91	4,603,481.35	2,418,903.44	Total	2,184,577.91	4,603,481.35	2,418,903.44

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	\$874,997	\$418,512	(\$456,485)	\$10,660,542	\$10,696,673	\$10,660,542	(\$36,131)
Salary and Wages - Acad. Support	\$42,418	\$68,680	\$26,262	\$526,799	\$0	\$526,799	\$526,799
Salary and Wages - Stud. Svcs	\$139,451	\$128,430	(\$11,021)	\$2,702,692	\$2,220,533	\$2,702,692	\$482,159
Salary and Wages - Public Svc.	\$26,706	\$54,372	\$27,666	\$706,838	\$628,314	\$706,838	\$78,524
Salary and Wages - Maintenance	\$72,368	\$126,074	\$53,706	\$1,654,418	\$1,212,400	\$1,654,418	\$442,018
Salary and Wages - Inst. Support	(\$261,060)	\$309,178	\$570,238	\$4,039,579	\$3,980,226	\$4,039,579	\$59,353
Total Salary and Wages	\$894,881	\$1,105,247	\$210,366	\$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	\$188,027	\$190,031	\$2,004	\$2,433,060	\$1,692,455	\$2,433,060	\$740,605
Employee Benefits - Acad. Support	\$15,594	\$9,194	(\$6,400)	\$4,776	\$138,889	\$4,776	(\$134,113)
Employee Benefits - Stud. Svcs	\$51,216	\$60,281	\$9,065	\$514,830	\$484,081	\$514,830	\$30,749
Employee Benefits - Public Svc.	\$6,962	\$6,500	(\$462)	\$79,937	\$92,956	\$79,937	(\$13,019)
Employee Benefits - Maintenance	\$31,055	\$38,364	\$7,309	\$471,834	\$380,796	\$471,834	\$91,038
Employee Benefits - Inst. Support	\$103,034	\$90,787	(\$12,247)	\$1,113,707	\$1,248,072	\$1,113,707	(\$134,365)
Total Employee Benefits	\$395,888	\$395,157	(\$731)	\$4,618,144	\$4,037,249	\$4,618,144	\$580,895

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: John Woodruff, Vice President for Business Services

CC:

DATE: August 20, 2024

RE: Surplus Items

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

- **2002 Chevy Van** – 2002 Chevy Van – Red, VIN 1GAHG39R521230950. This van is used by the Physical Plant and other campus organizations/departments as needed, and was purchased on 06/28/02. It has severe body rust and requires expensive repairs.

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

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



Memo

To: Dr. Josh Bullock, President

From: Jeremy Moore, Facilities Planning Manager

Date: August 28, 2024

Re: Approval of Bid for Labor for West Building 1 Roof Replacement and Approval of Purchase of Roofing Materials

The College recently solicited bids for labor for the West Building 1 Roof Replacement Project.

For the bidding process, we advertised in major daily in-district newspapers and mailed proposals to all interested contractors. A pre bid meeting was held on August 21, and attended by three contractors. A total of two bids were received. Below is a listing of the bids that were received:


<u>Name</u>	<u>Base Bid</u>	<u>Alternate</u>	<u>Total</u>
Top Quality Roofing Company Mt. Zion, Illinois	\$510,000	\$585,000	\$1,095,000
Shay Roofing, Inc. Millstadt, Illinois	\$645,100	\$683,421	\$1,328,521

Based on the bids received, I recommend that we award this bid and initiate a contract with Top Quality Roofing Company of Mt. Zion, Illinois, for labor for the West Building 1 Roof Replacement project – Base Bid only. The materials will be purchased direct from Garland Roofing (manufacturer) utilizing the OMNIA cooperative purchasing contract for the sum of \$520,111.16. Purchasing materials direct will allow us to secure current pricing and not incur a mark-up by the installer. The total for the project will be \$1,030,111.16. Installation of the new roofing will take place May-Aug 2025.

Recommended motion #1: 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.

Recommended motion #2: Approve the purchase from Garland Roofing in the amount of \$520,116.16 for roofing materials for the West Building Roof Replacement project.

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

	Lake Land College West Building		
Company Name	Bid Security	Addenda Acknowledge	Metal Deck Replacement
Top Quality Roofing	Y	Y	\$8.00 sq.ft.
Shay Roofing	Y	Y	\$12.50 sq.ft.
Company Name	Bid Security	Addenda Acknowledge	Metal Deck Replacement
Top Quality Roofing	Y	Y	\$8.00 sq.ft.
Shay Roofing	Y	Y	\$12.50 sq.ft.

Wood Nailer Replacement	Base Bid Amount	OMNIA Materials + Freight	Total
\$5.00 board/ ft.	\$510,000.00	\$520,111.16	\$1,030,111.16
\$6.00 board/ft.	\$645,100.00	\$520,111.16	\$1,165,211.16

Wood Nailer Replacement	Alt. Bid Amount	OMNIA Materials + Freight	Total
\$5.00 board/ ft.	\$585,000.00	\$582,663.05	\$1,167,663.05
\$6.00 board/ft.	\$683,421.00	\$582,663.05	\$1,266,084.05



Memo

To: Dr. Josh Bullock, President

From: John Woodruff, Vice President for Business Services

Date: August 26, 2024

Re: Approval of Bid for Pivot Style Band Saw

The College recently solicited bids for a pivot style band saw for our welding lab. This equipment is needed to replace the current outdated equipment for our welding program.

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

<u>Name</u>	<u>Total Bid</u>
Technology International, Inc. Lake Mary, Florida	\$25,350.00
Greenway & Associates, Ltd. Orange City, Iowa	\$29,925.00
Taza Supplies INC South Holland, Illinois	\$35,000.00
Zimmerman-McDonald Machinery St. Louis, Missouri	\$35,900.00

Based on the bids received, it is my recommendation that we award this bid to Greenway & Associates, Ltd., of Orange City, Iowa, for the HYDMECH S-20P Pivot Style Band Saw.

With your approval, the total purchase of \$29,925.00, for the Pivot Style Band Saw will be funded through Perkins grant funds and through contingency funds within Academic Services.

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

LAKE LAND

COLLEGE

BID TABULATION

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College Pivot Style Band Saw Bid Tab
Project No. 2024-012
BID DATE: August 26, 2024 - 1:00 PM

CONTRACTOR	Total Bid					
Technology International, Inc. Lake Mary, Florida	\$ 25,350.00					
Greenway & Associates, Ltd. Orange City, Iowa	\$ 29,925.00					
Taza Supplies INC South Holland, Illinois	\$ 35,000.00					
Zimmerman-McDonald Machinery St. Louis, Missouri	\$ 35,900.00					

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: July 10, 2024

RE: Update to Board Policy 05.10

In reviewing the College's current board policy, *05.10 Hiring for Full-Time Employees*, we are seeking to make two minor changes. Both of these changes reflect current college employment practices. The first proposed revision is to clarify that the College may check any and all of the background items listed (i.e., credit check, education checks etc.) Not all positions require the same verification and there are specific laws with requirements on credit checks. The second proposed change is to strike the word "CMS" related to the College's system. We currently do not use that system any longer and would prefer to have it removed.

Recommended motion: Approve as presented the recommended updates to Board Policy 05.10 – *Hiring for Full-Time Employees*.

05.10**Hiring for Full-Time Employees**

1. Human Resources will be notified of all vacant positions by the President, administrator or appropriate supervisor.
2. Human Resources will arrange job opening notifications to be posted, when requested by the Supervisor or required by the bargaining unit, internally and/or with the appropriate outside media.
3. All application materials will be submitted to the Human Resources Department. Application materials received from qualified applicants will be available to the search team, provided they have had the required training.
4. The hiring Supervisor must form a search team to conduct the confidential review of qualified applicants, candidate interviews and recommendations. The team should be limited in size, represent the hiring department and include at least one member from outside the department. Additionally, a representative from Human Resources will be included on each team. All search team members must have appropriate training prior to participation. If a search team member is closely related to the applicant, they must excuse themselves from the committee.
5. The hiring supervisor will formulate a timeline, prior to posting the vacancy, outlining the process and have it approved by the Director of Human Resources. Interview questions must be approved prior to the interviews by the Director of Human Resources.
6. Candidates selected for interview will be scheduled through the Human Resources office. When search team members agree to serve, they are making a commitment to make every effort to attend all interviews and meetings.
7. Human Resources will conduct and ensure that reference checks and background screenings will be conducted on the recommended candidate prior to hiring approval by the Board of Trustees.

Background checks ~~may will~~ include, but may not be limited to, criminal checks, credit checks, driver's license, education and employment verification. If any information is developed and verified through reference checks or background screenings that is contrary to the conditions and/or personal qualifications represented by the applicant, an offer for hire, if already made, may be immediately revoked.

8. The position supervisor will complete a request to hire through the ~~CMS~~ system and appropriate approvals are required.
9. Recommendations must be reviewed by the President. The President will recommend the candidate to the Board of Trustees at the next regular Board meeting. All offers of employment will be made by the Director of Human Resources and are not considered final until obtaining Board of Trustees approval.
10. Human Resources will conduct a new employee orientation regarding policies, procedures and benefits of the College. The appropriate administrator or supervisor will acclimate all new employees in their respective areas.
11. All application materials will be kept on file in the Human Resources office as indicated in Policy No. 11.08.04. The hiring supervisor must collect from the search team all interview notes and materials and return to Human Resources.
12. New employees may be required to have a physical examination and/or drug test before beginning work. The form is supplied by the College and must be completed by a physician or practitioner. The College may request a physical examination and/or drug test at any time during employment at the College's expense.
13. Lake Land College personnel at Department of Corrections and Department of Juvenile Justice facilities will be required to submit to a background investigation and a drug test.

Board Policy 05.10

14. Steps in the process listed above may be altered by approval of the President due to extenuating circumstances, such as a restructuring.

Adopted November 9, 1998
Revised April 9, 2001
Revised September 15, 2003
Revised September 8, 2008
Revised December 11, 2017
Revised December 10, 2018
Revised August 10, 2020

LAKE LAND COLLEGE

MEMO

To: Ike Nwosu, Vice President for Academic Services
From: Madge Shoot, Comptroller
Date: August 27, 2024
Subject: Approval of Assessment Technologies Institute, LLC
Payment

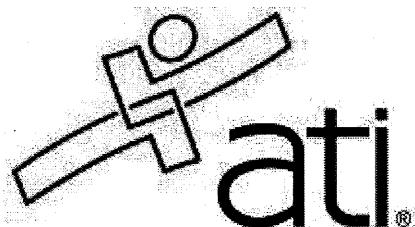
Memo

Students in our Allied Health Nursing programs have the opportunity to utilize several different products to help ensure their success in classes as well as testing after graduation. A few of these products are a textbook package and digital access which includes study guides, simulation prep and NCLEX prep just to name a few. Faculty also use this product to create test questions in the Next Gen Format similar to the questions on the state board exams to help the students be prepared. At the end of the semester the student also receives end of semester/program assessments that can help predict the chance of passing the NCLEX. The students pay for this service through their course fees.

I respectfully request approval to pay the following invoices to ATI: 45 PN bundle in the amount of \$27,000.00, 145 RN bundles in the amount of \$98,100.00.

Copies of the invoices with details are attached.

I am available for any questions you may have.



Invoice

Invoice	S-C007998-C01
Date	8/15/2024
Customer ID	7973
Total	\$44,400.00
Installment	Payment 1 of 4
Description	0526
Page	1/1

You can find your cohort Product ID by going to www.atitesting.com

On the left menu choose Product > Cohort > Apply > Far Right (key) - Generate Memo
Provide the instructional pdf to students for product_access

Bill To:

Lake Land College ADN
Cassandra Porter
5001 Lake Land Blvd
Mattoon IL 61938

Ship To:

Lake Land College ADN
5001 Lake Land Blvd
Mattoon IL 61938

Purchase Order No.	Customer ID	Shipping Method	Payment Terms
CASSANDRA PORTER	7973	FEDEX GROUND	Net 30
Product	Quantity	Price	Ext. Price
Optimal Bundle - RN	64	\$693.75	\$44,400.00
--ATI Enhanced or Remote Proctoring			
--ATI Essentials - Assessment Module Proctored			
--ATI Essentials RN - Module A			
--ATI Essentials RN - Module B			
--ATI Essentials RN - Module C			
--ATI Essentials RN- Assessment Module			
--Engage Maternal Newborn RN			
--Engage Pediatrics RN			
--Multi Pay Option			
--RN ATI Comprehensive Live NCLEX Review			
--RN BoardVitals			
--RN e-books			
--RN Review Modules			
--Rounding Error Discrepancy			
--Setup Fee			
Tax Group Summary			
	\$453.12		
Education Services	\$5,967.36		
Online Solutions	\$37,979.52		

Subtotal	\$44,400.00
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$44,400.00

Please reference your quote or contract for a full list of products and/or services included in your bundle.

For ACH Payments**Remittance Only Address for Check Payments**

Assessment Technologies Institute, LLC
62277 Collection Center Drive
Chicago, IL 60693-0622

Please include invoice number(s) on remittance

Please send remittance advice for all ACH payments to:

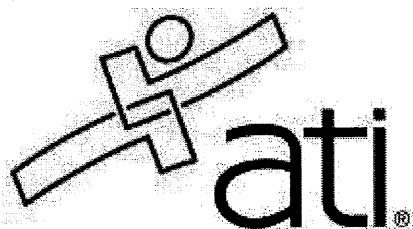


Phone: (800) 667-7531 Fax: (913) 685-2381



For questions or invoice copies:





Invoice

Invoice	S-C007997-C01
Date	8/15/2024
Customer ID	7973
Total	\$16,650.00
Installment	Payment 1 of 1
Description	1225 PN-RN
Page	1/1

You can find your cohort Product ID by going to www.atitesting.com

On the left menu choose Product > Cohort > Apply > Far Right (key) - Generate Memo
Provide the instructional pdf to students for product_access

Bill To:

Lake Land College ADN
Cassandra Porter
5001 Lake Land Blvd
Mattoon IL 61938

Ship To:

Lake Land College ADN
5001 Lake Land Blvd
Mattoon IL 61938

Purchase Order No.	Customer ID	Shipping Method	Payment Terms
CASSANDRA PORTER	7973	FEDEX GROUND	Net 30
Product	Quantity	Price	Ext. Price
Optimal Bundle - RN	24	\$693.75	\$16,650.00
--ATI Enhanced or Remote Proctoring			
--ATI Essentials - Assessment Module Proctored			
--ATI Essentials RN - Module A			
--ATI Essentials RN - Module B			
--ATI Essentials RN - Module C			
--ATI Essentials RN- Assessment Module			
--Engage Maternal Newborn RN			
--Engage Pediatrics RN			
--Multi Pay Option			
--RN ATI Comprehensive Live NCLEX Review			
--RN BoardVitals			
--RN e-books			
--RN Review Modules			
--Rounding Error Discrepancy			
--Setup Fee			
Tax Group Summary			
		\$169.92	
Education Services		\$2,237.76	
Online Solutions		\$14,242.32	

Subtotal	\$16,650.00
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$16,650.00

Please reference your quote or contract for a full list of products and/or services included in your bundle.

For ACH Payments**Remittance Only Address for Check Payments**

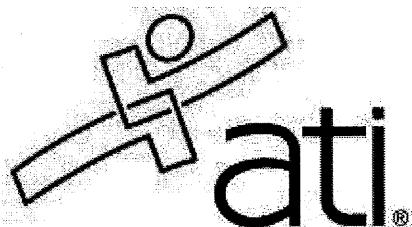
Assessment Technologies Institute, LLC
62277 Collection Center Drive
Chicago, IL 60693-0622

Please include invoice number(s) on remittance

Please send remittance advice for all ACH payments to:

Phone: (800) 667-7531 Fax: (913) 685-2381

For questions or invoice copies:



Invoice

Invoice	S-C001041-C06
Date	8/15/2024
Customer ID	7973
Total	\$37,050.00
Installment	Payment 3 of 4
Description	0525
Page	1/1

You can find your cohort Product ID by going to www.atitesting.com

On the left menu choose Product > Cohort > Apply > Far Right (key) - Generate Memo
Provide the instructional pdf to students for product_access

Bill To:

Lake Land College ADN
Cassandra Porter
5001 Lake Land Blvd
Mattoon IL 61938

Ship To:

Lake Land College ADN
5001 Lake Land Blvd
Mattoon IL 61938

Purchase Order No.	Customer ID	Shipping Method	Payment Terms
CASSANDRA PORTER	7973	FEDEX GROUND	Net 30
Product	Quantity	Price	Ext. Price
Optimal Bundle - RN	57	\$650.00	\$37,050.00
--ATI Enhanced or Remote Proctoring			
--ATI Essentials - Assessment Module Proctored			
--ATI Essentials RN - Module A			
--ATI Essentials RN - Module B			
--ATI Essentials RN - Module C			
--ATI Essentials RN- Assessment Module			
--Engage Adult Medical Surgical RN			
--Multi Pay Option			
--RN ATI Comprehensive Live NCLEX Review			
--RN BoardVitals			
--RN e-books			
--RN Review Modules			
--Rounding Error Discrepancy			
--Setup Fee			
Tax Group Summary			
	\$363.09		
Education Services	\$3,700.44		
Online Solutions	\$32,986.47		

Subtotal	\$37,050.00
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$37,050.00

Please reference your quote or contract for a full list of products and/or services included in your bundle.

For ACH Payments**Remittance Only Address for Check Payments**

Assessment Technologies Institute, LLC
62277 Collection Center Drive
Chicago, IL 60693-0622

Please include invoice number(s) on remittance

Please send remittance advice for all ACH payments to:

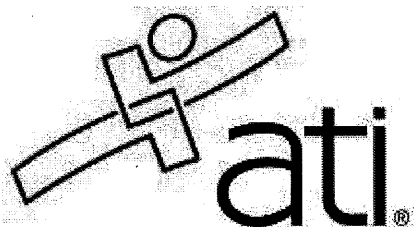


Phone: (800) 667-7531 Fax: (913) 685-2381



For questions or invoice copies:





Invoice

Invoice	S-C005894-C01
Date	8/15/2024
Customer ID	13297
Total	\$27,000.00
Installment	Payment 1 of 2
Description	0725
Page	1/1

You can find your cohort Product ID by going to www.atitesting.com

On the left menu choose Product > Cohort > Apply > Far Right (key) - Generate Memo
Provide the instructional pdf to students for product_access

Bill To:

Lake Land College PN
Cheryl Beam, Director
5001 Lake Land Blvd.
Mattoon IL 61938

Ship To:

Lake Land College PN
5001 Lake Land Blvd
Neal Hall 002
Mattoon IL 61938

Purchase Order No.	Customer ID	Shipping Method	Payment Terms
CASSANDRA PORTER	13297	FEDEX GROUND	Net 30
Product	Quantity	Price	Ext. Price
Mid-Market PN	45	\$600.00	\$27,000.00
--ATI Enhanced or Remote Proctoring			
--ATI Essentials - Assessment Module Proctored			
--ATI Essentials PN - Module A			
--HealthAssess			
--Multi Pay Option			
--PN ATI Comprehensive Live NCLEX Review			
--PN e-books			
--PN EHR Tutor			
--PN Review Modules			
--Rounding Error Discrepancy			
--Setup Fee			
--Virtual Clinicals Swift River			
Tax Group Summary			
	\$553.50		
Education Services	\$5,062.50		
Online Solutions	\$21,384.00		

Subtotal	\$27,000.00
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$27,000.00

Please reference your quote or contract for a full list of products and/or services included in your bundle.

For ACH Payments

Routing/ABA 111000012

Remittance Only Address for Check Payments

Assessment Technologies Institute, LLC
62277 Collection Center Drive
Chicago, IL 60693-0622

Please include invoice number(s) on remittance

Please send remittance advice for all ACH payments to:

Phone: (800) 667-7531 Fax: (913) 685-2381

For questions or invoice copies:

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: John Woodruff, Vice President Business Services

DATE: August 24, 2024

RE: Emergency HVAC Project – West Building

One of the main HVAC cooling units in the West Building quit cooling operations leaving multiple classrooms without A/C. After assessing, Davis-Houk Mechanical, Inc. (DHM) and Lake Land Physical Plant employees determined the 4 compressors associated with this cooling unit needed replaced. Given that classes were scheduled to begin the following week and temperatures were running average/above average, the decision was made to obtain emergency Board replacement approval.

The quote from DHM, a regular maintenance provider for HVAC related items with Lake Land, quoted replacement of two 9 ton compressors and two 14 ton compressors. Along with installation, miscellaneous parts and refrigerant, the total cost was \$27,618.00. DHM was able to order and obtain the units within 5 business days which added to the decision to request the emergency repair. Had the lead time been longer to the point of reaching typical Fall weather, we would have requested Board of Trustees approval at the September 9th meeting.

Board Policy 10.23 Emergency Purchases does allow for emergency purchases necessary to restore or maintain vital College services with a three-fourths (3/4) Trustee approval at the next scheduled board meeting. Billing has now been finalized at the aforementioned amount of \$27,618.00.

Recommended motion: Approve as presented an emergency expenditure of \$27,618.00 for replacement of the failing West Building compressors.



PROPOSAL

Prepared For: Lake Land Collage

by: Cole Hurt

Date: 8/14/2024

Project: 5001 Lake Land Blvd, Mattoon, IL 61938

We hereby submit estimates and specifications for:

Scope: Replace Compressors for AHU#4

- Obtain two 92k (9 ton) and two 140K (14 ton) compressors.
- Remove and store refrigerant in approved cylinders.
- Disconnect and remove existing compressors.
- Install new Compressors and filter dryers.
- Install new contacts
- Pressure test system/ leak test
- Evacuate the system to manufacturer Specifications.
- Charge the system with new refrigerant.
- Test operation.
- Dispose of old equipment and clean the job site.

Total Cost: \$ 27,618.00

Twenty-seven thousand six hundred and eighteen dollars and 00/100.

Exclusions not specified above:

1. Overtime
2. Other Scopes: Electrical / Fire Protection
3. Painting
4. Any/all roof work including penetrations, patching, insulation, and flashing
5. Ceiling removal/replacement
6. Cutting & patching
7. Wall openings
8. Concrete pads
9. Structural framing/supports
10. P&P Bonds
11. Temporary HVAC
12. Duct cleaning



PROPOSAL

AGREEMENT AND ACCEPTANCE

Payment to be made as follows: As work is in progress and within 20 days of our invoice. All material is guaranteed to be specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above our estimate. All agreements contingent upon strikes, accidents or delays are beyond our control. Owner is to carry fire, tornado, and other necessary insurance. Our workers are fully covered by workers' compensation insurance. Davis-Houk reserves the right to withdraw this proposal if it is not accepted within 15 days of the date above.

Authorized signature

ACCEPTANCE OF PROPOSAL – the above prices, specifications and conditions are satisfactory and are hereby accepted. DHM is authorized to proceed with the work as specified. Payment will be made as outlined above.

Accepted By

Signature

Date

8/14/2024

Signature

Date

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, held in Room 011 of the Board and Administration Center, 5001 Lake Land Boulevard, Mattoon, Illinois, in said Community College District at 6:00 o'clock P.M., on the 9th day of September, 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 members of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: _____

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

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

The Chair announced that the next item for consideration was the issuance of not to exceed \$5,000,000 General Obligation Debt Certificates (Limited Tax) to be issued by the District pursuant to Section 17(b) of the Local Government Debt Reform Act, and that the Board of Trustees would consider the adoption of a resolution providing for an Installment Purchase Agreement in order to complete capital projects in and for the District, including, but not limited to, renovating, repairing and equipping the Effingham Technology Center, renovating, repairing

and equipping Webb Hall at the Mattoon Campus, renovating, repairing and equipping the Northwest Labs and chemical storage at the Mattoon Campus, and building and equipping a new athletic facility at the Mattoon campus, authorizing the issuance of said Certificates evidencing the rights to payment under said Agreement and providing for the sale of said Certificates. The Chair then explained that the resolution sets forth the parameters for the issuance of said Certificates and sale thereof by designated officials of the District and summarized the pertinent terms of said parameters, including the specific parameters governing the manner of sale, length of maturity, rates of interest and purchase price for said Certificates.

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

Lake Land College Board of Trustees



RESOLUTION authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real or personal property, or both, in and for Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, and for the issue of not to exceed \$5,000,000 General Obligation Debt Certificates (Limited Tax), of said Community College District evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to the purchaser thereof.

RESOLUTION NUMBER: 0924-007

DATE: 9-9-24

* * *

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 community college district of the State of Illinois operating under and pursuant to the Public Community College Act of the State of Illinois, as amended (the "*Public Community College Act*"), the Local Government Debt Reform Act of the State of Illinois, as amended (the "*Debt Reform Act*"), and in particular, the provisions of Section 17(b) of the Debt Reform Act (the "*Installment Purchase Provisions*"); and

WHEREAS, the Board of Trustees of the District (the "*Board*") has considered the needs of the District and, in so doing, the Board has deemed and does now deem it advisable, necessary, and for the best interests of the District to complete capital projects in and for the District,

including, but not limited to, renovating, repairing and equipping the Effingham Technology Center, renovating, repairing and equipping Webb Hall at the Mattoon Campus, renovating, repairing and equipping the Northwest Labs and chemical storage at the Mattoon Campus, and building and equipping a new athletic facility at the Mattoon campus, including, in connection with said work, acquisition of all land or rights in land, mechanical, electrical, and other services necessary, useful or advisable thereto (the "*Project*"), all as shown on preliminary plans and cost estimates on file with and approved by the Board; and

WHEREAS, the Board has determined the total cost of the Project and expenses incidental thereto, including financial, legal, architectural, and engineering services related to such work (the "*Related Expenses*") and to the Agreement hereinafter provided for in this Resolution to be not less than \$5,000,000, plus estimated investment earnings which may be received on said sum prior to disbursement; and

WHEREAS, sufficient funds of the District are not available to pay the costs of the Project, and it will, therefore, be necessary to borrow money in the amount of not to exceed \$5,000,000 for the purpose of paying such costs; and

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

WHEREAS, the Board finds that it is desirable and in the best interests of the District to avail of the provisions of the Installment Purchase Provisions to authorize one or more Installment

Purchase Agreements (collectively, the “*Agreements*”); name as counter-party to the Agreement the Treasurer of the Board (the “*Treasurer*”), as nominee-seller; authorize the Chair (the “*Chair*”) and Secretary (the “*Secretary*”) of the Board to execute and attest, respectively, the Agreements on behalf of the District and to file same with the Secretary in his or her capacity as keeper of the records and files of the District; and issue certificates evidencing the indebtedness incurred under the Agreements in the amount of not to exceed \$5,000,000:

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

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

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

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

annually and in a timely manner so as to provide for the making of all payments when due under the terms of the Agreement.

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

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

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

* * *

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

WITNESSETH

A. The Board has determined to complete capital projects in and for the District, including, but not limited to, renovating, repairing and equipping the Effingham Technology Center, renovating, repairing and equipping Webb Hall at the Mattoon Campus, renovating, repairing and equipping the Northwest Labs and chemical storage at the Mattoon Campus, and building and equipping a new athletic facility at the Mattoon campus (the "*Project*"), all as previously approved by the Board and on file with the Secretary of the Board (the "*Secretary*").

B. Pursuant to the provisions of the Public Community College Act of the State of Illinois (the "*Public Community College Act*"), the Local Government Debt Reform Act of the State of Illinois (the "*Debt Reform Act*"), and, in particular, the provisions of Section 17(b) of the Debt Reform Act (the "*Installment Purchase Provisions*"), in each case, as supplemented and amended (collectively "*Applicable Law*"), the District has the power to purchase real or personal property through agreements that provide that the consideration for the purchase may be paid through installments made at stated intervals for a period of no more than 20 years, to sell,

convey and reacquire either real or personal property upon any terms and conditions and in any manner as the Board shall determine, if the District will lease, acquire by purchase agreement, or otherwise reacquire the property as authorized by applicable law and to issue certificates evidencing indebtedness incurred under such agreements.

C. On the 9th day of September, 2024, the Board, pursuant to Applicable Law and the need to provide for the Project, adopted a resolution (the "*Resolution*") authorizing the borrowing of money for the Project, the execution and delivery of this Agreement to finance same, and the issuance of certificates evidencing the indebtedness so incurred.

D. The Resolution is

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

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

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

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

1. MAKE AND ACQUIRE PROJECT

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

2. CONVEYANCE

The District conveys to the Seller any portion of the Project heretofore acquired by the District and to be paid from proceeds of the Certificates (as defined in the Resolution). The Seller agrees to convey each part of the Project to the District and to perform all necessary work and convey all necessary equipment; and the District agrees to purchase the Project from the Seller and pay for the Project the purchase price of \$_____; plus the amount of investment earnings which are earned on the amount deposited with the Treasurer from the sale of the Certificates and in no event shall the total aggregate principal purchase price to be paid pursuant to this Agreement exceed the sum of \$_____, plus the amount of investment earnings which are earned on the amount deposited with the Treasurer from the sale of the Certificates.

3. PAYMENTS

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

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

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

4. ASSIGNMENT

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

5. TAX COVENANTS

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

6. TITLE

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

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

7. LAWFUL CORPORATE OBLIGATION

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

8. GENERAL COVENANT AND RECITAL

It is hereby certified and recited by the Seller and the District, respectively, that as to each, respectively, for itself, all conditions, acts, and things required by law to exist or to be done precedent to and in the execution of this Agreement did exist, have happened, been done and performed in regular and due form and time as required by law.

9. NO SEPARATE TAX

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

10. DEFAULT

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

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

SELLER: Signature: _____ SPECIMEN

John Woodruff
as Nominee-Seller and the Treasurer of the
Board of Trustees

ATTEST:

SPECIMEN
Secretary, Board of Trustees

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

SPECIMEN
Chair, Board of Trustees

ATTEST:

SPECIMEN
Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
 COUNTY OF COLES)

CERTIFICATE OF INSTALLMENT PURCHASE AGREEMENT FILING

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

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

SPECIMEN
Secretary, Board of Trustees

Section 6. Certificate Details. For the purpose of providing for the Project, there shall be issued and sold certificates of the District in the principal amount of not to exceed \$5,000,000, and such certificates, if issued, shall be designated "General Obligation Debt Certificates (Limited Tax), Series 2024[___]" (the "*Certificates*") with such additional series designations and descriptions as may be necessary to describe the Certificates, as set forth in the Certificate Notification (as hereinafter defined). The Certificates shall be dated the date of the issuance thereof and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$100,000 each and multiples of \$5,000 in excess thereof (unless otherwise set forth in the Certificate Notification) (but no single Certificate shall represent installments of principal maturing on more than one date) or such other denominations as set forth in the Certificate Notification, and shall be numbered 1 and upward. The Certificates shall become due and payable serially or be subject to mandatory redemption (subject to prior redemption as hereinafter set forth) on December 1 of each of the years (not later than 2030), in the amounts (not exceeding \$1,500,000 per year) and bearing interest at the interest rates per annum (not exceeding 9.0%) as set forth in the Certificate Notification. The Certificates shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Certificates is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable semi-annually commencing with the first interest payment date as set forth in the Certificate Notification, and on June 1 and December 1 of each year thereafter to maturity.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

All notices of redemption shall state:

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

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

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

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

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

[Form of Certificate - Front Side]

REGISTERED
NO. ____REGISTERED
\$_____

UNITED STATES OF AMERICA

STATE OF ILLINOIS

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

COMMUNITY COLLEGE DISTRICT NO. 517

GENERAL OBLIGATION DEBT CERTIFICATE (LIMITED TAX), SERIES 2024[____]

See Reverse Side for
Additional Provisions

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

Registered Owner:

Principal Amount:

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

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

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

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

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

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

SPECIMEN

Chair, Board of Trustees

SPECIMEN

Secretary, Board of Trustees

Registered, Numbered and Countersigned:

SPECIMEN

Treasurer, Board of Trustees

Date of Authentication: _____, 20__

CERTIFICATE
OF
AUTHENTICATION

Certificate Registrar and Paying Agent:

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

_____,
as Certificate Registrar

By _____ SPECIMEN
Authorized Officer

[Form of Certificate - Reverse Side]

COMMUNITY COLLEGE DISTRICT NO. 517

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

GENERAL OBLIGATION DEBT CERTIFICATE (LIMITED TAX), SERIES 2024[]

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

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

[8] Notice of any such redemption shall be sent by first class mail not less than twenty (20) days nor more than sixty (60) days prior to the date fixed for redemption to the

registered owner of each Certificate to be redeemed at the address shown on the registration books of the District maintained by the Certificate Registrar or at such other address as is furnished in writing by such registered owner to the Certificate Registrar. When so called for redemption, this Certificate will cease to bear interest on the specified redemption date, provided funds for redemption are on deposit at the place of payment at that time, and shall not be deemed to be outstanding.

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

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

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

(ASSIGNMENT)

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

(Name and Address of Assignee)

the within Certificate and does hereby irrevocably constitute and appoint _____

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

Dated: _____

Signature guaranteed: _____

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

Section 11. Sale of Certificates. The Chair or Vice Chair of the Board and the President or Vice President of Finance and Administration of the District (the "Designated Representatives") are hereby authorized to proceed not later than the 9th day of March, 2025, without any further authorization or direction from the Board, to sell the Certificates upon the terms as prescribed in this Resolution. The Certificates hereby authorized shall be executed as in this Resolution provided as soon after the delivery of the Certificate Notification, and thereupon be deposited with the Treasurer, and, after authentication thereof by the Certificate Registrar, be delivered by the Treasurer to the purchaser or purchasers thereof (the "Purchaser"), upon receipt of the purchase price therefor, the same being not less than 99.0% of the principal

amount of the Certificates (exclusive of original issue discount, if any), plus accrued interest to date of delivery, if any.

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

Prior to the sale of the Certificates, the Chair, the Treasurer, the President, the Vice President of Finance and Administration of the District or any other business official of the District is hereby authorized to approve and execute a commitment for the purchase of a Municipal Bond Insurance Policy (as hereinafter defined), to further secure the Certificates, as long as the present value of the fee to be paid for the Municipal Bond Insurance Policy (using as a discount rate the expected yield on the Certificates treating the fee paid as interest on the Certificates) is

less than the present value of the interest reasonably expected to be saved on the Certificates over the term of the Certificates as a result of the Municipal Bond Insurance Policy.

Upon the sale of the Certificates, the Designated Representatives shall prepare a Notification of Sale of the Certificates, which shall include the pertinent details of sale as provided herein (the "*Certificate Notification*"). In the Certificate Notification for the Certificates, the Designated Representatives shall find and determine that the Certificates have been sold at such price and bear interest at such rates that either the true interest cost (yield) or the net interest rate received upon the sale of the Certificates does not exceed the maximum rate otherwise authorized by applicable law, and that the true interest cost for the Certificates does not exceed 9.00%. The Certificate Notification shall be entered into the records of the District and made available to the Board at the next regular meeting thereof; but such action shall be for information purposes only, and the Board shall have no right or authority at such time to approve or reject such sale as evidenced in the Certificate Notification.

Upon the sale of the Certificates, as evidenced by the execution and delivery of the Certificate Notification by the Designated Representatives, the Chair, the Treasurer, the President of the District, the Vice President of Finance and Administration of the District and any other officer of the District, as shall be appropriate, shall be and are hereby authorized and directed to approve or execute, or both, such documents of sale of the Certificates as may be necessary, including, without limitation, the contract for the sale of the Certificates between the District and the Purchaser or Purchasers (which may be evidenced by an executed bid form or term sheet) (each a "*Purchase Contract*"). Prior to the execution and delivery of the Purchase Contract, the Designated Representatives shall find that the Purchase Contract is in the best interests of the District and that no person holding any office of the District, either by election or appointment, is in any manner interested, directly or indirectly, in his or her own name or in the

name of any other person, association, trust or corporation, in the Purchase Contract; the surety bond executed by the Treasurer of the Board in connection with the issuance of the Certificates as required by Section 3-19 of the Public Community College Act is hereby approved and shall be filed with the County Clerks of The Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby, Illinois; and the Certificates before being issued shall be registered, numbered and countersigned by the Treasurer, such registration being made in a book provided for that purpose, in which shall be entered the record of the resolution authorizing the Board to borrow said money and a description of the Certificates issued, including the number, date, to whom issued, amount, rate of interest and when due.

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

Section 12. Use of Certificate Proceeds. Accrued interest received on the delivery of the Certificates is hereby appropriated for the purpose of paying first interest due on the Certificates and is hereby ordered deposited into the "General Obligation Debt Certificate (Limited Tax) Fund of 2024[___]" (the "*Certificate Fund*"), which shall be the fund for the payment of the principal of and interest on the Certificates. Funds lawfully available for the purpose of paying the principal of and interest on the Certificates shall be deposited into the Certificate Fund and used solely and only for such purpose.

The principal proceeds of the Certificates and any premium received on the delivery of the Certificates are hereby appropriated to pay the costs of issuance of the Certificates and for the purpose of paying the cost of the Project, and that portion thereof not needed to pay such costs of issuance is hereby ordered deposited into the "Project Fund of 2024[___]" (the "*Project Fund*"), hereby created. It is hereby found and determined and hereby declared and set forth that the Board (i) has not entered into an agreement of any kind with any entity, party or person (including, but not limited to, the Purchaser) to not expend the proceeds of the Certificates deposited into the Project Fund for any period of time and (ii) is not required by any contract, decree, instrument, order, regulation or ruling, to not expend the proceeds of the Certificates deposited into the Project Fund for any period of time. Moneys in the Project Fund shall be used to pay costs of the Project in accordance with the following procedures:

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

2. Each Work Contract shall be filed with the Treasurer, as Nominee-Seller of the Project, and the Treasurer shall identify such Work Contract to the Agreement. The filing of the Work Contracts with such officer shall constitute authority for the Treasurer to make disbursements from the Project Fund to pay amounts due under such Work Contracts from time to time, upon such further resolutions, orders, vouchers, warrants or other proceedings as may be required under the applicable laws of the State of Illinois, and the rules and procedures of the District for same. No action need be taken by or with respect to the contractors under the Work Contracts as, pursuant to the Installment

Purchase Provisions, the Treasurer acts as Nominee-Seller of the Project for all purposes, enabling the issuance of the Certificates.

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

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

The District also agrees and covenants with the purchasers and holders of the Certificates from time to time outstanding that, to the extent possible under Illinois law, it will comply with

whatever federal tax law is adopted in the future which applies to the Certificates and affects the tax-exempt status of the Certificates.

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

Section 14. Designation of Tax-Exempt Certificates. The District hereby designates each of the Certificates as a "qualified tax-exempt obligation" for the purposes and within the meaning of Section 265(b)(3) of the Code.

Section 15. Reimbursement. With respect to expenditures for the Project paid with proceeds of the Certificates and within the 60 day period ending on this date and with respect to which no declaration of intent was previously made, the District hereby declares its intent to reimburse such expenditures and hereby allocates proceeds of the Certificates in the amount

indicated in the Tax Exemption Certificate and Agreement to be delivered in connection with the issuance of the Certificates to reimburse said expenditures.

Section 16. List of Certificateholders. The Certificate Registrar shall maintain a list of the names and addresses of the holders of all Certificates and upon any transfer shall add the name and address of the new Certificateholder and eliminate the name and address of the transferor Certificateholder.

Section 17. Duties of Certificate Registrar. If requested by the Certificate Registrar, the Chair and Secretary are authorized to execute the Certificate Registrar's standard form of agreement between the District and the Certificate Registrar with respect to the obligations and duties of the Certificate Registrar hereunder which may include the following:

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

Section 18. Continuing Disclosure Undertaking. The Chair of the Board is hereby authorized, empowered and directed to execute and deliver a Continuing Disclosure Undertaking under Section (b)(5) of Rule 15c2-12 adopted by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as amended (the "*Continuing Disclosure Undertaking*"). When the Continuing Disclosure Undertaking is executed and

delivered on behalf of the District as herein provided, the Continuing Disclosure Undertaking will be binding on the District and the officers, employees and agents of the District, and the officers, employees and agents of the District are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Continuing Disclosure Undertaking as executed. Notwithstanding any other provision of this Resolution, the sole remedy for failure to comply with the Continuing Disclosure Undertaking shall be the ability of the beneficial owner of any Certificate to seek mandamus or specific performance by court order to cause the District to comply with its obligations under the Continuing Disclosure Undertaking.

Section 19. Municipal Bond Insurance. In the event the payment of principal and interest on the Certificates is insured pursuant to a municipal bond insurance policy (the "*Municipal Bond Insurance Policy*") issued by a bond insurer (the "*Bond Insurer*"), and as long as such Municipal Bond Insurance Policy shall be in full force and effect, the District and the Certificate Registrar agree to comply with such usual and reasonable provisions regarding presentment and payment of the Certificates, subrogation of the rights of the Certificateholders to the Bond Insurer upon payment of the Certificates by the Bond Insurer, amendment hereof, or other terms, as approved by the Chair of the Board on advice of counsel, his or her approval to constitute full and complete acceptance by the District of such terms and provisions under authority of this Section.

Section 20. 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 21. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted September 9, 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 discussion thereof, the Chair directed that the roll be called for a vote upon the motion to adopt said resolution.

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

The following Trustees voted NAY: _____

Whereupon the 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 am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 9th day of September, 2024, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real or personal property, or both, in and for Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, and for the issue of not to exceed \$5,000,000 General Obligation Debt Certificates (Limited Tax), of said Community College District evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to the purchaser thereof.

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

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 9th day of September, 2024.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
 COUNTY OF COLES)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Treasurer of the Board of Trustees (the "*Board*") of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, and as such official I do hereby certify that on the 9th day of September, 2024, there was filed in my office and has been deposited in the official files and records of my office a properly certified copy of a resolution adopted by the Board on the 9th day of September, 2024, and entitled:

RESOLUTION authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real or personal property, or both, in and for Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, and for the issue of not to exceed \$5,000,000 General Obligation Debt Certificates (Limited Tax), of said Community College District evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to the purchaser thereof.

and that the same have all been deposited in, and all as appears from, the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 9th day of September, 2024.

Treasurer, Board of Trustees

LAKE LAND COLLEGE

MEMO

To: Dr. Josh Bullock, President
From: Madge Shoot, Comptroller
Date: August 21, 2024
Subject: Approval of Technology Tools Purchase

The Automotive Department has been approved for the purchase of Precision Measuring Instruments Certification through the Carl Perkins grant for FY2025. Attached you will find quotes for a Precision Measurement Certification kit and accessories in the amount of \$41,602.66 and a Hand Tool Identification and Safety Certification Kit on the amount of \$16,657.50.

These items do not require a competitive bid due to Snap On being the sole provider of the equipment and the associated curriculum included that supports the NC3 Snap On Certification program.

I respectfully request your approval to issue payment of \$58,260.16 to Snap On for these two certification kits.



Quote

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

Quote Number IMP-001330584
Quote Date 7/29/2024
Quote Expiration Date 9/28/2024
Customer Name LAKE LAND COLLEGE
Customer BP 201140905
Contact Information:
Name Brian Madlem
E-mail bmadlem@lakelandcollege.edu
Phone Number 217-234-5541
Sales Rep LEITING, JAMES
Mobile # 414-267-7010
E-mail Address Jimmy.C.Leiting@snapon.com

Ship Via 1 - UPS GROUND
Payment Terms T31 - 1% 10 NET 30 DAYS
Ship to 201140905
LAKE LAND COLLEGE
5001 LAKE LAND BLVD
MATTOON IL 61938
Bill to 200101498
LAKE LAND COLLEGE
5001 S LAKE LAND BLVD
MATTOON IL 61938

Line Number	Part Number	Description	Quantity	List Price	Unit Net Price	Line Total
1	PMICERTKIT2	PRECISION MSRMENT CERT KIT V2	1	\$41,574.90	\$37,833.16	\$37,833.16
Notes: Superseded item PMICERTKIT						
2	PMIIVK	INSTRUCTOR VERIFICATION KIT	1	\$2,250.00	\$2,047.50	\$2,047.50
3	PMILABBLOCK	GAUGE BLOCK	10	\$198.30	\$128.90	\$1,289.00
4	LST95173	OIL LUBRICANT CASE 12	1	\$147.50	\$118.00	\$118.00

Total Weight 507.84 lbs
Sub Total \$41,287.66
Shipping \$315.00
Tax \$0.00

Grand Total \$41,602.66

Quote Notes: As required by NC3 and Snap-on, after purchasing the Certification Kit instructor(s) must attend and successfully complete the corresponding NC3 Train The Trainer course. Availability and costs available at <https://www.nc3.net/training/>

Tax and freight shown are estimates.

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

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

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

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



Quote

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

Quote Number	IMP-001330587	Ship Via	1 - UPS GROUND
Quote Date	7/29/2024	Payment Terms	T31 - 1% 10 NET 30 DAYS
Quote Expiration Date	9/28/2024	Ship to	201140905 LAKE LAND COLLEGE 5001 LAKE LAND BLVD MATTOON IL 61938
Customer Name	LAKE LAND COLLEGE	Bill to	200101498 LAKE LAND COLLEGE 5001 S LAKE LAND BLVD MATTOON IL 61938
Customer BP	201140905		
Contact Information:			
Name	Brian Madlem		
E-mail	bmadlem@lakelandcollege.edu		
Phone Number	217-234-5541		
Sales Rep	LEITING, JAMES		
Mobile #	414-267-7010		
E-mail Address	Jimmy.C.Leiting@snapon.com		

Line Number	Part Number	Description	Quantity	List Price	Unit Net Price	Line Total
1	HTISCERTKIT	TOOL ID & SAFETY CERT KIT	1	\$21,930.00	\$16,447.50	\$16,447.50
				Total Weight	470.18 lbs	
				Sub Total	\$16,447.50	
				Shipping	\$210.00	
				Tax	\$0.00	
				Grand Total	\$16,657.50	

Quote Notes: As required by NC3 and Snap-on, after purchasing the Certification Kit instructor(s) must attend and successfully complete the corresponding NC3 Train The Trainer course. Availability and costs available at <https://www.nc3.net/training/>

Tax and freight shown are estimates.

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

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

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

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



MEMO

TO: Jean Anne Highland, Chief of Staff

FROM: Beth Craig, Grants Writer and Coordinator

CC: Lynn Breer, Director of Institutional Research and Reporting
Acceptance of FY25 U.S. Department of Transportation (USDOT), Federal Motor Carrier
Safety Administration (FMCSA) Commercial Motor Vehicle Operator Safety Training

RE: (CMVOST) Grant

Lake Land College has received a one-year grant for \$133,131.00 from the U.S. Department of Transportation (USDOT), Federal Motor Carrier Safety Administration (FMCSA) Commercial Motor Vehicle Operator Safety Training (CMVOST) Grant program. Lake Land College was the only institution in Illinois selected to receive grant funding.

The CMVOST grant program has three goals: 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 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. Lake Land College plans to use the grant funds to provide tuition and fee support to these students in their quest to receive their CDL licenses.

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

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: August 22, 2024
RE: Gift-in-Kind equipment item

Lake Land College Foundation has received recent notification from Michael Beavers, Technology Division Chair/Electrical Engineering Instructor, of a gift-in-kind item of a Variable Speed Controlled Driven horizontal belt conveyor. This machine is valued at \$2,500.

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 Blecha, Shaun Wellbaum, Kirby Risk - Effingham

Organization:

Address: 402 E. Morgan St.

City: Newton

State/Zip: IL. 62448

Telephone: 618.420.5037

Fax:

Donor's Estimated Value: \$2,500.00

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

Description:

Variable Speed Controlled Driven (VFD) horizontal belt conveyor, 4' in length, 4" in width. This equipment will supplement the student experience with applicable real-world opportunities that are directly transferrable to current job skill requirements in manufacturing operations.

Unit Receiving Gift: Lake Land College – Technology Division

Donor intent/restrictions: Full transfer of ownership to Lake Land College

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/FOUNDATION REVIEW

Division Chair _____ Date: _____

Vice President _____ Date: _____

Foundation CEO _____ Date: _____

Foundation Treasurer _____ Date: _____

FOUNDATION REVIEW/APPROVAL

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

Foundation President _____ Date: _____

BOARD OF TRUSTEE APPROVAL

Lake Land College President _____ Date: _____

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

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0924-008

DATE: September 9, 2024

*Approve Eighth Addendum to Employment Agreement with
Dr. Jonathan "Josh" Bullock, Lake Land College President, Extending the Term
through June 30, 2027.*

WHEREAS, the Board of Trustees of Lake Land College, Community College District No. 517 (the "College") has the duty to select and appoint the President of the College in accordance with the laws of the Public Community College Act, to complete an annual performance review of the President of the College, and to approve the issuance of all employment contracts and notices as well as contract language changes; and

WHEREAS, the Board of Trustees entered into an initial three-year employment contract with Dr. Jonathan "Josh" Bullock hereinafter referred to as the "President" commencing July 1, 2013 through June 30, 2016; and

WHEREAS, on April 13, 2015, the Board of Trustees approved an Addendum to Employment Agreement with the President which extended the employment contract an additional three years commencing July 1, 2015 through June 30, 2018; and

WHEREAS, on March 12, 2018, the Board of Trustees approved a Resolution and Addendum to Employment Agreement with the President which extended the President's employment for an additional three years through June 30, 2021; and

WHEREAS, on September 9, 2019, the Board of Trustees approved a Resolution and Addendum to Employment Agreement with the President which extended the President's employment for an additional three years through June 30, 2022; and

WHEREAS, on September 14, 2020, the Board of Trustees approved a Resolution and Addendum to Employment Agreement with the President which extended the President's employment for an additional three years through June 30, 2023; and

WHEREAS, on September 13, 2021, the Board of Trustees approved a Resolution and Addendum to Employment Agreement with the President which extended the President's employment for an additional three years through June 30, 2024; and

WHEREAS, on September 12, 2022, the Board of Trustees approved a Resolution and Addendum to Employment Agreement with the President which extended the President's employment for an additional three years through June 30, 2025; and

WHEREAS, on September 11, 2023, the Board of Trustees approved a Resolution and Addendum to Employment Agreement with the President which extended the President's employment for an additional three years through June 30, 2026; and

WHEREAS, the President's annual salary for the 2024-2025 contract year is \$283,672.77; and

WHEREAS, the Board of Trustees has conducted an annual performance review of the President each year since the contract initiation date and the President has successfully met all

essential functions of his role and established performance goals by the Board of Trustees during each review period; and

WHEREAS, the Board of Trustees has established five goals for the President for FY 2025 to include:

1. Guide and support the President's Cabinet and College leaders with implementing strategic projects in support of the priority objectives and FY 2025 action plans of the College's FY 2023-27 Strategic Plan.
2. Maintain an emphasis on beautification of campus grounds and updating of facilities by overseeing implementation of the FY 2025 initiatives of the College's Facility Master Plan.
3. Oversee the continued planning and renovation of the Effingham Technology Center, while facilitating the College's involvement in the Effingham Regional Career Academy.
4. Continue to develop innovative partnerships with community stakeholders (e.g. K-12, businesses, etc.) to promote workforce ready pathways for students, including enhancing the partnership with LIFT.
5. Work closely with academic services to foster innovation in the development, enhancement and communication of career and technical education programs, and aligned dual credit pathways.

WHEREAS, the Board of Trustees appreciates and supports the President's continued leadership of the College; and

NOW, THEREFORE, BE IT RESOLVED by 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, State of Illinois (the "Board") as follows:

Section 1. The Board approves the Eighth Addendum to the President’s Employment Agreement (Attached to Resolution as Exhibit A) to extend the term of the President’s Agreement for three additional years, through June 30, 2027.

ADOPTED this ____ day of _____, 20__ by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution for approval to renew/extend the employment contract with Dr. Jonathan "Josh" Bullock, Lake Land College President, is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 9th day of September, 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 9th day of September, 2024.

Secretary, Board of Trustees

Exhibit A
EIGHTH ADDENDUM TO **PRESIDENT'S** EMPLOYMENT AGREEMENT

This Eighth Addendum to President's Employment Agreement is made on September 9, 2024, by and between the Board of Trustees of Lake Land College District No. 517, Counties of Christian, Coles, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, hereinafter referred to as "Board" and Jonathan Bullock, hereinafter referred to as "President," and the Board and President sometimes collectively referred to as the "Parties", and amends the Employment Agreement executed on March 6, 2013, and as amended on April 13, 2015, March 12, 2018, September 9, 2019, September 14, 2020, September 13, 2021, September 12, 2022 and September 11, 2023.

WHEREAS, the Board and President entered into an Employment Agreement effective July 1, 2013 through June 30, 2016 (herein referred to as the "Agreement") with such Agreement having been extended to June 30, 2026 by First, Second, Third, Fourth, Fifth, Sixth and Seventh Addendums to the Agreement.

WHEREAS, the Parties desire to extend the term of the President's Agreement for three (3) additional years.

NOW, THEREFORE, in consideration of the promises and of the mutual covenants and agreements hereinafter set forth, the Parties hereto acknowledge and agree as follows:

- 1. The Board hereby extends the President's employment for three (3) additional years, through June 30, 2027.

- 2. All other terms and conditions in the President's Employment Agreement shall remain in full force and effect, except as set forth in the Addendum entered into on April 13, 2015, the Second Addendum entered into on March 12, 2018, the Third Addendum entered into on September 9, 2019, the Fourth Addendum entered into on September 14, 2020, the Fifth Addendum entered into on September 13, 2021, the Sixth Addendum entered into on September 12, 2022 and the Seventh Addendum entered into on September 11, 2023.

IN WITNESS WHEREOF, the parties have executed this Agreement on the 9th day of September, 2024.

PRESIDENT

BOARD

Dr. Jonathan "Josh" Bullock

BY: _____
Mr. Gary Cadwell, Board Chair

ATTEST: _____

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
September 9, 2024**

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

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
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, Laurina	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

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	