

Lake Land College District No. 517

Board of Trustees
Agenda and Board Book
April 14, 2025
Regular Meeting No. 700



MISSION • VISION • VALUES

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

LAKE LAND
COLLEGE

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

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



Regular Meeting No. 700
Monday, April 14, 2025, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon
Agenda

Routine.

Call to Order.

Roll Call.

Consent Item.

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

1. Approval of Minutes of March 10, 2025, Regular Meeting.
2. Approval of Agenda of April 14, 2025, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses.

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

4. Destruction of Tape Recording of the October 9, 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.

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Action Items.

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2. Certification of Student Trustee and Sophomore Student Government Association Election Results.	60
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➤ Motorsports and Fabrication Club.	
➤ Creative Arts Club.	
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5. Approval of Revised Academic Calendars.	73-79
6. Approval of Proposed Revisions to Board Policy 05.04.14 - <i>Leave of Absence Without Pay</i> .	80-83
7. Waive First Reading and Approve Proposed Revisions to Board Policy 05.15 - <i>Part-time Pay, Stipends, and Substitute Pay</i> .	84-85
8. Acceptance of ICCB Grant(s).	86-87
9. Approval of Purchase of Male Mannequin and Supporting Equipment for the Nursing Programs.	88-91

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| 10. Approval of Purchase of Child Mannequin and Supporting Equipment for the Nursing Programs. | 92-95 |
| 11. Approval of Bid for Northwest Building Remodel. | 96-97 |
| 12. Approval of Purchase of Furniture for Webb Hall. | 98-117 |
| 13. Approval of Bid for ETC Parking Lot Sealing and Striping. | |
| 14. Approval of Appointment or Reappointment of Division Chairs. | 118 |
| 15. Acceptance of Gift-in-kind NRA Ammunition Grant. | 119-120 |
| 16. Approval of One-Year Renewal for Zoom. | 121-124 |
| 17. Approval of Purchase for Additional Earthquake Insurance Liability Coverage. | 125-137 |
| 18. Declaration of Surplus Item(s) or Equipment. | 138 |
| 19. Approval of Recipients for the Retiree Wall of Fame Award. | 139 |
| 20. Approval of Resolution to Support Extending the Life of the Jasper Street TIF District for the City of Paris, Illinois. | 140-143 |
| 21. Approval of New Dean of Instruction Position within Academic Services. | |
| 22. Closed Session.
Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), closed session is called to discuss the appointment, employment, compensation, performance or dismissal of specific employees. | |
| [Return to Open Session - Roll Call] | |
| 23. Approval of the Recommendation to Terminate the Employment of a Support Staff Member. | |
| 24. Approval of the Recommendation to Terminate the Employment of a Correctional Career Technology Instructor. | |
| 25. Approval of Human Resources Report. | 144-145 |

Other Business. (Non-action)**Adjournment.**

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



Regular Board Meeting No. 699
Board and Administration Center, Room 011
Mattoon, IL
March 10, 2025

Minutes

Call to Order.

Chair Cadwell called the March 10, 2025, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board and Administration Center, Mattoon, IL.

[Note- in the absence of Board Secretary Storm, Chair Cadwell had asked Trustee Lilly to serve as interim Board Secretary for the meeting.]

Roll Call.

Trustees Physically Present:

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

Trustees Absent: Trustee Dave Storm.

Others Participating via Telephonic or Electronic Means: None.

Others Present:

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

Approval of Consent Items.

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

1. Approval of Minutes of February 10, 2025, Regular Meeting.
2. Approval of Agenda of March 10, 2025, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	344,650.69
Building Fund	\$	20,274.86
Site & Construction Fund	\$	51,125.68
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	42,918.94
Restricted Purposes Fund	\$	79,673.81
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	15,616.56
Student Accts Receivables	\$	1,887,150.78
Total	\$	2,441,411.32

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

4. Destruction of Tape Recording of the September 11, 2023, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: Trustee Storm.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk reported that she will be attending the upcoming ICCTA conference later this week. She said Senate bill 2482 and House bill 3717 are being proposed to create a new community college baccalaureate degree program which has been endorsed by the Governor. The goals for the community college baccalaureate program are:

- To make a 4-year degree more accessible for all students regardless of where they live.
- To keep education costs low for students and working families.
- To provide community college bachelor's programs in fields where we see regional workforce shortages, such as healthcare, early childhood education, and advanced manufacturing.

Trustee Walk said there will be more information to come as these bills are reviewed.

Resource & Development.

Trustee Reynolds, Committee Chair, said the Committee had not met since the last regular Board meeting.

Finance.

Trustee Cadwell said the Committee did meet and there will be items discussed later in the agenda.

Buildings & Site.

Trustee Curtis said the Committee had not met 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:

- 2025-2026 Scholarship reviews have wrapped up for our first cycle and awarding is underway. The first round of recipients will be announced soon, and high school seniors will be honored with their awards during their High School award banquets.
- Thanks to all who participated in our 5th annual Love a Laker giving day! Over \$4,600 was raised to support our students!
- The College Advancement office is excited to be hosting an alumni event on Thursday, April 24th in coordination with WLKL's 50th anniversary.

Student Report

Ms. Abbie Kelly, Student Trustee, said on February 27, the agriculture department held the 54th Annual Lake Land Agricultural Banquet. She said it was a great night recognizing the graduating sophomores and the livestock judging team. Several board members were present along with President Bullock. Ms. Kelly said registration starts soon for students, so many have met with their advisor or will be soon. The Student Activity Board (SAB) will host their annual advisement and pizza party on campus March 19 and at Kluthe on March 20. Student Government Association (SGA) met with Ms. Jean Anne Highland a couple weeks ago about the tuition increase and also met with Dr. Bullock last week in regards to the enrollment updates. She said the SGA sophomores delegate and student trustee elections are March 26-27. There are several applications turned in and we look forward to a great group next year! She said the new Navigator news will be out soon.

President's Report.

Dr. Bullock gave the following updates:

- The College received \$456,514 in February from the Illinois Department of Corrections for the FY 2025 outstanding balance. A balance of \$1.4 million remains outstanding with IDOC.
- The College received a payment of \$46,863 from the Illinois Department of Juvenile Justice (IDJJ) in February for the FY 2025 outstanding balance. A total of \$55,380 remains outstanding with IDJJ.
- In February, the College received payments from the State of Illinois for FY 2025 credit hour reimbursement of \$352,776 and equalization of \$574,383. A balance of \$1.8 million in credit hour reimbursement and \$2.3 million in equalization remains outstanding.
- The College received \$4,306 in property tax payments in February.
- Congratulations to our nursing program leadership and faculty for surpassing both the state and national average for LPN and RN pass rates. Graduate pass rates include:

<u>RN 2024</u>	<u>LPN 2024</u>
National 91%	National 88%
State 87%	State 91%
Lake Land College 97%	Lake Land College 100%

Business - Non-action Items.

Faculty Focus on Advancing Student Success – Higher Learning Commission (HLC) Assurance Argument and the College's Preparation for the Upcoming HLC Reaccreditation Site Visit. (Part 1)

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Dr. Ike Nwosu, Vice President for Academic Services, outlined the purpose of the College's Assurance Argument for the upcoming HLC Reaccreditation Site Visit and he highlighted laudable actions in the report that emphasize the valuable work we do to provide students with an affordable, accessible and quality education.

Monthly Data Point Discussion – Historical and Comparative Data for Tuition and Fees.

Ms. Lisa Cole, Director of Data Analytics, highlighted historical data for the College's tuition and fees rates and she shared how the College's rates have compared to other community colleges and our peers.

Proposed Revisions to Board Policy 05.04.14 – *Leave of Absence Without Pay.*

Mr. John Woodruff, Vice President for Business Services, recommended the Board approve revisions to the above-referenced Policy. Trustees were provided details of the proposed revisions. Mr. Woodruff reported that updates provide clarity around the employee requirements to request an absence without pay and place more responsibility on employees to explain the reason(s) the absence is necessary, time commitments related to the initial submission, as well as parameters for requesting an extension. He also said the revisions clarify the employee's benefit cost ownership while on discretionary leave.

Proposed revisions were submitted as first reading for the Board's initial consideration. Mr. Woodruff said the administration will plan to bring this request back to the Board in April 2025 for approval.

Calendar of Events.

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

Action Items.

Approval of Tuition and Fees Rates for Summer 2025, Fall 2025 and Spring 2026.

Trustees reviewed a recommendation from Dr. Bullock and the Cabinet for proposed tuition and fees rates for the Summer 2025, Fall 2025 and Spring 2026 terms. Dr. Bullock highlighted

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that the proposed tuition and fees rates will still ensure a student enrolled at Lake Land College has access to a high-quality education yet with one of the most affordable educational institutions in the state.

Dr. Bullock, said the Finance Committee met on March 6th to review the Cabinet's recommendation and the Committee's consensus was to recommend to the Board approval of the proposed rates per the Cabinet's recommendation. He said this includes increasing the in-district tuition by \$5.50 to \$119.00 per credit hour and increase the service (including textbook rental) fee by \$1.33 to \$29.00 per credit hour. President Bullock said this increase will help align the College with industry shifts toward digital resources versus printed textbooks. He reported that with the current system, many students are charged a digital content fee following the 10th day of a new semester. He said with the service fee increase, we will eliminate that digital content fee completely in favor of a more upfront and transparent digital access fee.

Chair Cadwell said the Finance Committee's consensus was to recommend to the Board approval of the proposed tuition and fees rates as presented.

Trustee Walk moved and Trustee Reynolds seconded to approve as presented the tuition and fees rates for the Summer 2025, Fall 2025 and Spring 2026 terms, including an in-district tuition increase of \$5.50 per credit hour and an increase of \$1.33 for the service (including textbook rental) fee.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: Trustee Storm.

Motion carried.

Approval of Printing and Mail Preparation for the 2025 Spring Majors and Summer Magazines.

Trustees reviewed a recommendation from Mr. John Woodruff, Vice President for Business Services, for the Board to accept the bid from CPC Printing & Promotions. He said that the bid was the lowest bid out of three companies that responded for the printing and mail preparation of the two magazines at \$44,335.77.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the bid of \$44,335.77 from CPC Printing & Promotions of Onalaska, Wisconsin for the printing and mail preparation of the 2025 Spring and Summer College Magazines.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: Trustee Storm.

Motion carried.

Acceptance of a John Deere Equipment Gift-in-kind Donation from the Lake Land College Foundation.

President Bullock presented a recommendation from Ms. Christi Donsbach, Executive Director for College Advancement, for the Board to accept a gift-in-kind item of an EIVT Transmission from the Lake Land College Foundation. He said this equipment is valued at \$67,876.40 and will be used in the John Deere Tech program.

President Bullock reported the Foundation recently approved this gift-in-kind donation to the College and thanked our educational partner John Deere who made this original donation to the Foundation!

Trustee Curtis moved and Trustee Wright seconded to approve as presented a gift-in-kind item of an EIVT Transmission valued at \$67,876.40 from the Lake Land College Foundation.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: Trustee Storm.

Motion carried.

Acceptance of January 2025 Financial Statements.

Trustees reviewed the January 2025 Financial Statements and a memorandum from Mr. Woodruff that highlighted the Financial Statements and significant variances. Mr. Woodruff said some of the significant variances are timing related and should normalize by year's end.

Chair Cadwell said the Finance Committee had met to review the Financial Statements and the Committee's consensus was to recommend to the Board approval of the Statements as presented.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the January 2025 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: Trustee Storm.

Motion carried.

Approval of Faculty Tenure Recommendation.

Trustees received a recommendation from Dr. Bullock and Dr. Ike Nwosu, Vice President for Academic Services, that the Board grant tenure to a full-time faculty member, Ms. Lara Lash, Nursing Instructor. Trustees reviewed the tenure review documentation conducted by the Allied Health Division.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the granting of tenure effective with the beginning of the fall 2025 semester, to a full-time faculty member, Ms. Lara Lash, Nursing Instructor.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: Trustee Storm.

Motion carried.

Approval of Reemployment of Tenured and Non-Tenured Faculty Members.

Trustees reviewed a recommendation from Dr. Nwosu that the Board approve the reemployment of tenured and non-tenured faculty members for the 2025/26 academic year.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the reappointment of tenured and non-tenured faculty members for the 2025/26 academic year as presented.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: Trustee Storm.

Motion carried.

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Waiver of First Reading and Approval of Proposed Revisions to Board Policies 11.01 – *Equal Opportunity Notice of Non-Discrimination*, 11.04 – *Discrimination and Harassment*, 11.04.01 – *Prohibiting Sex Discrimination*.

Trustees heard a recommendation from Mr. Woodruff to approve revisions to the above-three referenced Policies. Trustees received details of the proposed revisions. Mr. Woodruff reported that on January 31, 2025, the U.S. Department of Education issued notice that, effective immediately, the Office for Civil Rights would begin enforcing Title IX of the Education Amendments of 1972 under the 2020 Title IX Rules rather than the 2024 Title IX Rules that were implemented on August 1, 2024. He noted this change back to the 2020 Rules necessitates revisions in our institutional policies and implementing procedures for addressing sex-based misconduct, including claims of sex discrimination and sex-based harassment. Mr. Woodruff noted that in identifying needed revisions, we have worked closely with our legal counsel, Robbins Schwartz, who provided a toolkit to help colleges and universities implement policy and procedural changes for both the 2020 and 2024 Title IX Rules.

Mr. Woodruff requested the Board waive first reading and approve proposed revisions at the March 2025 regular Board meeting since the U.S. Department of Education has already implemented these changes.

Trustee Curtis moved and Trustee Walk seconded to waive first reading and approve as presented proposed revisions to Board Policies 11.01 – *Equal Opportunity Notice of Non-Discrimination*, 11.04 – *Discrimination and Harassment*, and 11.04.01 – *Prohibiting Sex Discrimination*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: Trustee Storm.

Motion carried.

Approval of Illinois Green Economy Network (IGEN) Membership Grant.

Mr. Woodruff recommended the Board accept a one-year Illinois Green Economy Network (IGEN) Membership grant, in the amount of \$15,000.

Trustees reviewed a memo from Dr. Beth Craig, Grants Writer and Coordinator, that highlighted how the College will use these grant funds. Trustees learned that, with these grant funds, the College will replace and upgrade parking and roadway lighting at various locations across the main campus.

Trustee Curtis moved and Trustee Walk seconded to approve as presented a one-year Illinois Green Economy Network (IGEN) Membership grant, in the amount of \$15,000.

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There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: Trustee Storm.

Motion carried.

Acceptance of ICCB Grant(s).

Ms. Jean Anne Highland, Chief of Staff, highlighted a request from Dr. Craig for the Board to accept additional grant funds from the Illinois Community College Board (ICCB) Taking Back the Trades Round 3 Grant Program, in the amount of \$59,892. Trustees received the updated budget for the grant award, showing the College has now received a total of \$150,000 for this one-year grant program.

Trustee Reynolds moved and Trustee Wright seconded to approve as presented additional grant funds from the Illinois Community College Board Taking Back the Trades Round 3 Grant Program, in the amount of \$59,892, bringing the College's total awarded grant amount for this one-year program to \$150,000.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: Trustee Storm.

Motion carried.

Approval of Purchase for Taking Back the Trades Round 3 Supplies.

Trustees heard a recommendation from Mr. Woodruff for the Board to approve the purchase of a Snap-On Mechanical and Electronic Torque Certification Kit from Snap-On Industrial of Crystal Lake, Illinois, in the amount of \$60,624.82, for use by the College's Center for Business and Industry. He said the College has budgeted for this purchase through funds awarded to the College from the ICCB Taking Back the Trades Round 3 grant award. Trustees received details of the Certification Kit items and the detailed quote from Snap-On.

Mr. Woodruff reported a bid was not necessary since Snap-On is the only provider that produces and offers this equipment, curriculum, and instructor training.

Trustee Walk moved and Trustee Wright seconded to approve as presented the purchase of a Snap-On Mechanical and Electronic Torque Certification Kit from Snap-On Industrial of Crystal

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Lake, Illinois, in the amount of \$60,624.82, for use by the College's Center for Business and Industry.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: Trustee Storm.

Motion carried.

Approval of Bid for ETC Parking Lot Light Replacement, Project #2025-001.

Trustees heard a request from Mr. Woodruff on behalf of Mr. Jeremy Moore, Facilities Planning Manager, for the Board to approve the bid from Pals Electric, Inc. of Teutopolis, Illinois, for the total amount of \$81,831 for the ETC Parking Lot Light Replacement Project. Trustees received details on the bid tabulation sheet detailing Pals Electric as having submitted the lowest of five received bids.

Mr. Woodruff highlighted that this project is expected to qualify for approximately \$4,500 in Ameren incentive rebates and will result in a net savings of \$3,000 in annual electrical usage.

Trustee Curtis moved and Trustee Walk seconded to approve the bid from Pals Electric, Inc. of Teutopolis, Illinois, for the total amount of \$81,831 for the ETC Parking Lot Light Replacement Project.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: Trustee Storm.

Motion carried.

Approval for Purchase of Amatrol Instructional Products.

Dr. Nwosu presented a recommendation from Mr. Michael Beavers, Electronics Engineering Technology Instructor/Program Coordinator, for the Board to approve the purchase of the Amatrol Tabletop Mechatronics trainer from Moss Enterprises of Johnston, Iowa, in the amount of \$27,980, for use by the Applied Engineering and Center for Business and Industry programs. Trustees received the detailed quote from Moss Enterprises.

Mr. Beavers reported that students enrolled in the Lake Land College Applied Engineering and Lake Lands Center for Business and Industry programs utilize multiple products from Amatrol. He noted the Tabletop Mechatronics trainer is designed to give students a platform to perform

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the skills required for the SACA (Smart Automation Certification Alliance) certification and to fulfill the requirements for the National Science Foundation grant-funded program.

Mr. Woodruff reported a bid was not necessary per Board Policy 10.22 (#4.L.) since the products are from Amatrol, a sole source provider of the proprietary curriculum and support.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the purchase of the Amatrol Tabletop Mechatronics trainer from Moss Enterprises of Johnston, Iowa, in the amount of \$27,980, for use by the Applied Engineering and Center for Business and Industry programs.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: Trustee Storm.

Motion carried.

Approval of Purchase of Proofpoint.

Mr. Woodruff presented a request from Mr. David Stewart, Chief Information Officer, for the Board to approve the purchase of Proofpoint, an advanced email security solution, for the total cost of \$26,733.36 with a one-year agreement with Insight Public Sector, Inc. of Chandler, Arizona. Trustees received the detailed quote. Mr. Woodruff reported that implementing Proofpoint will provide enhanced protection against email-based attacks, safeguarding our institution from cyber threats. He noted that email remains the primary attack vector for cyber-attacks, and our current Microsoft default security solutions do not provide adequate protection.

Mr. Woodruff reported that a bid was not necessary due to Board Policy 10.22 (#4.F.).

Trustee Curtis moved and Trustee Reynolds seconded to approve as presented the purchase of Proofpoint, an advanced email security solution, for the total cost of \$26,733.36 with a one-year agreement with Insight Public Sector, Inc. of Chandler, Arizona.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: Trustee Storm.

Motion carried.

Approval of One-Year Maintenance Agreement Renewal for Veeam Backup and Recovery Solutions.

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Mr. Woodruff presented a recommendation from Mr. Stewart for the Board to approve the renewal of a one-year agreement with IT Savvy of Oak Brook, Illinois, for our Veeam Backup and Recovery Solutions, at a cost of \$43,990.50. Trustees received the proposed quote and description of services. Mr. Woodruff reported that the College originally purchased Veeam in 2022 as the College's primary backup solution for our critical data systems, with a three-year agreement and the current contract set to expire in April 2025. He said that the renewal ensures continued protection of our on-premises and cloud-based data assets, maintaining compliance and minimizing the risk of data loss. Mr. Woodruff reported that Mr. Stewart was able to negotiate for the contract renewal price.

Mr. Woodruff noted that a bid was not necessary due to Board Policy 10.22 (#4.F.).

Trustee Wright moved and Trustee Walk seconded to approve as presented the renewal of a one-year agreement with IT Savvy of Oak Brook, Illinois, for the College's Veeam Backup and Recovery Solutions, at a cost of \$43,990.50.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: Trustee Storm.

Motion carried.

Approval of Agreement for Competency-Based Education (CBE) Consulting Services.

Dr. Nwosu presented a recommendation to approve a contract to engage Dr. Kurt Linberg of Hastad Marketing of Centennial, Colorado for consulting on Competency-Based Education (CBE) program development at Lake Land College in the amount of \$29,800. Trustees received the detailed quote and pricing breakdown with services provided by Hastad Marketing. Trustees reviewed details of Dr. Linberg's work experience and references for this type of consulting work.

Dr. Nwosu noted that a bid was not necessary per Board Policy 10.22(#4.A.) - services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.

Trustee Curtis moved and Trustee Wright seconded to approve as presented the contract to engage Dr. Kurt Linberg of Hastad Marketing of Centennial, Colorado for consulting on Competency-Based Education (CBE) program development at Lake Land College in the amount of \$29,800.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: Trustee Storm.

Motion carried.

Approval of MOU with the Lake Land College Faculty Association.

Dr. Nwosu presented a recommendation from Ms. Wahls for the Board to approve a Memorandum of Understanding (MOU) with the Lake Land College Faculty Association. Trustees received the proposed MOU which has been approved by the Faculty Association and signed by the Faculty Association President.

Dr. Nwosu reported that the current contract language provides for multi-year projects inside the classroom only. He noted that the MOU adds additional language to Section Article II K.2.g. to provide for contracts that are outside of the classroom as well, and that these will be approved by a committee for one year and can be renewed for an additional two years.

Trustee Walk moved and Trustee Curtis seconded to approve as presented a Memorandum of Understanding (MOU) with the Lake Land College Faculty Association, adding additional language to Section Article II K.2.g.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: Trustee Storm.

Motion carried.

Declaration of Surplus Item(s) or Equipment

Mr. Woodruff requested the Board declare as surplus two Precor Treadmills. He said these treadmills are in the Student Fitness Center but are not functional and can no longer be repaired. Mr. Woodruff said they are obsolete and no longer have value to the College.

Trustee Reynolds moved and Trustee Wright seconded to declare these items as surplus two Precor Treadmills that had been used in the Student Fitness Center so these items may be disposed of in a manner most beneficial to the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Lake Land College Board of Trustees
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Absent: Trustee Storm.

Motion carried.

Approval of Renewal for Property, Casualty and Liability Insurance.

Trustees heard a recommendation from Mr. Woodruff for the Board to approve the property, casualty and liability insurance bid submitted by Employers Mutual Casualty (EMC), in the amount of \$303,447 for the coverage period April 15, 2025 through April 15, 2026. He said Dimond Brothers Insurance, the College's property and casualty insurance consultant, solicited bids from several providers, with only one quote being received from our current provider. Trustees learned the proposed bid from EMC represents an increase of \$12,517 or 4.3% in costs for the current policy year that expires April 15, 2025.

Mr. Woodruff informed Trustees that the proposed policy renewal quote only includes \$25M in earthquake coverage, and the administration is in the process of obtaining a quote for additional coverage, which will be submitted to the Board for approval during the April 2025 regular Board meeting.

Chair Cadwell said the Finance Committee met to review this recommendation and the Committee's consensus was to recommend to the Board approval of the liability insurance renewal quote as presented.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the bid from Employers Mutual Casualty (EMC) as our Property and Casualty insurance provider for the upcoming year for the period April 15, 2025 through April 15, 2026, at a cost of \$303,447.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: Trustee Storm.

Motion carried.

Approval of Recipient for the Outstanding Full-Time Faculty Award.

Trustees heard a recommendation from Dr. Nwosu to award the 2025 Lake Land College Full-Time Faculty Award to Mr. Dyke Barkley, Agriculture/Horticulture Instructor. Dr. Nwosu's memo highlighted the basis for this nomination, including how Mr. Barkley has been an exemplary educator and leader. Dr. Nwosu noted how Mr. Barkley, as the coordinator behind the Horticulture/Landscaping program at Lake Land College, has tirelessly worked to build and improve the curriculum, ensuring that students—both traditional and non-traditional—receive an education grounded in real-world experience.

Lake Land College Board of Trustees
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Trustees learned that upon Board approval for this award, Mr. Barkley will be honored as part of the May 2025 Commencement ceremony and the College will submit to ICCTA a nomination in consideration of their state-level, full-time faculty award category.

Trustee Curtis moved and Trustee Reynolds seconded to approve the naming of Mr. Dyke Barkley, Agriculture/Horticulture Instructor, for the College's 2025 Full-Time Faculty Award and nominate Mr. Barkley to ICCTA for consideration of their state-level award in this category.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: Trustee Storm.

Motion carried.

Approval of Business Partnership Award.

Trustees heard a recommendation from Dr. Nwosu that the Board approve the nomination of Sarah Bush Lincoln of Mattoon for the College's 2025 Business Partnership Award. Dr. Nwosu highlighted the basis for this nomination, including that for more than 30 years Lake Land College and Sarah Bush Lincoln have collaborated on curriculum, workforce development, employment, and student support services pertaining to those enrolled within Allied Health Programs.

Upon Board approval of Sarah Bush Lincoln for this award, Trustees learned the College will honor this community partner at a future Board of Trustees meeting and will submit a nomination to ICCTA in consideration of their state-level award.

Trustee Reynolds moved and Trustee Walk seconded to approve the nomination of Sarah Bush Lincoln of Mattoon for the College's 2025 Business Partnership Award and nominate Sarah Bush Lincoln Health to ICCTA for consideration of their state-level award in this category.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: Trustee Storm.

Motion carried.

Approval of Purchase of Squad Car and Accessories for Campus Police Department.

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Trustees heard a request from Ms. Highland for the Board to approve spending up to \$64,000 for the purchase of a new squad car and installation of related accessories from Morrow Brothers Ford Inc. of Greenville, Illinois, at a total cost of \$62,899 and for additional costs to transfer equipment from an older squad car to the new squad car. Trustee received information on a detailed quote from Morrow Brothers Ford for the majority of this expenditure. She said the additional costs will be to transfer equipment from the older squad car to the new one once the vehicle is received on site.

Ms. Highland noted that a bid was not necessary per Board Policy 10.22 (#4.K.) as Morrow Brothers utilizes state contract pricing.

Trustee Wright moved and Trustee Walk seconded to approve as presented spending up to \$64,000 for the purchase of a new squad car and installation of related accessories from Morrow Brothers Ford Inc. of Greenville, Illinois, at a total cost of \$62,899 and for additional costs to transfer equipment from an older squad car to the new squad car.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: Trustee Storm.

Motion carried.

Approval of the Human Resources Report.

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

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

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

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

Additional Appointments

The following employees are recommended for additional appointments

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

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New Hire-Employees

The following employees are recommended for hire

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

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Arena, Amanda	Manager of Bookstore and Course Material Op	1/28/25
Christian, Danny	Correctional Construction Occupations Inst	1/31/25
Helton, Robert	Associate Dean of Correctional Programs	1/31/25
Shoot, James	Groundskeeper	12/31/24
Shedosky, Erin	Custodian	2/10/25
Winkleblack, Lindsay	Nursing Instructor	12/13/24
Zumwalt, Macie	Correctional Office Assistant	1/3/25
Part-time		
Arthur, Jacob	College Work-Study	9/25/24
Darimont, Erica	Dual Credit Instructor	5/30/24
Dickens-Montgomery, Amanda	Path Grant Support Service Provider	12/5/24
Humrichous, James	Dual Credit Instructor	5/30/24
King, Elizabeth	Dual Credit Instructor	5/30/24
Metzger, Michelle	Dual Credit Instructor	5/30/24
Mutamira, Tanatswa	Student Assistance Specialist	1/27/25
Nickel, Todd	Dual Credit Instructor	5/30/24
Saddoris, Kendra	Dual Credit Instructor	5/30/24
Shull, Ellie	College Work-Study	11/14/24
Stanley, Eric	College Work-Study	12/11/24

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Upton, Sara College Work-Study 12/13/24

Transfers/Promotions

The following employees are recommended for a change in position

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

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: Trustee Storm.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Curtis moved and Trustee Walk seconded to adjourn the meeting at 7:15 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/

STATE OF ILLINOIS

EXECUTIVE DEPARTMENT

Proclamation

WHEREAS, America's first public community college was established in Joliet, Illinois, in 1901; and,

WHEREAS, Illinois community colleges are powerhouses of opportunity at the grassroots with 45 community colleges and 39 college districts throughout the state defining success student by student and community by community; and,

WHEREAS, according to the Illinois Community College Board, Illinois community colleges educate 75 percent of the undergraduate students enrolled in Illinois public higher education; and,

WHEREAS, Illinois community colleges are outcome-driven, ranking number one in the nation for bachelor's degree completion rates among the 54 percent of community college students who transfer; and,

WHEREAS, in fiscal year 2024, Illinois community colleges partnered with local school districts and offered 15,942 dual credit courses to 91,017 high school students; and,

WHEREAS, earning an Associate of Applied Science or long-term certificate from an Illinois community college adds nearly \$600,000 in lifetime earnings; and,

WHEREAS, Illinois community colleges share a common mission to prepare people for the workforce, to transfer students to other colleges and universities, and to continually respond to the communities they serve through adult literacy continuing education services;

*THEREFORE, I, JB Pritzker, Governor of the State of Illinois, do hereby proclaim April 2025 to be **Illinois Community College Month** in honor of the Illinois Community College System and the significant contribution these institutions are making to the strength, vitality, and prosperity for our state.*

In Witness Whereof, I have hereunto set my hand and caused the Great Seal of the State of Illinois to be affixed.

Done at the Capitol in the City of Springfield,
 this EIGHTEENTH day of MARCH, in
 the Year of Our Lord, two thousand and
TWENTY-FIVE, and of the State of Illinois,
 two hundred and SIXTH.



Alexi Giannouch
 SECRETARY OF STATE

JB Pritzker
 GOVERNOR

Lake Land College

Farm Report 2024



LAKE LAND
COLLEGE

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A Word from the President

Dear Friends of the Lake Land College Agriculture Program:

What a year it has been for Lake Land Agriculture! This past year has been a time of many great successes for our Ag programs, and we want to take this opportunity to express our gratitude for the community members, alumni and businesses who have helped make it possible.

The recent achievements of Lake Land Agriculture provide abundant cause for celebration and signal a bright future for the program. Our Agriculture programs rank first among all community colleges in Illinois and are revered as some of the best across the entire nation. We continue to leverage this excellent reputation to attract new students to our programs, with a record-setting 284 prospective students attending the Fall Ag Open House. We are truly humbled to see so many students choose Lake Land as the first step in their Agriculture careers.

We pride ourselves in offering dynamic educational experiences throughout our Ag programs. At Lake Land, practical classroom instruction is supplemented by our state-of-the-art labs and hands-on training equipment, preparing students to succeed in modern, high-tech careers. Our strong business partnerships also create opportunities for authentic workplace learning through supervised occupational experiences. Many of our Ag students also embark on exciting educational adventures across the country as members of our award-winning, nationally-recognized Livestock Judging Team.

We want to also take the opportunity to recognize our remarkable staff and faculty throughout our Agriculture programs. The success of our students is truly a testament to their steadfast commitment as they empower students to succeed both at Lake Land and beyond.

We want to extend our heartfelt gratitude to the many partners who have invested in the mission of agricultural education. Looking forward, we are eager to build these relationships and establish new partnerships as we continue to cultivate the future of agriculture. We hope you enjoy the information presented in this year's report.

Sincerely,



Dr. Josh Bullock
President

Insights from the Farm Manager

Welcome to the 2024 Lake Land College Farm Report! This report is compiled annually to inform its readers of the overall productivity, research and data, and summary of the growing season at the College Farm. I hope the consumers of this report are able to glean important information that will allow them to make sound agronomic decisions on their own operation.

The 2024 growing season was one of new beginnings. This was my first time managing a crop from start to finish. As I prepared for spring farming activities, I recalled all of the knowledge I obtained during my academic career and referenced experiences from my family's farm. I made plans with industry representatives and exercised patience as I waited for field conditions to be optimal. Despite all of the planning and preparation, I quickly realized that I still had a lot to learn about managing and caring for a crop. Much of the learning were things that are not able to be taught in a classroom. Despite the challenges of management I experienced, the College Farm thrived. While annual precipitation was down, timing was excellent. Starting the year with good moisture from April rains and timely rains we received in July were critical for crop growth. Overall, temperatures were above average but during the key summer months, seasonally cooler temperatures prevailed. With both key factors of crop production being met at an important time of the growing season, the yields on the College Farm were exceptional. Corn yields were the second best on record of 231.76 bushels per acre. Soybeans struggled a little but were still able to manage 60.64 bushels per acre.

I would like to thank all of you for your continued support of Lake Land College and the Agriculture Division. Many companies and individuals, many of which are alumni, have provided abundant support for which we are extremely grateful. If you have any questions pertaining to this report or crop production, please feel free to give me a call at 217-234-5327.

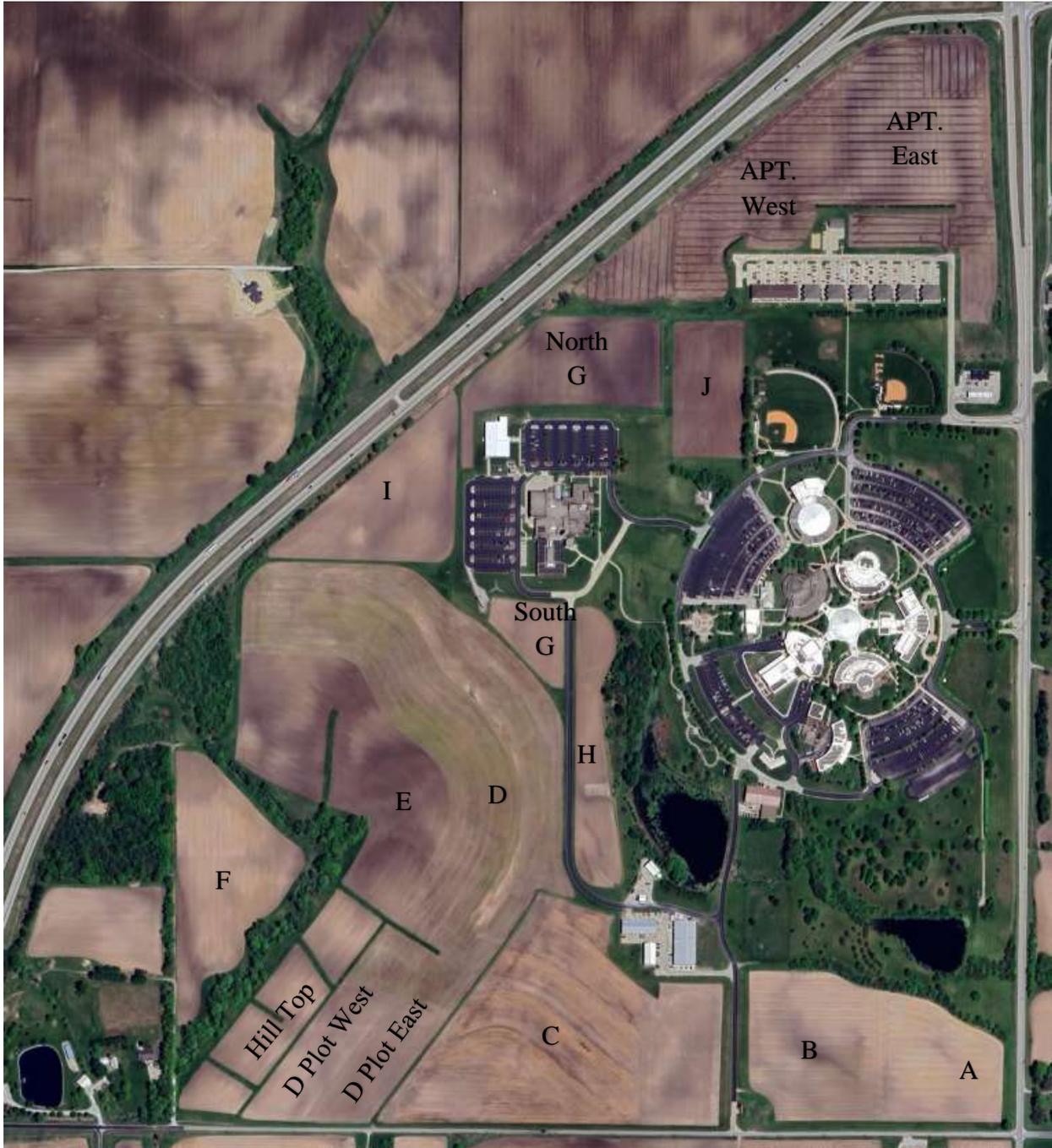
Respectfully,

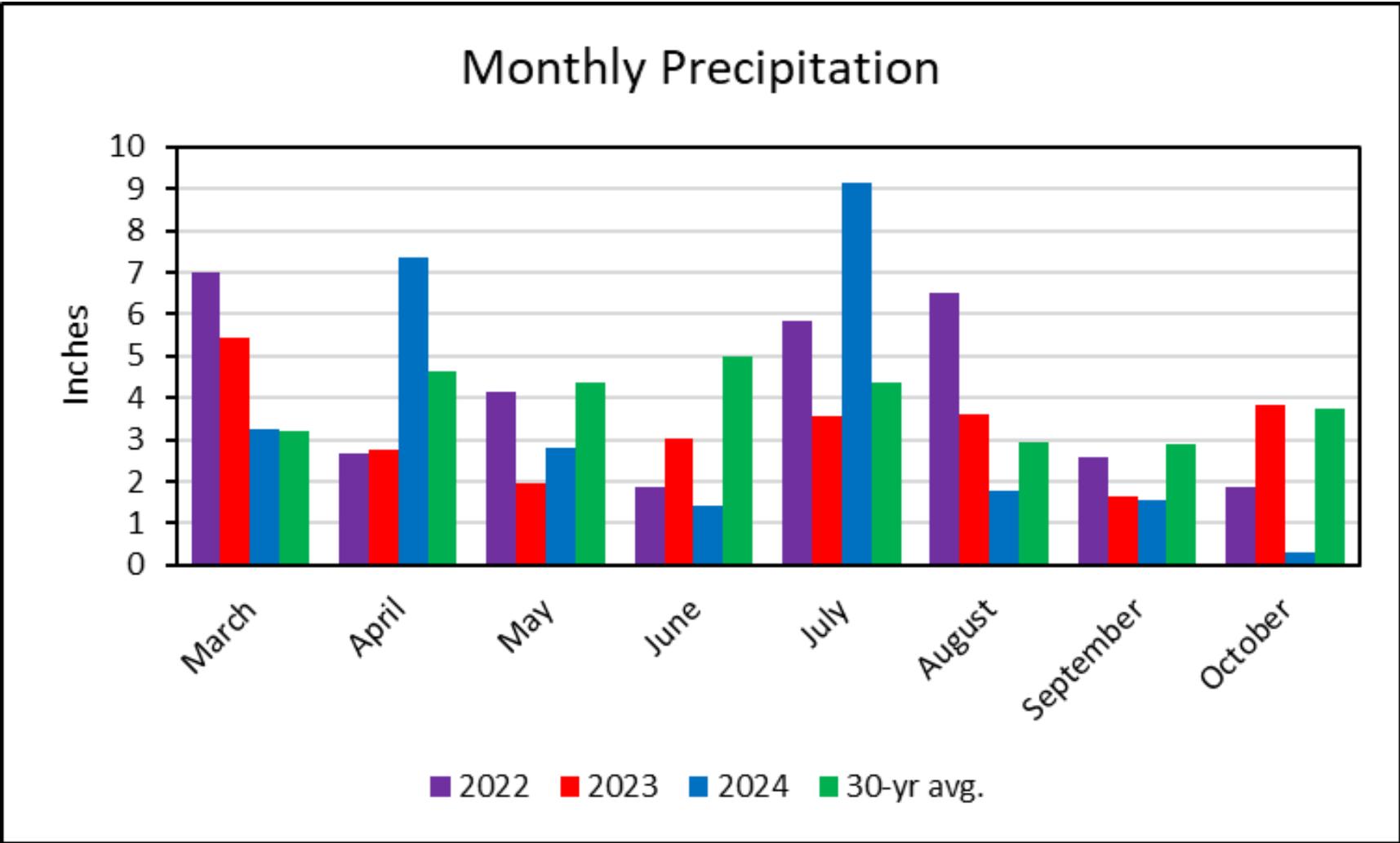


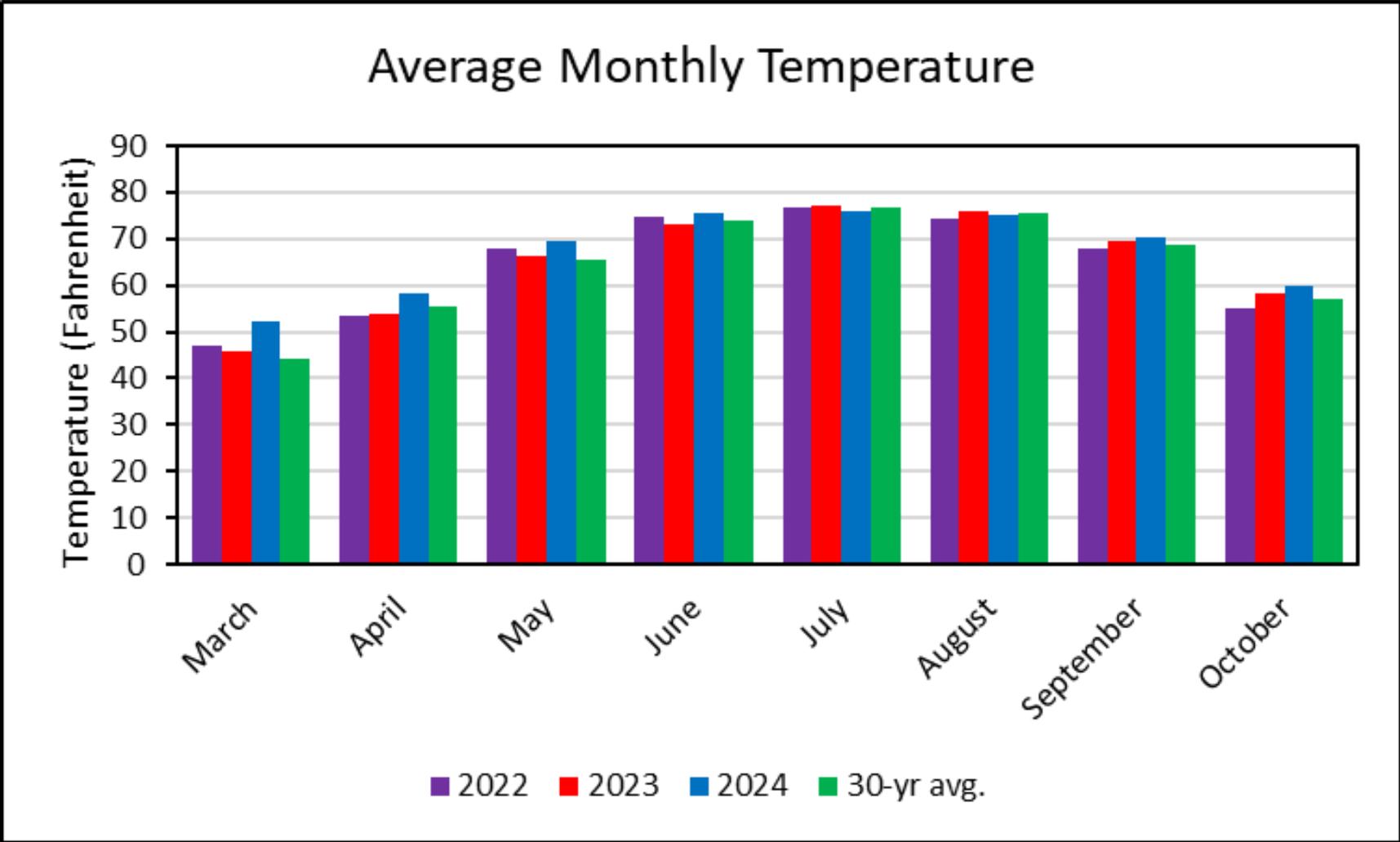
Christian D. Kessler

Agronomy Instructor/Farm Manager

Lake Land College Land Laboratory Map







R E Q U I R E D I N F O	Cooperator	Lake Land College	Plot Data Release	YES	I hereby grant Bayer Crop Science, including affiliated companies and subsidiaries, assigns and dealers/retailers, the right to use the test plot data results pertaining to my fields (in whole or in part with such changes in language as do not substantially alter the meaning), the GPS coordinates for my fields, and/or any pictures, photographs or tapes taken in conjunction with said test plot data results in its publicity, promotions and advertising, including use on the Internet.		
	Address						
	City, State, Zip	Mattoon, Illinois					
	Phone						
	FSR	Curtis Wise				COOPERATOR SIGNATURE AND DATE	
	Plot Type	MARKET DEVELOPMENT				Dealer	
	Planting Date	5/31/2024				Tiling	Not Tiled
	Planting Pop	36000				Plot County, State	Coles County
	Harvest Date	10/19/2024				GPS Coordinates for Plot Area	
	Soil Texture	CLAY LOAM				Corner	Latitude Longitude
Prev Crop	SOYBEAN	1st Row Front					
Tillage Type	CONVENTIONAL	Last Row Front					
Irrigated	NO	Last Row Back					
Spatial Data	NO	1st Row Back					
				YES	I agree that my name, field location (including GPS coordinates), and likeness may be used in publishing test plot data results by Bayer Crop Science.		
				NO	agAhead@		
					Selling Price	\$4.00	
					Drying Charge	\$0.05	



No.	Business Brand	Corn Product	Traits	Seed Treatment	Bu/Acre @ 15% mst	Yield Rank	Gross Income	Income Rank	Row Width	Harvest Pop.	Harvest Weight	Harvest Moist %	Row Length	# Rows	Tst Wt. lbs/bu	Comments
1	DEKALB	DKC119-30RIB	GENVT4PRIB	CORN ACCL ELITE 2024	230.4	17	\$ 881.30	16	30		1730	18.5	280	8	58.2	
2	DEKALB	DKC68-35RIB	GENVT2PRIB	CORN ACCL ELITE 2024	232.3	14	\$ 889.66	15	30		1742	18.4	280	8	58.6	
3	Pioneer	P1742Q	QROME	LUMIGEN CORN 2024 1250	242.7	2	\$ 929.50	5	30		1820	18.4	280	8	58.2	
4	DEKALB	DKC67-37RIB	GENSSRIB	CORN ACCL ELITE 2024	234.5	10	\$ 890.03	14	30		1774	19.1	280	8	59.5	
5	DEKALB	DKC117-78RIB	GENVT2PRIB	CORN ACCL ELITE 2024	230.3	18	\$ 875.20	18	30		1740	19.0	280	8	60.3	
6	DEKALB	DKC67-94RIB	TRECEPTARIB	CORN ACCL ELITE 2024	223.9	22	\$ 846.38	23	30		1700	19.4	280	8	58.3	
7	DEKALB	DKC66-17RIB	GENSSRIB	CORN ACCL ELITE 2024	227.5	20	\$ 870.09	20	30		1708	18.5	280	8	58.9	
8	DEKALB	DKC66-06RIB	TRECEPTARIB	CORN ACCL ELITE 2024	229.9	19	\$ 878.05	17	30		1728	18.6	280	8	60.9	
9	DEKALB	DKC65-95RIB	GENVT2PRIB	CORN ACCL ELITE 2024	227.2	21	\$ 869.07	21	30		1706	18.5	280	8	60.8	
10	DEKALB	DKC65-84RIB	GENSSRIB	CORN ACCL ELITE 2024	242.0	3	\$ 933.02	3	30		1804	17.9	280	8	60.2	
11	Becks	6585	GENVT2PRIB	#N/A	232.7	12	\$ 872.63	19	30		1780	20.0	280	8	58.8	
12	DEKALB	DKC114-99RIB	GENVT4PRIB	CORN ACCL ELITE 2024	234.2	11	\$ 900.55	11	30		1750	18.1	280	8	60.1	
13	DEKALB	DKC114-43RIB	GENVT2PRIB	CORN ACCL ELITE 2024	231.1	16	\$ 894.22	13	30		1716	17.6	280	8	61.8	
14	DEKALB	DKC64-64RIB	GENSSRIB	CORN ACCL ELITE 2024	235.2	9	\$ 916.01	8	30		1736	17.1	280	8	58.9	
15	DEKALB	DKC64-21RIB	GENSSRIB	CORN ACCL ELITE 2024	240.0	4	\$ 931.18	4	30		1778	17.4	280	8	63.7	
16	DEKALB	DKC62-69RIB	GENSSRIB	CORN ACCL ELITE 2024	232.1	15	\$ 895.97	12	30		1728	17.8	280	8	62.2	
17	DEKALB	DKC112-29RIB	GENSSPRORIB	CORN ACCL ELITE 2024	236.7	8	\$ 914.85	9	30		1760	17.7	280	8	58.5	
18	Becks	6184	GENVT2PRIB	#N/A	220.3	23	\$ 853.62	22	30		1634	17.5	280	8	60.4	
19	DEKALB	DKC112-12RIB	TRECEPTARIB	CORN ACCL ELITE 2024	239.2	6	\$ 926.76	6	30		1774	17.5	280	8	60.2	
20	DEKALB	DKC111-33RIB	GENSSPRORIB	CORN ACCL ELITE 2024	232.4	13	\$ 901.85	10	30		1722	17.4	280	8	61.2	
21	DEKALB	DKC110-41RIB	TRECEPTARIB	CORN ACCL ELITE 2024	239.8	5	\$ 936.49	2	30		1766	16.9	280	8	59.2	
22	DEKALB	DKC110-10RIB	GENSSRIB	CORN ACCL ELITE 2024	237.3	7	\$ 923.20	7	30		1754	17.2	280	8	59.9	
23	Pioneer	P10477Q	QROME	LUMIGEN CORN 2024 1250	251.2	1	\$ 968.19	1	30		1872	17.9	280	8	57.6	
		PLOT AVERAGE			234.0		899.9					18.1			59.8	

Pioneer TRIALS Reporting

Location Summary Report

Experiment: East KBH PKP CG KHD Main mTDE	Sales Agency: Advanced Ag Services, LLC	BP Name: Lake Land College	BP ID: 18317690
Tracking Name: OFGC24192096_0006	Trial location: Latitude: 39.41916	Longitude: -88.38302	State: IL
Crop: Corn Grain	Irrigation: <input type="checkbox"/> Full <input type="checkbox"/> Limited <input checked="" type="checkbox"/> Non-irrigated <input type="checkbox"/> Unknown	Postal Code: 61938	County: Coles
Previous Crop: Soybeans	Tillage: <input type="checkbox"/> Conservation <input type="checkbox"/> Ridge <input checked="" type="checkbox"/> Conventional <input type="checkbox"/> Strip <input type="checkbox"/> Mulch <input type="checkbox"/> No-Till		
Row Width (in): 30	Weighing: <input type="checkbox"/> Both <input checked="" type="checkbox"/> Weighed <input type="checkbox"/> Yield Monitor		
# Rows Harvested (count): 8	Device:		
Planting Date: 05/31/2024			
Harvest Date: 10/19/2024			

Comments:

Additional Location Traits:

Foliar Insecticide (list): No
 Foliar Fungicide (list): No
 Tile Drainage (list): No
 Cover Crop Use (list): No

Brand	Product	Sub Product Code	Planting Rate (n/.001a)	# Rows Planted (count)	Harvested			Weighed			Test Weight (lb/bu)	Harvest Stand (n/.001a)
					Harvest Weight (lb)	Harvest Length (ft)	Harvest Width (in)	Yield (bu/a 50#)	Moisture (pot)	AGI \$/a		
1-Pioneer	P09312V		33.5	8	3508	590	240	225.3	17.2	881.37	59.2	
2-Pioneer	P10477V		33.5	8	3610	590	240	232.4	17	911.01	57.6	
3-Pioneer	P1136AM		33.5	8	3596	590	240	231.7	16.9	909.19	58.2	
4-Pioneer	P1164V		33.5	8	3586	590	240	231.4	16.8	908.94	58.4	
5-Pioneer	P12085Q		33.5	8	3582	590	240	231.7	16.8	911.97	59	
6-Pioneer	P1222AM		33.5	8	3244	590	240	213.8	15.1	863.55	59.2	
7-Pioneer	P13050AM		33.5	8	3358	590	240	220.1	15.5	876.00	59.1	
8-Pioneer	P13777PCE		33.5	8	3294	590	240	214.1	16.2	846.12	58.6	
9-Pioneer	P13777V		33.5	8	3482	590	240	226.3	16.2	894.34	59.3	
10-Pioneer	P16544PCE		33.5	8	3496	590	240	224.5	17.2	878.24	59.2	
11-Pioneer	P1742PCE		33.5	8	3452	590	240	221.9	17.1	868.96	57.9	
12-Pioneer	P1742Q		33.5	8	3544	590	240	225.1	18.1	872.49	57.5	

R E Q U I R E D I N F O	Cooperator	Lake Land College		Plot Data Release	YES	I hereby grant Bayer Crop Science, including affiliated companies and subsidiaries, assigns and dealers/retailers, the right to use the test plot data results pertaining to my fields (in whole or in part with such changes in language as do not substantially alter the meaning), the GPS coordinates for my fields, and/or any pictures, photographs or tapes taken in conjunction with said test plot data results in its publicity, promotions and advertising, including use on the Internet.													
	Address																		
	City, State, Zip	Mattoon, Illinois																	
	Phone																		
	FSR	Curtis Wise		COOPERATOR SIGNATURE AND DATE		YES	I agree that my name, field location (including GPS coordinates), and likeness may be used in publishing test plot data results by Bayer Crop Science.										Selling Price	\$12.00 per bushel	
	Plot Type	MARKET DEVELOPMENT		Dealer															
	Planting Date	5/30/2024		Tiling Type													Not Tiled		
	Planting Pop	140,000		Plot County, State													Coles County		
	Harvest Date	10/7/2024		GPS Coordinates for Plot Area			YES												
	Soil Texture	CLAY LOAM		Corner														Latitude	Longitude
Prev Crop	CORN-GRAIN		1st Row Front																
Tillage Type	CONVENTIONAL		Last Row Front																
Irrigated	NO		Last Row Back																
Spatial Data	NO		1st Row Back																
					YES	agAhead@													
Entry No.	Business Brand	Soybean Product	Traits	Seed Treatment	Bu/Acre @ 13% mst	Yield Rank	Gross Income	Income Rank	Row Width	Harvest Pop.	Harvest Weight	Harvest Moist %	Row Length	# Rows	Tst Wt. lbs/bu	Notes			
1	Asgrow	AG27XF3	XF	SOY ACC STD + ILEVO	60.3	15	\$ 723.98	15	30		764	10.1	475	8					
2	Asgrow	AG29XF5	XF	SOY ACC STD + ILEVO	66.8	13	\$ 801.10	13	30		880	10.0	495	8					
3	Asgrow	AG30XF4	XF	SOY ACC STD + ILEVO	69.7	6	\$ 836.49	6	30		956	10.0	515	8					
4	Asgrow	AG31XF2	XF	SOY ACC STD + ILEVO	65.8	14	\$ 789.23	14	30		1066	9.8	610	8					
5	Asgrow	AG31XF5	XF	SOY ACC STD + ILEVO	68.7	9	\$ 823.85	9	30		1114	9.9	610	8					
6	Asgrow	AG33XF3	XF	SOY ACC STD + ILEVO	72.5	2	\$ 870.59	2	30		1172	9.5	610	8					
7	Asgrow	AG35XF1	XF	SOY ACC STD + ILEVO	67.8	11	\$ 814.07	11	30		1102	10.0	610	8					
8	Asgrow	AG35XF5	XF	SOY ACC STD + ILEVO	72.7	1	\$ 872.20	1	30		1182	10.1	610	8					
9	Asgrow	AG36XF4	XF	SOY ACC STD + ILEVO	70.1	3	\$ 841.43	3	30		1134	9.6	610	8					
10	Pioneer	P37A18E	E3	LUMIGEN SOY FI 2024	68.2	10	\$ 818.27	10	30		1104	9.7	610	8					
11	Asgrow	AG37XF5	XF	SOY ACC STD + ILEVO	68.9	8	\$ 826.59	8	30		1114	9.6	610	8					
12	Asgrow	AG38XF3	XF	SOY ACC STD + ILEVO	69.8	5	\$ 837.16	5	30		1132	9.9	610	8					
13	Asgrow	AG39XF3	XF	SOY ACC STD + ILEVO	67.4	12	\$ 809.32	12	30		1098	10.2	610	8					
14	Asgrow	AG40XF1	XF/SR	SOY ACC STD + ILEVO	69.3	7	\$ 831.59	7	30		1132	10.5	610	8					
15	Asgrow	AG40XF5	XF	SOY ACC STD + ILEVO	69.8	4	\$ 837.71	4	30		1134	10.0	610	8					
PLOT AVERAGE					68.5		822.2				9.9								

R E Q U I R E D I N F O	Cooperator	Lake Land College		Plot Data Release	YES	I hereby grant Bayer Crop Science, including affiliated companies and subsidiaries, assigns and dealers/retailers, the right to use the test plot data results pertaining to my fields (in whole or in part with such changes in language as do not substantially alter the meaning), the GPS coordinates for my fields, and/or any pictures, photographs or tapes taken in conjunction with said test plot data results in its publicity, promotions and advertising, including use on the Internet.													
	Address																		
	City, State, Zip	Mattoon, Illinois																	
	Phone																		
	FSR	Curtis Wise		COOPERATOR SIGNATURE AND DATE		I agree that my name, field location (including GPS coordinates), and likeness may be used in publishing test plot data results by Bayer Crop Science.										Selling Price \$12.00 per bushel			
	Plot Type	MARKET DEVELOPMENT		Dealer															
	Planting Date	5/30/2024		Tiling Type														Not Tiled	
	Planting Pop	140,000		Plot County, State														Coles County	
	Harvest Date	10/7/2024		GPS Coordinates for Plot Area			YES										agAhead@		
	Soil Texture	CLAY LOAM		Corner		Latitude													Longitude
Prev Crop	CORN-GRAIN		1st Row Front																
Tillage Type	CONVENTIONAL		Last Row Front																
Irrigated	NO		Last Row Back			YES										agAhead@			
Spatial Data	NO		1st Row Back																

Entry No.	Business Brand	Soybean Product	Traits	Seed Treatment	Bu/Acre @ 13% mst	Yield Rank	Gross Income	Income Rank	Row Width	Harvest Pop.	Harvest Weight	Harvest Moist %	Row Length	# Rows	Tst Wt. lbs/bu	Notes
1	Alloy	A41E34	E3	SOY ACC STD + ILEVO	63.6	9	\$ 763.21	9	30		1032	9.9	610	8		
2	Alloy	A40E35	E3	SOY ACC STD + ILEVO	67.9	4	\$ 815.21	4	30		1106	10.2	610	8		
3	Alloy	A39E33	E3	SOY ACC STD + ILEVO	64.9	8	\$ 778.70	8	30		1060	10.5	610	8		
4	Alloy	A38E35	E3	SOY ACC STD + ILEVO	65.6	7	\$ 786.87	7	30		1064	9.9	610	8		
5	Alloy	A36E33	E3	SOY ACC STD + ILEVO	65.9	6	\$ 790.98	6	30		1066	9.6	610	8		
6	Alloy	A34E35	E3	SOY ACC STD + ILEVO	63.5	10	\$ 761.50	10	30		1024	9.4	610	8		
7	Alloy	A33E34	E3	SOY ACC STD + ILEVO	68.7	3	\$ 823.96	3	30		1108	9.4	610	8		
8	Alloy	A32E33	E3	SOY ACC STD + ILEVO	70.7	2	\$ 847.80	2	30		1094	9.3	586	8		
9	Pioneer	P31A73E	E3	LUMIGEN SOY FI 2024	71.2	1	\$ 854.65	1	30		1060	9.5	562	8		
10	Alloy	A30E35	E3	SOY ACC STD + ILEVO	67.1	5	\$ 805.18	5	30		956	9.5	538	8		
11	Alloy	A29E35	E3	SOY ACC STD + ILEVO	63.2	11	\$ 758.05	11	30		858	9.3	514	8		
12	Alloy	A28E34	E3	SOY ACC STD + ILEVO	62.9	12	\$ 754.40	12	30		814	9.3	490	8		
PLOT AVERAGE					66.3		795.0				9.7					

PioneerTRIALS Reporting

Location Summary Report

Experiment: East KBH PKP SB Main KHD mTDE	Sales Agency: Advanced Ag Services, LLC	BP Name: Lake Land College	BP ID: 18317690
Tracking Name: OFGB24161995_0005	Trial location: Latitude: 39.41984	Longitude: -88.38505	State: IL
Crop: Soybeans	Postal Code: 61938 County: Coles		
Previous Crop: Corn	Trial Type: <input type="checkbox"/> Agronomic <input checked="" type="checkbox"/> Genetic		
Row Width (in): 30	Irrigation: <input type="checkbox"/> Full <input type="checkbox"/> Limited <input checked="" type="checkbox"/> Non-irrigated <input type="checkbox"/> Unknown		
# Rows Harvested (count): 8	Tillage: <input type="checkbox"/> Conservation <input checked="" type="checkbox"/> Conventional <input type="checkbox"/> Ridge <input type="checkbox"/> Strip <input type="checkbox"/> Mulch <input type="checkbox"/> No-Till		
Planting Date: 05/30/2024	Weighing: <input type="checkbox"/> Both <input checked="" type="checkbox"/> Weighed <input type="checkbox"/> Yield Monitor		
Harvest Date: 10/07/2024	Device:		

Comments:

Additional Location Traits:

Tile Drainage (list):	Yes
Foliar Fungicide (list):	No
Cover Crop Use (list):	No
Foliar Insecticide (list):	No

Brand	Product	Sub Product Code	Planting Rate (n/.001a)	# Rows Planted (count)	Harvested			Weighed			Test Weight (lb/bu)	Harvest Stand (n/.001a)
					Harvest Weight (lb)	Harvest Length (ft)	Harvest Width (in)	Yield (bu/a 60#)	Moisture (pot)	AGI \$/a		
1-Pioneer	P28Z30E		145	8	658	362	240	68.9	9.1	689.0	56.8	
2-Pioneer	P31Z03E		145	8	704	362	240	73.7	9.2	737.0	57.6	
3-Pioneer	P32Z91E		145	8	666	362	240	69.7	9.2	697.0	58.7	
4-Pioneer	P35Z78E		145	8	632	362	240	66.4	8.9	664.0	56.9	
5-Pioneer	P37Z06E		145	8	690	362	240	72.4	9	724.0	57.7	
6-Pioneer	P38Z63E		145	8	706	362	240	73.7	9.4	737.0	57.6	
7-Pioneer	P40Z57E		145	8	660	362	240	68.6	9.8	686.0	57.5	



Mattoon, IL - Strip Trial

2024 Yield Results



Seed Agronomist:
Max Ermat
515-203-5966

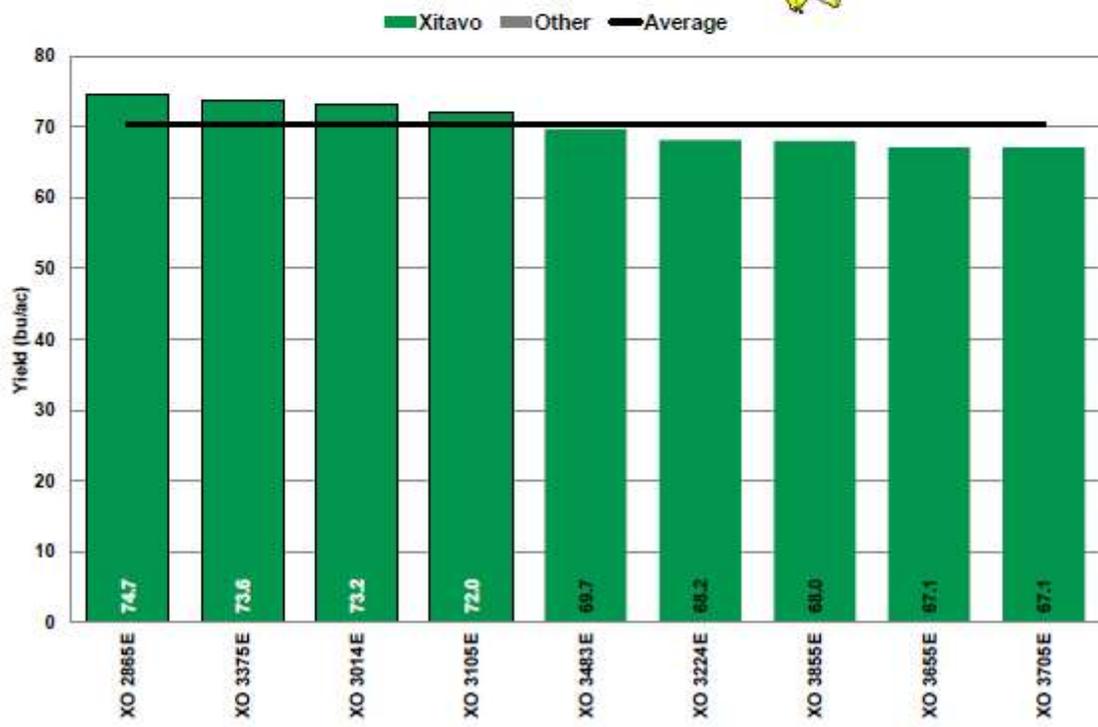
Agronomic Solutions Advisor:
Jonathan Perkins
217-994-6491
jonathan.perkins@basf.com

County: Coles Prev Crop: Corn
Planting Date: 5/31/2024 Irrigated: No
Harvest Date: 10/7/2024 Seeding Rate: 140000
Tillage: Conventional Rows/Plot: 8
Soil Texture: Silty Clay Loam Row Spacing: 30



Brand	Product	RM	Tech	Yield	% Avg
Xitavo	XO 2865E	2.8	Enlist E3	74.7	106%
Xitavo	XO 3375E	3.3	Enlist E3	73.6	105%
Xitavo	XO 3014E	3.0	Enlist E3	73.2	104%
Xitavo	XO 3105E	3.1	Enlist E3	72.0	102%
Xitavo	XO 3483E	3.4	Enlist E3	69.7	99%
Xitavo	XO 3224E	3.2	Enlist E3	68.2	97%
Xitavo	XO 3855E	3.8	Enlist E3	68.0	97%
Xitavo	XO 3655E	3.6	Enlist E3	67.1	95%
Xitavo	XO 3705E	3.7	Enlist E3	67.1	95%
Average				70.4	

Location Context:



Grower / Retailer		Lake Land College				 <p>Xitavo[®] Soybean Seed</p> <p><small>Distributed by BASF Corporation XITAVO IS A TRADEMARK OF M.S. TECHNOLOGIES, L.L.C., WEST POINT, IA</small></p> <p>BASF Rep - Nick Koebele/Jonathan Perkins</p> <p>Notes - Cooperator accidentally harvested treatments 11&12 together as 8 rows - junk data</p>							
City, State, County		Mattoon, IL, Coles											
Plot Type	Fungicide Trial	Tillage Type	No-till										
Planting Date	5/30/2024	Soil Type	Wingate Silt Loam/Xenia Silt Loam										
Harvest Date	10/7/2024	Irrigated	none										
Planting Pop	140,000	Latitude	39.4114568										
Previous Crop	Corn	Longitude	-88.389478										
Entry No.	Brand	Variety	Herb Tol Trait(s)	Treatment(s)	Notes	Row Length (ft)	Row Width (in)	# Rows	Harvest Weight	Harvest Moist %	Bu/Acre @13% mst	Yield Rank	Comments
1	Xitavo	XO 3483E	E3	Revytek		510	30	4	450	9.6	66.6	1	
2	Xitavo	XO 3483E	E3	Veltyma		510	30	4	336	9.6	49.7	10	
3	Xitavo	XO 3483E	E3	Delaro Complete		510	30	4	388	9.8	57.3	8	
4	Xitavo	XO 3483E	E3	Miravis Neo		510	30	4	418	9.9	61.6	7	
5	Xitavo	XO 3922E	E3	Revytek		510	30	4	444	10.3	65.2	3	
6	Xitavo	XO 3922E	E3	Veltyma		510	30	4	432	10.7	63.1	6	
7	Xitavo	XO 3922E	E3	Delaro Complete		510	30	4	434	10.4	63.6	5	
8	Xitavo	XO 3922E	E3	Miravis Neo		510	30	4	450	9.8	66.4	2	
9	Xitavo	XO 3224E	E3	Revytek		510	30	4	432	9.9	63.7	4	
10	Xitavo	XO 3224E	E3	Veltyma		510	30	4	370	9.9	54.5	9	
11	Xitavo	XO 3224E	E3	Delaro Complete		510	30	4	424	10.5	62.1		Taken together
12	Xitavo	XO 3224E	E3	Miravis Neo		510	30	4	424	10.5	62.1		
13													
14													
15													
16													
17													
18													
19													
20													
$\text{GRAIN YIELD} = (\text{100-moisture}) \times (\text{lbs of grain}) \times (\text{Factor}) \div (\text{row length in feet}) \div (\text{row width in inches}) \div (\text{number of rows})$						*Corn = 110.465 Beans = 100.138		PLOT AVERAGE			bu/A		
<p>I hereby grant BASF, including affiliated companies and subsidiaries, assigns and dealers/retailers, the right to use the test plot data results pertaining to my fields (in whole or in part with such changes in language as do not substantially alter the meaning) with said test plot data results in its publicity, promotions and advertising, including use on the Internet.</p>													
COOPERATOR SIGNATURE AND DATE								PLEASE CIRCLE ONE BELOW					
								<input type="checkbox"/> Yes, plot results and my field location (including GPS coordinates) may be used in publishing by BASF.			<input type="checkbox"/> I agree to publishing by BASF of my test plot data results but do not use my GPS field location coordinates.		

Spring 2025 Land Laboratory Update

Spring 2024

Late planting due to inexperience with the soils on the college farm.

Corn received a two-pass tillage system and soybeans were no-till except for plots.

Dry fertilizer and chemicals were provided and applied by Nutrien Ag Solutions at Neoga (Nicole Wentz).

Corn (100.6 acres) – planted (5/21-5-31)

Pioneer Hybrid Trial – Adam Kauffman

Dekalb Hybrid Trial – Curtis Wise

Soybeans (69.38 acres) – planted (5/28-5/30)

Pioneer Variety Trial – Adam Kauffman

Asgrow Variety Trial – Curtis Wise

BASF Variety Trial – Jonathan Perkins

BASF Fungicide Trial – Jonathan Perkins, Nick Koebel and Michael Probst

Harvest 2024

Corn – completed (10/7-10/20)

Average corn yield for College Farm – 231.76 bushel per acre

Second highest in College Farm history

Corn was sold across the scale during harvest

Soybeans – completed (10/7-10/8)

Average soybean yield for College Farm – 60.64 bushels per acre

Soybeans were sold across the scale during harvest

Fall Tillage 2024

All corn acres were soil sampled

No fertilizer or lime recommendation needed at this time

No-till inline ripper used on bean ground

Purchased a disc chisel for future lime and dry fertilizer incorporation

Spring 2025

Continue working with Adam Kaufman (Pioneer), Curtis Wise (DeKalb/Agrow) and Jonathan Perkins, now Max Ernat, (BASF) on hybrid and variety trials.

Switching the BASF Fungicide Trial to corn.

Established a corn and bean plot with Jeremy Ritchey (Channel).

Established a corn plot with Seed Life (Jon Van Dyke and Chase Trainor).

Held discussions with The Equity about a plot.

Held discussions with the Coles County USDA-NRCS office for a fall cover crop plot.

Utilize current equipment for spring tillage and planting.

Arrange a side-by-side comparison of in furrow starter vs no starter fertilizer.

Implement new technologies for increasing efficiency and productivity of the college farm.

Strip-till with banded fertilizer – received grant funding to purchase.

Training and use of drone technology for the farm and students.



MEMO

TO: Dr. Jonathan Bullock, President
 FROM: Tessa Wiles, Director of Dual Credit and Honors Experience
 DATE: April 4, 2025
 RE: All-Illinois Community College Academic Team Nominees

Each year, Lake Land College has the opportunity to nominate students for the All-Illinois Community College Academic Team to be eligible for the All-USA \$5,000 scholarships and the Coca-Cola scholarship nomination. The nominations, submitted by the Phi Theta Kappa Honors Society Advisors, are based on academic achievement, leadership skills and participation in various campus and community activities. This year our nominees include:

Transfer student nominees – Kyra Hazelton and Aubrey Hebenstreit
 CTE student nominee – Angela Shaw

Angela, a nontraditional student and mother of three from Greenup, currently works at Sarah Bush Lincoln Health Center. She is serving as the Vice President of the Alpha Theta Psi chapter of PTK Spring 2025, and will be acting President next academic year. She is pursuing nursing at Lake Land and plans to continue on to earn a Bachelor of Science in Nursing at Eastern Illinois University.

Kyra, from Effingham, is an active member of both the Honors Program and Phi Theta Kappa. She is pursuing a degree in Environmental Science with plans to graduate in Spring 2025. With a strong interest in conservation and sustainability, Kyra hopes to make a meaningful impact in the field. She also gives back to her community by volunteering at the Effingham County Humane Society.

Aubrey recently transferred mid-year to the University of Illinois Springfield, where she is pursuing a degree in the veterinary field. While at Lake Land College, she served as Vice President of Phi Theta Kappa, Treasurer of Student Government, and a student representative for the Illinois Community College Board (ICCB). Aubrey also worked as a tutor and volunteered at local veterinary clinics, reflecting her passion for both education and animal care.

On April 24th, the Director of Dual Credit and Honors Experience, Tessa Wiles, will accompany our nominees to the statewide Phi Theta Kappa banquet in Springfield at the President Abraham Lincoln Doubletree Hotel where they will be recognized for their outstanding achievements and inclusion on the All-Illinois Community College Academic Team.

I would like to recognize the achievements of these talented and outstanding student representatives at the 2025 April meeting of the Board of Trustees.

LAKE LAND COLLEGE

MEMO

TO: Members of the Lake Land College Board of Trustees, Dr. Josh Bullock, and the Members of Cabinet

FROM: Jamie Corda Hadjaoui, Dean of Enrollment & Student Success

DATE: March 28, 2025

RE: Invitation to Participate in Commencement Activities/Commencement 2025 Procedures

It gives me great pleasure to invite you to join us in celebrating the accomplishments of our graduates on **Friday, May 16, 2025**. We are excited to announce that the Admission and Records Staff, along with members of the Commencement Planning Committee, have organized a traditional Commencement Ceremony that will take place at the Lake Land College **Field House at 6:00 pm**.

We would be honored to have you participate in the following timeline of activities:

- 4:30 PM Meet in the Foundation and Alumni Center (FAC) for a pizza dinner with Faculty and Staff who are attending or assisting with Commencement
- 5:30 PM Meet in the Learning Resource Center (Library). Platform Party (including Board of Trustees Members) will get dressed in graduation robes and be ready to begin lining up at the Field House for the Commencement ceremony.
- 5:45 PM Platform Party will line up to march in for the ceremony
- 6:00 PM Platform Party will be the first to march into the Field House for the Commencement Ceremony

The platform party will wear graduation robes that will be available from the Campus Bookstore. Thank you for your ongoing support of Lake Land College and our graduates. We hope to see you at the ceremony.

Best regards,

Jamie Corda Hadajoui

LAKE LAND
COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Ike Nwosu, Vice President for Academic Services
DATE: April 7, 2025
RE: Curriculum Committee Activity

Attached is a listing of new courses and curricula as well as changes in current courses and curricula that have been approved by the Curriculum Committee from October 2024 to March 2025.

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

Attachment: Curriculum Committee Highlights

Curriculum Committee Highlights October 2024 – March 2025

Course Additions pending ICCB Approval

- AET-040 Electrical Systems I
- AET-041 Pneumatic Systems I
- AET-042 Mechanical Power Systems I
- APT-045 Total Productive Maintenance
- APT-046 Motor Control Systems I
- APT-047 Electrical System Install I
- APT-048 Electrical Sensors I
- APT-049 Ethernet Communications I
- APT-052 Motor Ctrl Troubleshooting I
- APT-053 Robot System Operations I
- APT-054 Hydraulic Systems I
- APT-055 Smart Sensor and ID Systems I
- APT-056 Smart Factory Systems I
- APT-057 Robot Systems Integration I
- APT-061 Hydraulic Maintenance I

- APT-058 Mechanical Power Systems II
- APT-059 Laser Shaft Alignment
- APT-060 Electric Motor Troubleshooting
- APT-062 Pneumatic Troubleshooting I
- APT-063 Industrial Electronic Sys I
- APT-064 Variable Frequency Drive II
- APT-065 Industrial Electronic Sys II
- APT-066 Ethernet Communications II
- APT-067 Electronics Systems Install I
- APT-068 Data Analytics I
- APT-069 Robot Systems Integration II
- APT-070 Smart Factory Systems II

- EET-084 AI and Robotics
- AETC-040 Electrical Systems I (was APTC-050)
- AETC-041 Pneumatic Systems I (was APTC-041)
- AETC-042 Mechanical Power Systems I (was APTC-042)
- APTC-045 Total Productive Maintenance
- APTC-046 Motor Control Systems I
- APTC-047 Electrical System Installation I
- APTC-048 Electrical Sensors I
- APTC-049 Ethernet Communications I
- APTC-052 Motor Control Troubleshooting I
- APTC-053 Robot System Operations I
- APTC-054 Hydraulic Systems I
- APTC-055 Smart Sensor and ID Systems I
- APTC-056 Smart Factory Systems I

- APTC-057 Robot Systems Integration I
- APTC-061 Hydraulic Maintenance I
- CADC-056 CAD I
- PLCC-051 Variable Frequency Drives
- PLCC-056 Programmable Controller Systems I
- PLCC-057 Programmable Logic Controllers II
- TECC-040 Print Reading for Industry
- TECC-043 Industrial Safety
- APTC-058 Mechanical Power Systems II
- APTC-059 Laser Shaft Alignment
- APTC-060 Electric Motor Troubleshooting
- APTC-062 Pneumatic Troubleshooting I
- APTC-063 Industrial Electronic Systems I
- APTC-064 Variable Frequency Drive II
- APTC-065 Industrial Electronic Systems II
- APTC-066 Ethernet Communications II
- APTC-067 Electronics Systems Installation I
- APTC-068 Data Analytics I
- APTC-069 Robot Systems Integration II
- APTC-070 Smart Factory Systems II
- EETC-081 Physical Computing I
- EETC-082 Physical Computing II
- EETC-083 Physical Computing III
- EETC-084 AI and Robotics
- EETC-085 STEM Projects
- PLCC-075 Human Machine Interface

- CJS-249 Crime Prevention
- CSS-150 Intro to Private Security
- CSS-151 Intro to Loss Prevention
- CSS-230 School and Campus Safety
- CSS-231 Institutional & Industrial Sec

- SFS-150 Money Management Strategies

Course Additions

- BUS-077 Payroll Accounting
- BUS-221 Financial Accounting
- BUS-222 Managerial Accounting
- CJS-089 Police Operations
- CJS-105 Crim. Justice Internship II
- CJS-106 Crim. Justice Internship III
- CJS-151 Intro to Policing
- CJS-210 Community Policing
- CJS-245 Ethics in Criminal Justice

Course Revisions

- AHE-040C Basic Nurse Assisting-Clinical

- CIS-164 Object-Oriented Programming II
- EET-081 Physical Computing
- EET-085 STEM Projects
- EMS-061 Fundamentals of Paramedicine I
- EMS-064 Paramedic Care Skills I
- EMS-071 Fundamentals of Paramedicine II
- EMS-074 Paramedic Care Skills II
- EMS-084 Paramedical Skills II
- EMS-086 Fundamentals of Paramedicine III
- CJS-104 Crim. Justice Internship I
- HIS-153 History of Non-Western Civ.
- MCS-070 ICD-10-PCS Coding
- MCS-092 Health Information and the Law
- PNC-050C Practical Nursing I Clinical
- PNC-052C Practical Nursing II Clinical
- PNC-054C Practical Nursing III Clinical
- PTA-094 Fundamentals of PTA III
- WEL-048 Shielded Metal Arc Welding II
- WEL-049 Shielded Metal Arc Welding III

Course Reactivated

- AED-022 Healthcare Skills Development

Course Withdrawal

- HUM-151 Nature in Humanities
- CJS-080 Introduction to Policing
- CJS-090 Community Policing
- CJS-091 Ethics in Criminal Justice
- CJS-153 Police Operations
- MCS-065 Adv CPT Coding and Modifiers
- SFS-102 Strategies for Money Management

- ABR-010 PROPERTY CASUALTY PRE-LICENSE PREP
- ABR-011 LIFE/HEALTH PRE-LICENSE PREP
- CBI-011 CONDUCTING PRODUCTIVE MEETINGS
- CBI-012 MICROSOFT SUITE LEVEL 1
- CBI-014 FRONTLINE PERFORMANCE MANAGEMENT
- CBI-015 ANALYTICAL MANAGEMENT SKILLS
- CBI-016 FIRST-LINE MANAGEMENT
- CBI-017 STRESS MANAGEMENT
- CBI-018 COMPUTER KEYBOARDING
- CBI-021 INTRODUCTION TO MICROSOFT WORD
- CBI-020 INTRODUCTION TO ACCESS
- CBI-022 INTRODUCTION TO MICROSOFT EXCEL 97
- CBI-025 APPLIED STATICS IN QUALITY CONTROL
- CBI-027 MANAGING CONFLICT
- CBI-028 PRINCIPLES & APPL OF QUALITY CONTROL
- CBI-029 TEAM BUILDING FACILITATOR TRAINING
- CBI-030 BUILDING EMPLOYER WORK TEAMS-PROD. I
- CBI-031 BUILDING EMPLOYER WORK TEAM-PROD. II

- CBI-033 FINANCE FOR NON-FINANCIAL MANAGERS
- CBI-034 MICROSOFT SUITE OVERVIEW LEVEL 2
- CBI-035 TOTAL QUALITY MANAGEMENT
- CBI-041 INTERMEDIATE MICROSOFT WORD
- CBI-042 INTERMEDIATE MICROSOFT EXCEL
- CBI-043 INTERMEDIATE MICROSOFT ACCESS
- CBI-044 INTRODUCTION TO THE INTERNET
- CBI-048 KEYBOARDING
- CBI-056 FRONTPAGE
- CBI-057 APPLIED STATISTICAL PROCESS CONTROL
- CBI-058 TOTAL QUALITY TRANSFORMATION
- CBI-059 STRATEGIC QUALITY PLANNING
- CBI-062 MICROSOFT PROJECT
- CBI-064 LEADERSHIP SERIES
- CBI-065 ADVANCED MICROSOFT ACCESS
- CEU-012 TECHNOLOGY FOR MANAGERS
- CEU-015 MEDICAL EMERGENCY MANAGEMENT
- CEU-016 DECISION-MAKING & GOAL-SETTING
- CEU-018 SWEATING THE SMALL STUFF AT WORK
- CEU-019 USE OF QLTY IND/LT SURVEY PROCESS
- CEU-020 MANAGING MULTIPLE PRIORITIES
- CEU-021 WALK IN MY SHOES AND REMINISCENCE
- CEU-022 SPECIAL OCCASION HAIR STYLES
- CEU-025 HUMAN RESOURCE MANAGEMENT
- CEU-026 MANAGEMENT TOOLS FOR NHA
- CEU-028 EMPLOYEE RELATIONS IN LTC
- CEU-029 LTC MARKETING AND INFECTION CONTROL
- CEU-030 SERVING TERMINALLY ILL PATIENTS
- CEU-033 LTC RULES AND REGULATIONS
- CEU-034 HEALTH AND COMMUNICATIONS
- CEU-035 MACHINE FACIALS
- CEU-036 CHAMBER OF COMMERCE LEAD SERIES
- CEU-039 COMPLAINT MGT. & EMPLOYMENT LAW
- CEU-040 INTRODUCTION TO RUGS III PPS
- CEU-041 ERBA HEAD START PRESERVICE
- CEU-044 ALZHEIMER'S DISEASE:COMPREH ANALYSIS
- CNC-010 SPECIAL TOPICS IN HEALTH CARE
- CNC-011 SPECIAL TOPICS IN BUSINESS
- CNC-012 SPECIAL TOPICS IN COMPUTER SKILLS
- CNC-013 SPECIAL TOPICS IN AGING
- CNC-014 SPECIAL TOPICS IN VISUAL ARTS
- CNC-015 SPECIAL TOPICS IN CULINARY ARTS
- CNC-016 SPECIAL TOPICS IN FINANCES
- CNC-017 SPEICAL TOPICS IN WELLNESS
- CNC-018 SPECIAL TOPICS IN FAMILY STUDIES
- CNC-019 SPECIAL TOPICS IN PHOTOGRAPHY
- CNC-020 SPECIAL TOPICS IN HEALTH
- CNC-021 SPECIAL TOPICS IN EXPLORING CAREERS
- CNC-022 SPECIAL TOPICS IN WRITING
- CNC-023 SPECIAL TOPICS IN ENERGY

- CNC-024 SPECIAL TOPICS IN EDUCATION UPDATE
- CNC-025 SPECIAL TOPICS IN FOREIGN LANGUAGE
- CNC-026 SPECIAL TOPICS IN MUSIC
- CNC-027 SPECIAL TOPICS IN SIGN LANGUAGE
- CNC-028 SPECIAL TOPICS IN SERVICE LEARNING
- CNC-029 SPECIAL TOPICS IN HEALTH CARE II
- CNC-030 SPECIAL TOPICS IN BUSINESS II
- CNC-031 SPECIAL TOPICS SERVICE LEARNING II
- CNC-032 SPECIAL TOPICS IN HUMAN RESOURCES
- CPP-010 SPECIAL TOPICS IN HEALTH CARE
- CPP-011 SPECIAL TOPICS IN BUSINESS
- CPP-012 SPECIAL TOPICS IN COMPUTER SKILLS
- CPP-016 SPECIAL TOPICS IN FINANCES
- HCS-010 RESIDENT ATTENDANT FEEDING/HYDRATION
- HCS-011 RESIDENT ATTENDANT FEEDING ONLY
- HCS-012 HEALTHCARE LEADERSHIP ACADEMY
- HCS-013 REGISTERED NURSE ORIENTATION
- HCS-014 PROFESSIONAL NURSING INSTITUTE
- HCS-015 BASIC DYSRHYTHMIA
- HCS-016 PROFESSIONAL ADMIN. IN HEALTHCARE
- HCS-017 LEADERSHIP FOR THE CHARGE NURSE
- HCS-018 CHEMOTHERAPY CERTIFICATION COURSE
- HCS-019 CRISES PHYSICAL INTERVENTION (CPI)
- HCS-021 MATERNAL ANESTHESIA RECOVERY COURSE
- HCS-024 BASIC ARRHYTHMIA
- HCS-025 ICU ADVANCED ARRHYTHMIAS
- HCS-027 FUNDAMENTALS OF SKIN/WOUND CARE MGMT
- HCS-028 PALS REFRESHER
- HCS-029 ADVANCED ACLS REFRESHER
- HCS-030 DIRECTOR OF NURSING ORIENTATION
- HCS-031 MINIMUM DATA SET
- HDI-080 TEAM LEADERSHIP
- HDI-081 BUSINESS OF DENTISTRY
- HDI-082 HUMAN RESOURCES IN DENTISTRY
- HDI-083 LEADERSHIP IN DENTISTRY
- HDI-084 DENTAL PRACTICE HISTORY & OPERATIONS
- HDI-085 DENTAL PRACTICE 101
- HDI-086 DENTAL PRACTICE 102
- HDI-087 HEALTHCARE BUSINESS TRAINING
- HHR-012 HEALTHCARE HUMAN RESOURCE WORKSHOP
- HHR-013 HEALTHCARE ADMINISTRATOR WORKSHOP
- HHR-014 SKILLS FOR THE NEW INSTRUCTOR
- HHR-015 CUSTOMER SERVICE IN HEALTHCARE
- MBI-014 EPA LEAD SAFETY CERTIFICATION
- MBI-018 INDUSTRIAL MAINTENANCE I
- MBI-019 COMMERCIAL DRIVER LICENSE TRAINING
- MBI-024 DIGITAL ELECTRONICS FOR INDUSTRY
- MBI-026 OSHA 30HR CONSTRUCTION SAFETY
- MBI-030 MFG. RELIABILITY SPECIALIST I
- MBI-031 MFG. RELIABILITY SPECIALIST II

- MBI-032 MFG. RELIABILITY SPECIALIST III
- PAT-011 INTRAVET NEW SPECIALIST
- PAT-012 PTOS MINOR
- PAT-016 HELP DESK SPECIALIST I
- PAT-017 HELP DESK SPECIALIST II
- PAT-018 HELP DESK SPECIALIST III
- PAT-025 HARDWARE NEW SPECIALIST I
- PAT-026 HARDWARE NEW SPECIALIST II
- PAT-027 HARDWARE NEW SPECIALIST III
- PAT-028 HARDWARE NEW SPECIALIST IV
- PAT-029 EAGLESOFT NEW SPECIALIST I
- PAT-030 EAGLESOFT NEW SPECIALIST II
- PAT-031 EAGLESOFT NEW SPECIALIST III
- PAT-032 EAGLESOFT NEW SPECIALIST IV
- PAT-033 EAGLESOFT NEW SPECIALIST V
- PAT-034 EAGLESOFT NEW SPECIALIST VI
- PAT-035 EAGLESOFT NEW SPECIALIST VII
- PAT-036 CEREC NEW SPECIALIST TRAINING I
- PAT-037 CEREC NEW SPECIALIST TRAINING II
- PAT-038 CEREC NEW SPECIALIST TRAINING III
- PAT-039 ESERVICES NEW SPECIALIST I
- PAT-040 ESERVICES NEW SPECIALIST II
- PAT-041 ESERVICES NEW SPECIALIST III
- PAT-042 DENTAL HARDWARE MINOR
- PAT-043 INTRAVET MINOR
- PAT-044 DIGITAL RADIOGRAPHY MINOR
- PAT-045 FIELD SYSTEMS MINOR
- PAT-046 CEREC MINOR
- PAT-047 EAGLE SOFT MINOR
- PAT-048 ESERVICES MINOR
- PAT-049 CAESY MINOR
- PAT-050 DIGITAL NEW SPECIALIST I
- PAT-051 DIGITAL NEW SPECIALIST II
- PAT-052 DIGITAL NEW SPECIALIST III
- PAT-053 DIGITAL NEW SPECIALIST IV
- PAT-054 FIRST IMPRESSION NEW SPECIALIST I
- PAT-055 FIRST IMPRESSION NEW SPECIALIST II
- PAT-056 CAESY NEW SPECIALIST I
- PAT-057 CAESY NEW SPECIALIST II
- PAT-058 CAESY NEW SPECIALIST III
- PAT-059 INTRA VET NEW SPECIALIST
- PTC-010 DIGITAL SPECIALIST I
- PTC-011 DIGITAL SPECIALIST II
- PTC-012 DIGITAL SPECIALIST III
- PTC-013 DIGITAL SPECIALIST IV
- PTC-014 DIGITAL SPECIALIST VI
- QMI-010 SPECIAL TOPICS IN PROBLEM SOLVING
- QMI-011 5-S WORKSHOP
- QMI-012 MAINTENANCE PLANNING AND SCHEDULING
- QMI-014 RELIABLE EQUIPMENT DESIGN

- QMI-015 RELIABLE CAPACITY STRATEGIC PLAN
- QMI-016 CRITICAL EQUIPMENT CARE(CEC)WORKSHOP
- QMI-017 LEADING EQUIPMENT CARE TEAMS
- QMI-020 BUILD AND SUSTAIN TECHNICAL SKILLS
- SBI-016 TIME MANAGEMENT
- SBI-022 PROJECT MANAGEMENT
- TBI-010 PRACTICAL ELECTRICITY
- TBI-011 APPLIED INDUSTRIAL ELECTRICITY
- TBI-014 BASIC ALTERNATING CURRENT SYSTEMS
- TBI-015 ADVANCED INDUST. ELECTRICAL SYSTEMS
- TBI-016 PLC TROUBLESHOOTING
- TBI-017 PLC PROGRAMMING I
- TBI-020 TEST EQUIPMENT USE
- TBI-021 SERVICING ELECTRICAL MOTORS
- TBI-023 MAINTAINING FLUID POWER SYSTEMS
- TBI-024 PROGRAMMABLE CONTROLLERS
- TBI-025 GEOMETRIC TOLERANCING
- TBI-026 BASIC ELECTRICAL METER APPLICATIONS
- TBI-027 RESIDENTIAL WEATHERIZATION
- TBI-028 INTRODUCTORY ELECTRONICS
- TBI-029 ELECTRICAL THEORY & TROUBLESHOOTING
- TBI-033 BASIC C.N.C. MACHINING
- TBI-039 BASIC MECHANICS FOR INDUSTRY
- WBI-011 MICROSOFT EXCEL
- WBI-012 INTERMEDIATE MICROSOFT EXCEL
- WBI-020 LEADERSHIP SERIES
- WBI-021 EMPLOYEE ORIENTATION
- WEL-063 ADVANCED WELDING

Program Additions

- CRT.AS1 Automation Specialist I
- CRT.AS2 Automation Specialist II
- CRT.CSS Criminology Security Studies
- AAS.HSP Human Services-Substance Abuse Concentration

Program Revisions

- AAS.ACC Accounting Technology
- AAS.DPGD IT-Graphic Design
- AAS.ITPRO IT-Programming
- AAS.ITWEB IT-Web Design
- AAS.MGT-Management
- AAS.MKTG-Marketing
- AAS.HIMC Medical Coding & Health Information
- AAS.PS – Paramedical Services-Special Admissions Courses
- AA.MATH Mathematics

- AES.ENGR Associate in Engineering Science
- AS.PENG Pre-Engineering
- CRT.ACC Accounting
- CRT.ITDG IT-Computer Game Development
- CRT.ITPROG IT-Programming
- CRT.ITWEB IT-Web Design
- CRT.MCS Medical Coding Specialist
- CRT.PS – Paramedical Services-Special Admissions Courses

- NDP.LEO Law Enforcement Operations

Programs Placed on Hold

- AAS.ITNET
- CRT.ITDMS

Calendar of Events

Thursday, April 10, 2025	Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, April 14, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, April 24, 2025	12 p.m. – 4 p.m. – Special Board Meeting: Lunch & Retreat for Strategic Discussions and Effective Board Governance Training
Friday, April 25, 2025	50 th Anniversary of WLKL Radio Celebration and Luncheon 11:30 a.m. – 1 p.m. Foundation and Alumni Center
Monday and Tuesday, April 28-29, 2025	Higher Learning Commission (HLC) Site Visit
Thursday, May 8, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, May 12, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Friday, May 16, 2025	6 p.m. – Commencement Field House
Thursday, June 5, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, June 9, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, July 10, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, July 14, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Wednesday, July 30, 2025	3- 7 p.m. – Lake Land College Effingham Technology Center Grand Opening ETC – Effingham, IL

Thursday, August 14, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, August 18, 2025	5 p.m. – Board Dinner – Effingham Technology Center, Effingham, IL 6 p.m. – Board Meeting – Effingham Technology Center, Effingham, IL
Thursday, September 4, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, September 8, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 9, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, October 13, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, November 6, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, November 10, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 4, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, December 8, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011



MEMO

TO: Dr. Josh Bullock, President

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

DATE: April 7, 2025

RE: February FY25 Financial Statement Summary

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

February - Noteworthy Events Impacting Results

- Excess Revenue over Expenditures – We finished February unfavorable by \$103K against budget. Compared to February 2024, our YTD actual revenue over expenditures increased by \$36K.
- Revenue – Revenue for February was unfavorable by \$357K against budget. YTD we are currently unfavorable by \$361K against budget. Our 2024 YTD variance budget was \$88K. The performance difference of \$273K is related to credit hour grant payments. The CPPRT payments are still running unfavorable by \$381K.
- Expenditures – Expenditures for February finished favorable by \$254K. By comparison, YTD expenditures are running \$658K below 2024's run rate. With 67% of the fiscal year behind us, we continue to trend well financially but we'll see an increase in expenditures with the recent approvals of prudent one-time budget expenditures. The one-time approved expenditures are required to be in house no later than mid-June to ensure fiscal year 2025 inclusion.

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

	February		YTD	
	Actual V. Budget		Actual V. Budget	
Total Revenue	(\$357,088)	●	(\$361,301)	●
Local Services	(\$122,244)	●	(\$294,311)	●
ICCB Credit Hour Grant	(\$126,016)	●	(\$342,555)	●
ICCB Equalization Grant	(\$0)	●	(\$0)	●
Other State Sources	(\$12,277)	●	(\$101,685)	●
Tuition & Fees	(\$109,656)	●	\$160,569	●
Other Revenue	\$13,105	●	\$205,582	●
Total Expenditures	\$253,790	●	\$4,578,580	●
Salaries & Wages	\$129,952	●	\$1,132,881	●
Employee Benefits (overall)	(\$14,241)	●	\$39,828	●
Instructional	\$42,765	●	\$1,179,228	●
Academic Support	\$5,456	●	\$248,308	●
Student Services	\$6,593	●	\$321,407	●
Public Service/Continuing Education	\$30,932	●	\$272,268	●
Operations & Maintenance	\$27,255	●	\$670,268	●
Institutional Support	\$141,437	●	\$2,443,043	●

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

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY24 Final Audited Numbers	FY25 Annual Budget
Revenues:										
2,234	124,478	(122,244)	Local Sources	11,651,667	11,945,978	(294,311)	-2.46%	11,264,778	11,748,084	12,255,978
139,219	265,235	(126,016)	ICCB Credit Hour Grant	2,722,928	3,065,483	(342,555)	-11.17%	3,530,156	4,911,960	4,440,957
574,383	574,383	(0)	ICCB Equalization Grant	4,595,067	4,595,067	(0)	0.00%	4,702,887	7,054,330	6,892,600
38,343	50,620	(12,277)	Other State Sources	864,080	965,765	(101,685)	-10.53%	851,710	1,020,389	1,272,246
(9,293)	38,478	(47,770)	Tuition	8,054,936	8,116,320	(61,383)	-0.76%	7,952,354	7,871,510	8,186,225
58,122	120,008	(61,886)	Fees	3,880,507	3,658,554	221,952	6.07%	3,817,869	4,001,134	1,685,452
127,916	114,811	13,105	Other Revenue	1,292,888	1,087,306	205,582	18.91%	1,574,706	2,139,472	3,915,729
-	-	-	Gift in Kind	11,100	-	11,100	0.00%	-	227,623	-
930,925	1,288,014	(357,088)	Total Revenues	33,073,172	33,434,473	(361,301)	-1.08%	33,694,460	38,974,502	38,649,687
Expenditures:										
Instructional										
873,591	954,994	81,402	Salary and Wages	7,488,888	7,935,447	446,559	5.63%	7,559,905	11,590,569	10,660,542
191,202	174,673	(16,529)	Employee Benefits	1,480,663	1,514,243	33,580	2.22%	1,436,662	2,186,614	2,433,060
80,665	142,624	61,959	Contractual Services	193,348	471,264	277,916	58.97%	174,678	448,616	669,937
116,045	23,578	(92,467)	General Materials and Supplies	500,369	790,021	289,652	36.66%	561,225	758,016	875,650
5,568	8,948	3,380	Travel and Meeting Expenses	51,751	128,889	77,138	59.85%	41,454	84,029	177,139
19,650	25,200	5,550	Fixed Charges	37,063	83,650	46,587	0.00%	25,437	55,410	99,375
531	-	(531)	Capital Outlay	7,838	26,735	18,897	70.68%	117,626	139,191	31,735
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	11,100	-	(11,100)	0.00%	-	-	-
1,287,252	1,330,017	42,765	Total Instructional	9,771,022	10,950,249	1,179,228	10.77%	9,916,986	15,262,445	14,947,438
Academic Support										
61,677	54,905	(6,772)	Salary and Wages	501,060	494,240	(6,820)	-1.38%	419,173	667,665	526,799
18,296	16,721	(1,574)	Employee Benefits	135,240	129,007	(6,233)	-4.83%	98,564	155,882	4,776
-	-	-	Contractual Services	-	-	-	0.00%	-	-	-
2,694	9,862	7,169	General Materials and Supplies	196,571	447,662	251,091	56.09%	186,770	211,727	458,500
1,067	7,700	6,633	Travel and Meeting Expenses	18,730	29,000	10,270	35.41%	19,075	35,588	13,500
-	-	-	Fixed Charges	-	-	-	0.00%	-	-	-
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	-	-	-	0.00%	-	-	-
83,733	89,188	5,456	Total Academic Support	851,601	1,099,909	248,308	22.58%	723,581	1,070,862	1,003,575
Student Services										
192,240	200,412	8,172	Salary and Wages	1,509,438	1,701,620	192,182	11.29%	1,377,911	2,144,939	2,702,692
62,395	60,620	(1,775)	Employee Benefits	455,254	470,850	15,597	3.31%	339,564	546,565	514,830
-	-	-	Contractual Services	11,297	13,477	2,180	16.18%	11,056	10,906	13,477
5,568	5,925	357	General Materials and Supplies	66,422	125,387	58,965	47.03%	58,793	107,167	176,604
3,411	3,250	(161)	Travel and Meeting Expenses	49,217	101,700	52,483	51.61%	61,730	99,089	104,435
-	-	-	Fixed Charges	-	-	-	0.00%	-	-	15,000
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Other Expenditures	7,500	7,500	-	100.00%	7,500	14,850	-
263,614	270,207	6,593	Total Student Services	2,099,128	2,420,534	321,407	13.28%	1,856,553	2,923,515	3,527,038
Public Service/Cont Ed										
40,934	54,372	13,438	Salary and Wages	321,045	462,163	141,118	30.53%	298,498	472,854	706,838
8,298	6,823	(1,475)	Employee Benefits	59,147	52,644	(6,502)	-12.35%	53,251	56,217	79,937
5,332	4,000	(1,332)	Contractual Services	20,689	43,800	23,111	52.76%	23,243	64,382	68,000
(3,327)	12,350	15,677	General Materials and Supplies	53,427	147,807	94,380	63.85%	69,096	108,832	223,239
861	5,392	4,531	Travel and Meeting Expenses	15,769	34,511	18,742	54.31%	14,557	20,631	47,404
8,654	8,748	93	Fixed Charges	82,428	83,780	1,352	1.61%	69,457	104,500	119,290
-	-	-	Capital Outlay	14,933	15,000	67	100.00%	13,195	17,571	15,000
-	-	-	Other	-	-	-	0.00%	301	-	-
-	-	-	GIK	-	-	-	0.00%	-	-	-
60,753	91,685	30,932	Total Public Service/ Cont Ed	567,438	839,705	272,268	32.42%	541,599	844,987	1,259,708
Operations & Maintenance										
84,492	104,756	20,264	Salary and Wages	748,205	1,059,807	311,602	29.40%	758,977	1,180,744	1,654,418
30,247	40,275	10,029	Employee Benefits	237,044	310,732	73,688	23.71%	256,955	384,727	471,834
9,854	9,888	34	Contractual Services	384,698	301,475	(83,223)	-27.61%	533,060	502,268	388,827
17,535	2,500	(15,035)	General Materials and Supplies	186,555	195,750	9,195	4.70%	204,367	314,848	252,000
-	-	-	Travel and Meeting Expenses	257	7,040	6,783	96.35%	-	501	7,290
1,100	750	(350)	Fixed Charges	15,234	11,000	(4,234)	-38.49%	15,042	122,282	104,000
126,993	134,194	7,201	Utilities	888,335	1,194,899	306,564	25.66%	922,873	1,413,447	1,764,078
-	-	-	Capital Outlay	174,917	183,915	8,998	100.00%	-	10,800	-
-	5,112	5,112	Contingency Funds	-	40,896	40,896	100.00%	600	820	245,259
-	-	-	GIK	-	-	-	0.00%	-	-	-
270,220	297,476	27,255	Total Operation and Maint	2,635,246	3,305,515	670,268	20.28%	2,691,875	3,930,438	4,887,706
Institutional Support										
298,372	311,819	13,447	Salary and Wages	2,601,584	2,649,824	48,241	1.82%	2,137,390	4,127,416	4,039,579
97,512	94,595	(2,917)	Employee Benefits	800,219	729,918	(70,301)	-9.63%	786,098	1,104,149	1,113,707
101,547	69,330	(32,216)	Contractual Services	898,508	1,347,271	448,763	33.31%	1,017,223	1,602,266	1,612,503
26,470	111,725	85,256	General Materials and Supplies	672,437	1,406,765	734,327	52.20%	678,638	999,183	1,935,520
14,058	7,820	(6,238)	Travel and Meeting Expenses	89,758	201,178	111,419	55.38%	96,397	146,392	272,059
408	1,825	1,417	Fixed Charges	14,191	186,604	172,413	92.40%	13,319	15,940	194,004
-	-	-	Capital Outlay	95,449	162,250	66,801	100.00%	817,543	728,741	263,450
3,398	13,875	10,477	Contingency Funds	359,597	648,580	288,983	44.56%	744,920	1,661,929	591,061
453,323	547,336	94,013	Other	453,323	799,586	346,263	100.00%	605,876	564,066	49,175
21,801	-	(21,801)	Strategic Initiatives	103,867	400,000	296,133	100.00%	79,912	367,958	-
-	-	-	One Time Budget Requests	-	-	-	0.00%	-	-	-
-	-	-	GIK	-	-	-	0.00%	-	-	-
1,016,888	1,158,325	141,437	Total Institutional Support	6,088,933	8,531,976	2,443,043	28.63%	6,977,317	11,318,039	10,071,058
648	-	(648)	Scholarships, grants, waivers	555,941	-	(555,941)	100.00%	519,160	553,838	1,287,566
2,983,108	3,236,898	253,790	Total Expenditures	22,569,308	27,147,888	4,578,580	16.87%	23,227,071	35,904,124	36,984,089
(2,052,182)	(1,948,884)	(103,298)	Revenue Less Expenditures	10,503,864	6,286,585	4,217,279	67.08%	10,467,389	3,070,378	1,665,598
-	-	-	Transfers Out:	-	-	-	0.00%	-	2,047,014	1,665,598
(2,052,182)	(1,948,884)	(103,298)	Excess of Revenues over Expenditures & Transfers	10,503,864	6,286,585	4,217,279	67.08%	10,467,389	1,023,364	-

Current Month	Current Month	Variance		Current YTD	Current YTD	Current YTD
	Budget			Actual	Budget	Budget Variance
1,551,305.33	1,681,256.97	129,951.64	Salary and Wages	13,170,219.87	14,303,101.22	1,132,881.35
407,948.68	393,707.74	(14,240.94)	Employee Benefits	3,167,567.30	3,207,395.62	39,828.32
197,397.55	225,842.20	28,444.65	Contractual Services	1,508,539.47	2,177,286.55	668,747.08
164,984.91	165,941.00	956.09	General Materials and Supplies	1,675,781.26	3,113,391.65	1,437,610.39
24,965.00	33,110.33	8,145.33	Travel and Meeting Expenses	225,483.80	502,317.65	276,833.85
29,812.39	36,522.50	6,710.11	Fixed Charges	148,915.96	365,033.91	216,117.95
126,993.33	134,194.27	7,200.94	Utilities	888,335.10	1,194,899.47	306,564.37
530.93	-	(530.93)	Capital Outlay	293,137.37	387,900.00	94,762.63
3,397.69	18,987.00	15,589.31	Contingency Funds	359,596.99	689,476.00	329,879.01
475,771.72	547,336.00	71,564.28	Other Expenditures	1,131,730.58	1,207,086.00	75,355.42
2,983,107.53	3,236,898.01	253,790.48	Total	22,569,307.70	27,147,888.07	4,578,580.37

Lake Land College

FY2025 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2024 Budgeted
	Actual	Budgeted	Variance	
Salary and Wages - Instructional	\$7,488,888	\$7,935,447	\$446,559	\$10,660,542
Salary and Wages - Acad. Support	\$501,060	\$494,240	(\$6,820)	\$526,799
Salary and Wages - Stud. Svcs	\$1,509,438	\$1,701,620	\$192,182	\$2,702,692
Salary and Wages - Public Svc.	\$321,045	\$462,163	\$141,118	\$706,838
Salary and Wages - Maintenance	\$748,205	\$1,059,807	\$311,602	\$1,654,418
Salary and Wages - Inst. Support	\$2,601,584	\$2,649,824	\$48,241	\$4,039,579
Total Salary and Wages	\$13,170,220	\$14,303,101	\$1,132,881	\$20,290,868

Employee Benefits	Year to Date			FY2024 Budgeted
	Actual	Budgeted	Variance	
Employee Benefits - Instructional	\$1,480,663	\$1,514,243	\$33,580	\$2,433,060
Employee Benefits - Acad. Support	\$135,240	\$129,007	(\$6,233)	\$4,776
Employee Benefits - Stud. Svcs	\$455,254	\$470,850	\$15,597	\$514,830
Employee Benefits - Public Svc.	\$59,147	\$52,644	(\$6,502)	\$79,937
Employee Benefits - Maintenance	\$237,044	\$310,732	\$73,688	\$471,834
Employee Benefits - Inst. Support	\$800,219	\$729,918	(\$70,301)	\$1,113,707
Total Employee Benefits	\$3,167,567	\$3,207,396	\$39,828	\$4,618,144

LAKE LAND COLLEGE

MEMO

TO: Jean Anne Highland, Chief of Staff

FROM: Lisa Shumard-Shelton, Director of Student Life

DATE: April 1, 2025

RE: Student Trustee and Student Government Sophomore Elections 2025

The Elections for Student Trustee and Sophomore Student Government Association were held on Wednesday, March 26 and Thursday, March 27. The students were informed about the elections through fliers, posters, Laker HUB, social media, Canvas and in classrooms. Student Activity Board collaborated with SGA to hold an election promotional event on campus and at Kluthe. The application and petition process were advertised and processed through the Laker HUB. Students were allowed to vote for up to five candidates for sophomore SGA and one student for Student Trustee. Eleven students ran for the nine positions available on the board, and three ran for Student Trustee. Those elected are indicated. An estimated 160 students cast votes in the election. The following are the results of the elections. *Indicates a position on the respective board.

Spring 2025 Election Results		
Student Trustee		
Name	Write-in	Votes
Jay Bliler* (Student Trustee)	No	115
Abigail Warman*	No	25
Nathaniel Carlin*	No	18
SGA Nominees		
Name	Write-in	Votes
Jay Bliler* (elected as Student Trustee)	No	91
Allison Meese* (Sophomore Delegate)	No	74
Aubrey Danielle Killey (Sophomore Delegate)	No	66
Addison Urbanski* (Sophomore Delegate)	No	65
Rylee Robb* (Sophomore Delegate)	No	52
Kailyn Tracy* (Sophomore Delegate)	No	48
Jasmine Gast* (Sophomore Delegate)	No	44
Megan Elizabeth Mollett* (Sophomore Delegate)	No	39
Nathaniel Carlin* (Sophomore Delegate)	No	37
Abigail Warman* (Sophomore Delegate)	No	36
Angela Shaw	No	23
NA	Yes	2
drew damery	Yes	1


Lisa Shumard-Shelton
Director of Student Life


Kaylee Blackford
SGA President


Abbie Kelly
Student Trustee

LAKE LAND COLLEGE

MEMO

TO: Jean Anne Highland (Chief of Staff),
 FROM: Lisa Shumard-Shelton, Director of Student Life
 CC: Dr. Josh Bullock (President), Lake Land College Board of Trustees
 DATE: April 2, 2025
 RE: SGA Request for Board of Trustees Approval of 3 New Clubs

The Judicial Committee and the full board of the Lake Land College Student Government Association (SGA) have approved the completed constitutions of three new proposed clubs for Lake Land College students. These clubs are open to any current Lake Land College student who wishes to join. The proposed clubs are as follows:

1. Lake Land College Psychology Club
 The purpose of this club is to promote interest in the field of psychology and to provide academic and career resources for students, faculty, and professionals in the field.
Advisor: Andy Gaines
2. Lake Land College Creative Arts Club
 The purpose of this club is to encourage higher academic standards and foster a sense of community among Lake Land College students interested in the arts. Activities may include, but are not limited to, art exhibits, talent shows, speeches, workshops, showcases, and more. This club will replace the Swiftie Nation Club, Art Club, and Theater Club.
Advisors: Andy Cougill, Ben Cohen, and Tanille Ulm
3. Lake Land College Motorsports and Fabrication Club
 This club is for students who wish to explore the field beyond the classroom through field trips and learning about relevant technologies. Students will be encouraged to learn in a safe environment, network, and develop their skills together. This club will replace the Welding Club and Auto Club.
Advisors: Brian Madlem, James Crowder, and Andy Cougill

The proposed club constitutions are attached to this memo. They were reviewed by the Judicial Committee of SGA as well as the full board on March 26 and April 8, 2025.

We respectfully request that the Board of Trustees approve these clubs as presented so that they may be officially added to the roster of approved clubs through the Student Life Office.

Thank you.

Lake Land College Psychology Student Club Constitution

Article I: Name

The name of this organization shall be the **Lake Land College Psychology Club** (hereafter referred to as "the Club").

Article II: Purpose

The purpose of the Club is to:

1. Promote interest in the field of psychology.
2. Provide academic and career resources for students interested in psychology.
3. Facilitate networking opportunities among students, faculty, and professionals in psychology-related fields.
4. Organize events, guest lectures, and community service projects related to psychology.
5. Foster a sense of community among students interested in psychology.

Article III: Membership

1. Membership is open to all currently enrolled students at Lake Land College with an interest in psychology.
2. Members must attend at least two meetings per semester to maintain active status.
3. Members shall adhere to the college's policies and ethical guidelines.
4. Membership dues shall be \$5.00 and will be collected as outlined in Article IX.
5. In the event that the dues create a hardship, the club and faculty advisor shall provide a sponsored membership. No student shall be denied membership due to hardships pertaining to membership dues.

Article IV: Officers and Duties

The officers of the Club shall be:

1. **President:** Presides over meetings and creates agendas, represents the Club, and oversees Club activities.
2. **Vice President:** Assists the President and assumes duties in their absence.
3. **Secretary:** Records meeting minutes and maintains Club records.
4. **Treasurer:** Manages Club funds and assists with financial transactions.

Article V: Elections and Terms of Office

1. Elections shall be held at the end of each academic year for the following year's officers.
2. A majority vote of active members present is required for election.
3. Officers shall serve a one-year term and may be re-elected.
4. If an officer resigns or is removed, a special election will be held to fill the position for the remainder of that term.

Article VI: Meetings

1. Regular meetings shall be held at least twice a month during the academic year.
2. A quorum shall consist of a majority of active members.
3. Special meetings may be called by the President or a majority of officers.

Article VII: Committees

1. The Club may establish committees as needed to support its activities.
2. Committees shall be led by appointed members and overseen by an officer.

Article VIII: Faculty Advisor

1. The Club shall have a Faculty Advisor who is a Lake Land College faculty member.
2. The Faculty Advisor shall provide guidance, support, and oversight for the Club's activities.
3. The Faculty Advisor shall attend meetings when possible and serve as a liaison between the Club and the college administration.
4. The Faculty Advisor shall be selected by a majority vote of the Club officers and must be approved by the college administration.

Article IX: Finances

1. Membership dues shall be collected at the time of initial membership and the initial meeting of the fall semester thereafter.
2. All funds shall be used to support Club activities, which must be approved by the Treasurer and President.
3. Financial records shall be maintained and available to members upon request.
4. Fundraising might be conducted.

Article X: Meeting Procedures

1. The Club shall conduct meetings using an **Informal Consensus with a Chairperson** approach to ensure fairness and efficiency.
2. The President shall facilitate discussions, keep the meeting on track, and ensure all voices are heard.
3. Members will discuss topics outlined in the agenda, and the group will work toward consensus.
4. If agreement cannot be reached after reasonable discussion, the President may call for a simple majority vote to decide and move on.
5. The Secretary shall ensure meeting minutes accurately reflect discussions, key points, and decisions.

Article XI: Amendments

1. Proposed amendments to this constitution must be submitted in writing to the officers.
2. Amendments require a two-thirds majority vote of active members present at a meeting.
3. Approved amendments shall take effect immediately unless otherwise specified.

Article XII: Dissolution

1. The Club may be dissolved by a two-thirds majority vote of active members.
2. Any remaining funds shall be donated to a charitable organization related to psychology, as determined by the members.

Adoption and Ratification

This constitution shall be effective upon approval by a majority vote of the Club's founding members.

Constitution and Bylaws of the Lake Land College Motorsports & Fabrication Club

Article I: Name

The name of this organization shall be **Lake Land College Motorsports & Fabrication Club.**

Article II: Purpose/Objectives

The purpose of this organization is to enrich the educational experience of Lake Land College Students by:

- A. Creating opportunities for students to explore the field beyond the classroom.
- B. Promoting goodwill between the faculty and students.
- C. Providing a means of: equal opportunity for each student to express their opinion.
- D. Going on field trips associated with relevant technologies.
- E. Encouraging cooperation between fellow students.
- F. Promoting safety and professionalism to members and fellow students.
- G. Promoting the general welfare of the school and community.
- H. Providing relevant social activities for members of the club.
- I. Having knowledgeable persons give talks or demonstrations on relevant subjects.

Article III: Source of Power

The powers exercised by this organization are delegated by the President of Lake Land College. The President of Lake Land College shall reserve the power to veto any measure proposed by this organization.

Article IV: Membership

- Section 1. Membership shall be open to any Lake Land College student.
- Section 2. Membership is open to all Lake Land College alumni in good standing with the club and who are current on club dues. Alumni members shall be entitled to participate in club activities.
- Section 3. Honorary membership may be awarded to various persons at the club's discretion by an election with the majority of members present.

Article V: Meetings

- Section 1. The club shall hold its regular meeting every month during the academic year on dates designated by the Executive Board to ensure maximum attendance.
- Section 2. Due and timely notice shall be given to members as to times and places of regular and special meetings.
- Section 3. Special meetings may be called by the President, the Advisors, or a majority of members.
- Section 4. Quorum: A majority of student members shall be necessary to call meetings.

Article VI: Dues and Finances

- Section 1. Dues shall be a minimum of \$5.00 per semester.
- Section 2. The club may review and adjust the amount at the beginning of each year, depending on need. A majority vote of the membership shall pass any adjustment to the amount.
- Section 3. Each member shall pay dues at the second scheduled club meeting of the fall semester and the second scheduled meeting of the spring semester.

Article VII: Amendments

All amendments to this constitution or by-laws shall be presented in writing, read, and voted on at a regular meeting. Two-thirds of the members present must be in favor for it to pass.

Bylaws

Article I: Proxy and Write-in Votes

- Section 1. No proxy voters will be allowed on any matter.
- Section 2. No write-in votes will be accepted.

Article II: Nominations and Elections:

- Section 1. Prior to each election, nominations may be made from the floor, and/or the Executive Board shall nominate a slate of officers.
- Section 2. A nominating committee and advisors may also prepare a slate of candidates.
- Section 3. Voting shall be done by secret ballot.
- Section 4. Officers shall be elected into office by ballot by the second regular meeting of the fall semester by the members.
- Section 5. The person receiving the majority of the votes shall be entitled to assume the office to which they are elected immediately.

Article III: Organization

- Section 1. All grievances brought before the club shall be taken to the executive committee.
- Section 2. All committees shall be appointed by the President or Executive Committee.
- Section 3. All students who qualify for membership shall be installed as members at an appropriate time designated by the members.

Article IV: Officers

- Section 1. The officers of the club shall be: President, Vice President, Secretary, and Treasurer.
- Section 2. The term of office for all officers shall be two semesters
- Section 3. All officers shall be elected into office by ballot.
- Section 4. Any vacancy shall be filled by appointment of the Executive board at the first business meeting after such vacancy occurs, and the successor shall assume the duties of the officer immediately upon appointment.

- Section 5. The President shall preside over at all formal meetings, enforce a rigid observance of the constitution and bylaws, see that officers and chairmen perform their official duties, and in general, supervise all affairs of the club.
- Section 6. The Vice President shall assume the duties and responsibilities of the President in his/her absence, and shall also be ex-officio member of all committees of this club.
- Section 7. The Secretary shall keep minutes of all meetings, issue all orders and notices required, conduct all correspondence of the club, and keep a permanent record of the current and new members.
- Section 8. The Treasurer shall receive all money dues for the club, keep an accurate account of all finances of the club, collect all dues and assessments, and pay all orders as needed.

Section V: Executive Council/Board

- Section 1. The Executive Board shall consist of all officers of the club. All advisors may be ex-officio members of the Executive Board.
- Section 2. The duties of the Executive Board are to create and approve any standing or special committees deemed necessary. Recommendations shall be made by the general membership to the Executive Board.

Section VI: Advisor Duties

Club Advisors shall act in an advisory position to promote the success of the Club by following the responsibilities outlined in the Club Handbook.

Section VII: Penalties

Any member, including officers, who tend to disrupt the objectives and/or the execution of the program shall be asked to voluntarily resign from the club or the executive committee. Issue of such penalty shall be voted on by the executive council. Avoidable absence and/or failure to pay dues are also grounds for suspension or removal from the executive committee or club.

Section VIII: Method for Conducting Meetings

Robert's Rules of Order, newest edition, will be used for conducting all meetings.

4/8/2025

Constitution and Bylaws of the Lake Land College Creative Arts Club

Article I: Name

Section 1. The name of this club shall be **The Creative Arts Club (CAC)**

Article II: Purpose

- Section 1. To encourage higher academic standards and foster a deeper sense of community to Lake Land students and additional members of the CAC.
- Section 2. To promote good will between faculty and students.
- Section 3. To provide a means of equal opportunity for each student to express their opinion (all opinions shall be heard and, when required debated respectfully).
- Section 4. To participate in field trips associated with the arts.
- Section 5. To promote the arts in the Lake Land community and abroad.
- Section 6. To develop intellectual exchange between students on a social, technical and conceptual level concerning art and their interest/education within the arts.
- Section 7. To provide social activities for members of the club.
- Section 8. To organize, curate, and exhibit artwork from members of the club and from visiting artists/groups.
- Section 9. To have knowledgeable persons speak and/or demonstrate techniques in the arts. Including, but not limited to; talent shows, speeches, workshops, showcases, concerts, performances of various types and genres, etc..

Article III: Membership

- Section 1. Membership shall consist of at least ten currently enrolled students at Lake Land College.
- Section 2. Honorary membership shall be awarded to various persons at the discretion of the club by an election with the majority members present.

Article IV: Quorum Requirements

- Section 1. Quorum—a majority of members to call meetings shall be 50% of total membership plus one member.
- Section 2. Special meetings may called by the President, the advisors, or a majority of the members.

Article V: Officers

- Section 1. The officers for the CAC shall be President, Vice President, Secretary, Treasurer and Publicity Officer.
- Section 2. The term of office for all officers shall be two consecutive semesters.
- Section 3. All officers shall be elected into office by ballot at the first regular meeting of the fall semester by the members.
- Section 4. Any vacancy shall be filled by appointment of the Executive Board at the first business meeting after such vacancy occurs, and the successor shall assume the duties of the officer immediately upon election.

Article VI: Executive Board

- Section 1. Executive Board will consist of all officers of the Club. All faculty advisors may be ex-officio members of the Executive Board.
- Section 2. The duties of the Executive Board are to create and approve any standing or special committees deemed necessary. Recommendations shall be made by the general membership to the Executive Board.
- Section 3. The President shall preside at all meetings of the Executive Board, enforce a rigid observance of the constitution and the bylaws, see that officers and chairmen perform their official duties, and in general, supervise all affairs of the Club.
- Section 4. The Vice-President shall assume the duties and the responsibilities of the President in his/her absence, and shall also be ex-officio member of all committees of this club.
- Section 5. The Secretary shall keep minutes of all meetings, issue all orders and notices required, conduct all correspondence of the club, and keep a permanent record of attendance of current and new members.
- Section 6. The Treasurer shall receive all money dues for the club, keep an accurate account of all finances of the club, collect all dues and assessments, and pay all orders as needed.
- Section 7. The Publicity Officer shall publicize via all possible means the activities of the club and will keep a detailed chronological record supplemented by suitable photographs of the club.

Article VII: Dues and Finances

- Section 1. Each member shall pay dues of \$6.00 by the second scheduled club meeting of the fall semester and the second scheduled meeting of the spring semester.

Article VIII: Fundraising

- Section 1. Fundraising activities will occur throughout the year and shall be voted upon by the general membership. The general membership shall decide when activities will take place and where the proceeds will be directed.

Article IX: Method for Conducting Meetings

- Section 1. Robert's Rules of Order, newest edition, will be used for conducting all meetings.

Article X: Methods for Amending the Constitution

- Section 1. All amendments to this Constitution shall be presented in writing, read and voted on at a regular meeting. Two thirds of the members must be present to make such an amendment. The amendment will require a 2/3 majority to pass.

Article XI: Advisor Duties

- Section 1. Club Advisors shall act in an advisory position to promote the success of the club by following the responsibilities outlined in the Club Handbook.

Article XII. Standing Committees

- Section 1. Standing committees will be appointed by the Executive Board upon recommendation by the general membership.

BYLAWS

- Article I:** The club shall hold its regular meeting every month during the academic year on the dates designated by the Executive Board.
- Article II:** Special business or program meetings may be called at any reasonable time by the Executive Board.
- Article III:** Regular meetings shall consist of a program open to all club members.
- Article IV:** No proxy voters will be allowed on any matter.
- Article V:** Only members will be allowed to vote.
- Article VI:** Prior to each election, nominations may be made from the floor and/or the Executive Board shall nominate a slate of officers.
- Article VII:** Robert's Rules of Order shall govern all points of parliamentary procedure not mentioned.
- Article VIII:** All graduates, who were past CAC members at Lake Land College, may be honorary members of the Club, but shall not be subject to dues.
- Article IX:** Only participatory, dues-paying members, (also known as members in good standing), shall benefit from any monetary sponsorship received by the Club from Lake Land College. To qualify as a member in good standing, members must pay their allotted dues, be present at a majority of meetings, and actively participate in 2/3 of all activities and fundraisers for the semester. (participation can include, but is not limited to, any combination of producing fundraising goods, setting up or tearing down displays, working the event booth/table, etc..)

4/8/2025

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC:

DATE: March 24, 2025

RE: Continued Employment of Grant Funded Employees

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

Recommended motion: Approve as presented the sending of honorable termination notices to all permanently federally grant-funded, full-time and part-time employees of the College and grant authorization to rescind these dismissal letters and reemploy affected personnel if and when contracts are received.

Lake Land College – Academic Calendar Summary

Fall Semester 2025	
Opening Day-Fall Celebratory Kick-Off Breakfast-Offices Closed 8-9 a.m. Full Services Resume @ 9 a.m.	August 22
First Meeting of Full Semester & Module I Classes	August 25
Last Day for Refund - Module I	August 29
College Closed	September 1
Last Day for Refund - Full Semester	September 8
Mid-Term Module I	September 19
No Day or Evening Classes SOFF	September 20
College Career Day – No Day or Evening Classes	October 7
Last Day for Withdrawal – Module I	October 13
Last Day of Classes – Module I	October 17
Mid-Term Full Semester	October 17
First Meeting of Module II Classes	October 20
Last Day for Refund – Module II	October 24
Mid-Term – Module II	November 14
Last Day to Apply to Graduate for Fall	November 14
Staff Development – No Day or Evening Classes	November 26
College Closed	November 27–November 30
Last Day for Withdrawal – Full Semester & Module II	December 8
Last Day of Classes - Full Semester & Module II	December 12
Final Examinations	December 15–18
Semester Close	Grades Due Noon December 19
Spring Semester 2026	
Opening Day-Unit Leader/Divisional Meetings	January 9
First Meeting of Full Semester & Module I Classes	January 12
Last Day for Refund – Module I	January 16
College Closed	January 19
Last Day for Refund – Full Semester	January 26
Mid-Term Module I	February 6
Last Day for Withdrawal – Module I	March 2
Last Day of Classes Module I	March 6
Mid-Term Full Semester	March 6
Spring Recess – No Day or Evening Classes	March 9-13
College Closed	March 13
First Meeting of Module II Classes	March 16
Last Day for Refund – Module II	March 20
Last Day to Apply to Graduate for Spring	March 20
College Closed	April 3
Staff Development Days– No Day or Evening Classes	April 9-10
Mid-Term Module II	April 14
Last Day for Withdrawal – Full Semester & Module II	May 5
Last Day of Classes – Full Semester and Module II	May 11
Final Examinations	May 12-15
Commencement – 6:00 p.m.	May 15
Semester Close	Grades Due Noon May 18
Summer 2026	
First Meeting of Classes – Intersession	May 18
Last Day for Refund – Intersession	May 18
College Closed	May 25
Last Day for Withdrawal – Intersession	June 2
Last Day of Classes – Intersession	June 3
First Meeting of Classes	June 8
Last Day for Refund	June 15
Mid-Term	July 2
Last Day to Apply to Graduate for Summer	July 23
Last Day for Withdrawal	July 27
Last Day of Classes	July 30
Final Examinations	August 3-4
Summer Term Closes	Grades Due Noon-August 5
COLLEGE OPEN MONDAY THROUGH THURSDAY ONLY MAY 22 THROUGH AUGUST 14.	

Lake Land College – Academic Calendar Summary

Fall Semester 2025

DAYS

Opening Day/Staff Development	2
Career Day	1
Class Days	75
Final Exams	4
Grades Due	1
TOTAL	83

Spring Semester 2026

Opening Day/Staff Development	3
Class Days	77
Final Exams	4
Grades Due	1
TOTAL	85

Summary

Opening Day/Staff Development	5
Class Days	152
Final Exams	8
Grades Due	2
Career Day	1
TOTAL	168

Summer Term 2026

Class Days	32
Final Exams	2
Grades Due	1
TOTAL	35

DATES THAT ALL COLLEGE OFFICES ARE OFFICIALLY CLOSED 2025-2026

September 1
 November 27 through 30
 December 24 through January 1
 January 19
 March 13
 April 3
 May 25
 May 22 through August 14 – Closed on Friday
 July 4

Lake Land College – Academic Calendar Summary

Fall Semester 2026	
Opening Day-Fall Celebratory Kick-Off Breakfast-Offices Closed 8-9 a.m. Full Services Resume @ 9 a.m.	August 21
First Meeting of Full Semester & Module I Classes	August 24
Last Day for Refund - Module I	August 28
Last Day for Refund - Full Semester	September 4
College Closed	September 7
Mid-Term Module I	September 18
No Day or Evening Classes SOFF	September 19
College Career Day – No Day or Evening Classes	October 6
Last Day for Withdrawal – Module I	October 12
Last Day of Classes – Module I	October 16
Mid-Term Full Semester	October 16
First Meeting of Module II Classes	October 19
Last Day for Refund – Module II	October 23
Mid-Term – Module II	November 13
Last Day to Apply to Graduate for Fall	November 20
Staff Development – No Day or Evening Classes	November 25
College Closed	November 26–November 29
Last Day for Withdrawal – Full Semester & Module II	December 7
Last Day of Classes - Full Semester & Module II	December 11
Final Examinations	December 14–17
Semester Close	Grades Due Noon December 18
Semester Break-College Closed	December 24-January 1
Spring Semester 2027	
Opening Day-Unit Leader/Divisional Meetings	January 8
First Meeting of Full Semester & Module I Classes	January 11
Last Day for Refund – Module I	January 15
College Closed	January 18
Last Day for Refund – Full Semester	January 25
Mid-Term Module I	February 5
Last Day for Withdrawal – Module I	March 1
Last Day of Classes Module I	March 5
Mid-Term Full Semester	March 5
Spring Recess – No Day or Evening Classes	March 8-12
College Closed	March 12
First Meeting of Module II Classes	March 15
Last Day for Refund – Module II	March 19
Last Day to Apply to Graduate for Spring	March 19
College Closed	March 26
Staff Development Days– No Day or Evening Classes	April 8-9
Mid-Term Module II	April 13
Last Day for Withdrawal – Full Semester & Module II	May 4
Last Day of Classes – Full Semester and Module II	May 10
Final Examinations (Begin at 5:00 p.m. on May 10)	May 10-14
Commencement – 6:00 p.m.	May 14
Semester Close	Grades Due Noon May 17
Summer 2027	
First Meeting of Classes – Intersession	May 17
Last Day for Refund – Intersession	May 17
College Closed	May 31
Last Day for Withdrawal – Intersession	June 1
Last Day of Classes – Intersession	June 2
First Meeting of Classes - Summer	June 7
Last Day for Refund	June 14
Mid-Term	July 1
College Closed	July 5
Last Day to Apply to Graduate for Summer	July 22
Last Day for Withdrawal	July 22
Last Day of Classes	August 2
Final Examinations	August 3-4
Summer Term Closes	Grades Due Noon-August 5
COLLEGE OPEN MONDAY THROUGH THURSDAY ONLY MAY 21 THROUGH AUGUST 13.	

Lake Land College – Academic Calendar Summary

Fall Semester 2026

DAYS

Opening Day/Staff Development	2
Career Day	1
Class Days	75
Final Exams	4
Grades Due	1
TOTAL	83

Spring Semester 2027

Opening Day/Staff Development	3
Class Days	77
Final Exams	4
Grades Due	1
TOTAL	85

Summary

Opening Day/Staff Development	5
Class Days	152
Final Exams	8
Grades Due	2
Career Day	1
TOTAL	168

Summer Term 2027

Class Days	32
Final Exams	2
Grades Due	1
TOTAL	35

DATES THAT ALL COLLEGE OFFICES ARE OFFICIALLY CLOSED 2026-2027

September 7
 November 26 through 29
 December 24 through January 1
 January 18
 March 12
 March 26
 May 31
 May 21 through August 13 – Closed on Friday
 July 5

Lake Land College – Academic Calendar Summary

Fall Semester 2027	
Opening Day-Fall Celebratory Kick-Off Breakfast-Offices Closed 8-9 a.m. Full Services Resume @ 9 a.m.	August 20
First Meeting of Full Semester & Module I Classes	August 23
Last Day for Refund - Module I	August 27
Last Day for Refund - Full Semester	September 3
College Closed	September 6
Mid-Term Module I	September 17
No Day or Evening Classes SOFF	September 18
College Career Day – No Day or Evening Classes	October 5
Last Day for Withdrawal – Module I	October 11
Last Day of Classes – Module I	October 15
Mid-Term Full Semester	October 15
First Meeting of Module II Classes	October 18
Last Day for Refund – Module II	October 22
Mid-Term – Module II	November 19
Last Day to Apply to Graduate for Fall	November 19
Staff Development – No Day or Evening Classes	November 24
College Closed	November 25–November 28
Last Day for Withdrawal – Full Semester & Module II	December 6
Last Day of Classes - Full Semester & Module II	December 10
Final Examinations	December 13–16
Semester Close	Grades Due Noon December 17
Semester Break-College Closed	December 23-January 2
Spring Semester 2028	
Opening Day-Unit Leader/Divisional Meetings	January 7
First Meeting of Full Semester & Module I Classes	January 10
Last Day for Refund – Module I	January 14
College Closed	January 17
Last Day for Refund – Full Semester	January 24
Mid-Term Module I	February 4
Last Day for Withdrawal – Module I	February 28
Last Day of Classes Module I	March 3
Mid-Term Full Semester	March 3
Spring Recess – No Day or Evening Classes	March 6-10
College Closed	March 10
First Meeting of Module II Classes	March 13
Last Day for Refund – Module II	March 17
Last Day to Apply to Graduate for Spring	March 17
Staff Development Days– No Day or Evening Classes	April 6-7
Mid-Term Module II	April 11
College Closed	April 14
Last Day for Withdrawal – Full Semester & Module II	May 2
Last Day of Classes – Full Semester and Module II	May 8
Final Examinations (Begin at 5:00 p.m. on May 8)	May 8-12
Commencement – 6:00 p.m.	May 12
Semester Close	Grades Due Noon May 15
Summer 2028	
First Meeting of Classes – Intersession	May 15
Last Day for Refund – Intersession	May 15
College Closed	May 29
Last Day for Withdrawal – Intersession	May 30
Last Day of Classes – Intersession	May 31
First Meeting of Classes	June 5
Last Day for Refund	June 12
Mid-Term	June 29
College Closed	July 4
Last Day to Apply to Graduate for Summer	July 20
Last Day for Withdrawal	July 24
Last Day of Classes	July 31
Final Examinations	August 1-2
Summer Term Closes	Grades Due Noon-August 3
COLLEGE OPEN MONDAY THROUGH THURSDAY ONLY MAY 15 THROUGH AUGUST 11.	

Lake Land College – Academic Calendar Summary

Fall Semester 2027

DAYS

Opening Day/Staff Development	2
Career Day	1
Class Days	75
Final Exams	4
Grades Due	1
TOTAL	83

Spring Semester 2028

Opening Day/Staff Development	3
Class Days	77
Final Exams	4
Grades Due	1
TOTAL	85

Summary

Opening Day/Staff Development	5
Class Days	152
Final Exams	8
Grades Due	2
Career Day	1
TOTAL	168

Summer Term 2028

Class Days	32
Final Exams	2
Grades Due	1
TOTAL	35

DATES THAT ALL COLLEGE OFFICES ARE OFFICIALLY CLOSED 2027-2028

September 6
 November 25 through 28
 December 23 through January 2
 January 17
 March 10
 April 14
 May 29
 May 15 through August 11 – Closed on Friday
 July 4

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: John Woodruff, Vice President for Business Services

DATE: March 28, 2025
Proposed Revisions to Board Policy 05.04.14 – *Discretionary Leave of Absence without Pay*

RE: *Pay*

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

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

Please let me know if there are any questions.

Recommended motion: Approve as presented the recommended updates to Board Policy 05.04.14 – *Discretionary Leave of Absence without Pay*.

05.04.14

General Discretionary Leave of Absence without Pay

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

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

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

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

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

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

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

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

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

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

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

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: John Woodruff, Vice President for Business Services

DATE: March 11, 2025

RE: Revisions to Board Policy – *05.15 Part-time Pay, Stipends, and Substitutes*

In preparation for the upcoming adjustments to the part-time wage structure and raises, we would like to clarify this annual process in the form of guidelines. These guidelines address the hiring wage process for part-time and adjunct positions, as well as annual increases for employees who hold those positions.

I would like to request first and final reading of this policy.

Please let me know if you have any questions.

Recommended motion: Approve as presented the recommended updates to Board Policy 05.15 – *Part-time Pay, Stipends, and Substitutes*.

05.15

Part-time Pay, Stipends, and Substitute Pay

On an annual basis, the President of the College will recommend to the Board of Trustees the wage scale for adjuncts, part-time workers; stipends for administrative, coaching, counseling, and other part-time professional positions; and the hourly wage rate for substitute instructors ~~and counselors~~. In acting upon the recommendation of the President, the Board of Trustees will set the beginning date for the rates.

—Human Resources will maintain compensation guidelines related to part-time pay.



MEMO

TO: Jean Anne Highland, Chief of Staff
FROM: Beth Craig, Grants Writer and Coordinator
CC: Lynn Breer, Director of Institutional Research and Reporting
RE: Acceptance of FY25 ICCB Access and Equity in Dual Credit Grant

Lake Land College has received a one-year grant for \$104,320 from the Illinois Community College Board (ICCB) Access and Equity in Dual Credit. This grant program was established to incentivize the enhancement, expansion and support of dual credit in the state.

This is the second year the College has received this grant. For this grant, funds will be used to create Laker Connect, a dual credit student focused initiative that will allow dual credit students to feel valued, increase student retention, build stronger relationships with the College and faculty and allow current dual credit students to promote dual credit opportunities to potential future students. This initiative will also create opportunities for mentorship between high school and college dual credit faculty as well as to enhance professional development and build greater collaboration between high schools and the College to create new career and technical education (CTE) offerings. Grant funds will also be used to provide strategies to support student persistence of college completion as well as to support and improve equitable access to dual credit students who have been historically underrepresented.

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

STATE OF ILLINOIS	UNIFORM GRANT BUDGET TEMPLATE	AGENCY
Organization Name: Lake Land College	UEI (enter numbers only): CXUHYLV7VZN7	NOFO# FY25 Access and Equity in Dual Credit Grant
CFSA Number: Not Applicable	CSFA Description: FY25 Access and Equity in Dual Credit Grant	Fiscal Year(s): January 1, 2025 to December 31, 2025

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

SECTION A -- STATE OF ILLINOIS FUNDS

Revenues	Year 1	Year 2	Year 3	TOTAL
(a). State of Illinois Grant Amount Requested	\$ 104,320			\$ -

BUDGET SUMMARY STATE OF ILLINOIS FUNDS

Budget Expenditure Categories <i>OMB Uniform Guidance Federal Awards Reference 2 CFR 200</i>	Year 1	Year 2	Year 3	TOTAL
1. Personnel (Salaries & Wages) 200.430	\$ 15,000			\$ 15,000
2. Fringe Benefits 200.431	\$ 1,800			\$ 1,800
3. Travel 200.474	\$ -			\$ -
4. Equipment 200.439	\$ -			\$ -
5. Supplies 200.94	\$ 60,000			\$ 60,000
6. Contractual Services (200.318) & Subawards (200.92)	\$ 15,000			\$ 15,000
7. Consultant (Professional Services) 200.459	\$ -			\$ -
8. Construction	\$ -			\$ -
9. Occupancy (Rent & Utilities) 200.465	\$ -			\$ -
10. Research & Development (R&D) 200.87	\$ -			\$ -
11. Telecommunications	\$ -			\$ -
12. Training & Education 200.472	\$ 10,000			\$ 10,000
13. Direct Administrative costs 200.413	\$ -			\$ -
14. Miscellaneous Costs	\$ -			\$ -
15. A. <u>Grant Exclusive Line Item(s)</u>	\$ -			\$ -
B. <u>Grant Exclusive Line Item(s)</u>	\$ -			\$ -
16. Total Direct Costs (lines 1-15) 200.413	\$ 101,800			\$ 101,800
17. Indirect Costs* (see below) 200.414				\$ -
Rate: 15 % Base: \$16,800	\$ 2,520			\$ 2,520
18. Total Costs State Grant Funds (lines 16 and 17)	\$ 104,320	\$ -	\$ -	\$ 104,320



MEMO

TO: Ike Nwosu, Vice President for Academic Services

FROM: Erin Swingler, Division Chair for Allied Health Programs, Nursing Instructor
John Woodruff, Vice President for Business Services
Madge Shoot, Comptroller

CC: Jean Anne Highland, Chief of Staff

DATE: March 6, 2025

RE: Board of Trustee Approval for Laerdal Mannequin

Nursing Programs incorporate use of simulated learning experiences as a means of developing critical thinking skills and decision-making abilities to best prepare students for real world healthcare events. They furthermore provide students with opportunity to practice various skills in a risk-free environment and bridge gaps between didactic knowledge and clinical application. Historical data, collected from student surveys, consistently note simulation as a means of support in completing course and program outcomes.

Nursing Programs are requesting Board of Trustee approval for the purchase of a Nursing Anne male simulator, in the amount of \$47,449.07. This will be paid out of funds currently available from the Pipeline for Advancement of the Healthcare Workforce (PATH) Grant and will be utilized at the Effingham Technology Center effective Fall 2025.

Recommended Motion: Approve as presented the purchase of Nursing Anne male simulator in the amount of \$47,449.07 from Laerdal Medical Corporation of Wappingers Falls, New York, for use by Allied Health Nursing Programs.

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

Quote Q-1083147

Laerdal Medical Corporation

167 Myers Corners Road
 Wappingers Falls, NY 12590
 Order to: 877-LAERDAL
 Fax Order To: (800) 227-1143
 Email: customerservice@laerdal.com



Laerdal[®]
 helping save lives

Senior Territory Manager

Rob Kjar
 8452408624
 rob.kjar@laerdal.com

Instructions

To prevent any delays in processing your purchase, please include your quote # when ordering.

DATE: 02-16-2025

ATTN: Rachael Walker
 +1217-234-5415
 rwalker3@lakelandcollege.edu

BILL TO: 00105687

Lake Land College
 5001 Lake Land Blvd
 Mattoon IL 61938

QUOTE NUMBER: Q-1083147

CREDIT TERMS: 30 days

EXPIRATION DATE: 06-16-2025

PO NUMBER:

SHIP TO:

Rachael Walker
 Lake Land College
 Neal Hall
 5001 Lake Land Blvd
 Mattoon IL 61938

Nursing Anne Simulator Male- Medium

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	321-05050 Nursing Anne Simulator Male Medium Includes Nursing Anne Simulator Male Medium Manikin, pupil set, male genitalia, ostomy set, blood pressure cuff, lubricant spray, silicone dressings, subcutaneous injection pads, bottle of red simulated blood, adult gown, user guide.	\$21,999.00			\$21,999.00	\$21,999.00
1	400-01050 LLEAP Software License	\$6,399.00			\$6,399.00	\$6,399.00
1	400-10201 Laptop For use with LLEAP, Ultrasound, or as a Patient Monitor	\$2,299.00			\$2,299.00	\$2,299.00

Nursing Anne Simulator Male- Medium

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	321-B-ProTech-NASM Nursing Anne Sim Male ProTech Coverage Complete technical coverage for simulator, patient monitor, instructor laptop and or SimPad against defects, including loaner coverage, updates and modifications to products. ProTech also includes the following value add items: installs for new manikin, 1 periodic maintenance per year as requested, and Premium Tech Support.	\$32,289.00	36	One Time	\$15,842.07	\$15,842.07
TOTAL:						\$46,539.07

ITEM TOTAL:	\$46,539.07
SHIPPING/HANDLING:	\$910.00
ADDITIONAL CHARGE/CREDIT:	
TAX:	\$0.00
TOTAL:	\$47,449.07

There are various payment options; please see bottom of your quote for further clarification.
Appropriate Sales Tax will be added to invoice - Pricing and Availability are subject to change
Shipping/Handling costs will be added to invoice

By Accepting this Quote, the following terms are hereby incorporated into customer's order:

Products:

Products that are currently on contract will be removed immediately if manufacturing or distribution of the product is discontinued.

Payment:

Net 30 Days for approved open accounts; CIA; Credit Cards accepted. Financing options now available – sample leasing payment terms follow.

Warranty:

One(1) year warranty on manufactured products and 90 day warranty on refurbished products
Two(2) year parts replacement warranty with technical assistance by phone on all Hill-Rom refurbished products

Delivery:

If you require delivery of the product to a specific location within your building, there will be an additional charge. This charge will be included in the total Shipping and Handling cost stated in this quote.

Delivery of product to a site without a loading dock will require Lift Gate delivery and should be identified during quote process as there is an added fee. In addition, if delivery to a specific location within a building is needed, it is available at an additional cost. Please ensure that necessary delivery requirements are discussed, and the related fees are included on the quote. This will also enable us to set proper delivery expectations with our warehouse.

Training/Education:

Onsite and Virtual Education will expire one (1) year from date of purchase. Exceptions include:

- Educational Pathway trainings will expire two (2) years from date of purchase. Five (5) or more Ed Path Training days will expire in five (5) years.
- Contracts/Technology Sustainment Program (TSP)
- Advanced Care & Maintenance Courses

CANCELLATION or RESCHEDULING of EDUCATIONAL or TECHNICAL SERVICES WILL RESULT IN CANCELLATION/RESCHEDULING FEES.

7 DAYS OR LESS: 100% of Course / Service Cost

8 DAYS to 2 WEEKS: 75% of Course / Service Cost

15 DAYS to 20 DAYS: 50% of Course / Service Cost

3 WEEKS or MORE: NO FEE

Customer will be required to submit a new PO to reschedule a cancelled course / service.

Confidential



MEMO

To: Dr. Josh Bullock, President
From: Madge Shoot, Comptroller
Date: April 9, 2025
Subject: Approval of PATH Grant Child Mannequin
Equipment Purchase

During the FY2025 fiscal year, our Allied Health Division was awarded the Pipeline for Advancement of the Healthcare Workforce (PATH) grant through ICCB. Through the FY2025 budget process, the nursing program would like to purchase a Junior Simulator (which is a child mannequin) in order for nursing students to learn to care for pediatric patients. The mannequin simulates pulse, chest rise and fall, breath sounds, head convulsions, pupil changes and other important health conditions for students to learn about. This costs \$17,201.06 plus shipping fees.

In addition, the Division would also like to purchase a laptop with LLEAP license and link box and supporting items at a cost of \$11,624.70 plus shipping fees in order to enhance the learning experience with the child manikin. The PATH grant budget has the funds for the purchase of these items. Also included is the detailed quote with more information.

With shipping fees added, the total cost is \$29,735.76.

I respectfully request your approval to issue payment to Laerdal for these items. I will be available for questions.

Quote Q-1113223

Laerdal Medical Corporation

167 Myers Corners Road
 Wappingers Falls, NY 12590
 Order to: 877-LAERDAL
 Fax Order To: (800) 227-1143
 Email: customerservice@laerdal.com



Laerdal[®]
 helping save lives

Senior Territory Manager

Rob Kjar
 8452408624
 rob.kjar@laerdal.com

Instructions

To prevent any delays in processing your purchase, please include your quote # when ordering.

DATE: 04-09-2025

ATTN: Rachael Walker
 +1217-234-5415
 rwalker3@lakelandcollege.edu

QUOTE NUMBER: Q-1113223

CREDIT TERMS: 30 days

EXPIRATION DATE: 08-07-2025

PO NUMBER:

BILL TO: 00105687

Lake Land College
 5001 Lake Land Blvd
 Mattoon IL 61938

SHIP TO:

Rachael Walker
 5001 Lake Land Blvd
 Mattoon IL 61938-9366

Sourcewell Contract 011822-LAE Applied
 Sourcewell Member ID # 91795 IPHEC Agreement 2500GAL

SimJunior

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	232-05050 SimJunior Light Includes SimJunior Manikin, Blood Pressure Cuff, Consumables, Clothing, Carry Case, 1 Year Manufacturer's Warranty.	\$18,299.00			\$17,201.06	\$17,201.06
1	204-30001 SimPad PLUS System (US) Includes SimPad PLUS Remote Control, SimPad PLUS Link Box, AC Adapter, Battery, Headset & Microphone, Wrist Strap, Manikin Strap, Ethernet Cable, Protective Sleeve, and USB Cable. 204-50150 LLEAP for SimPad PLUS software license required for operation.	\$2,249.00			\$1,979.12	\$1,979.12

SimJunior

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	204-50150 LLEAP for SimPad PLUS Includes: License Key providing access to Manual Mode, Automatic Mode, and Log Viewer Application.	\$3,399.00			\$3,195.06	\$3,195.06
1	232-83050 SimJunior Installation	\$2,799.00		One Time	\$2,631.06	\$2,631.06
TOTAL:						\$25,006.30

ITEM TOTAL:	\$25,006.30
SHIPPING/HANDLING:	\$910.00
ADDITIONAL CHARGE/CREDIT:	
TAX:	\$0.00
TOTAL:	\$25,916.30

There are various payment options; please see bottom of your quote for further clarification. Appropriate Sales Tax will be added to invoice - Pricing and Availability are subject to change Shipping/Handling costs will be added to invoice

By Accepting this Quote, the following terms are hereby incorporated into customer's order:

Products:

Products that are currently on contract will be removed immediately if manufacturing or distribution of the product is discontinued.

Payment:

Net 30 Days for approved open accounts; CIA; Credit Cards accepted. Financing options now available – sample leasing payment terms follow.

Warranty:

One(1) year warranty on manufactured products and 90 day warranty on refurbished products
Two(2) year parts replacement warranty with technical assistance by phone on all Hill-Rom refurbished products

Delivery:

If you require delivery of the product to a specific location within your building, there will be an additional charge. This charge will be included in the total Shipping and Handling cost stated in this quote.

Delivery of product to a site without a loading dock will require Lift Gate delivery and should be identified during quote process as there is an added fee. In addition, if delivery to a specific location within a building is needed, it is available at an additional cost. Please ensure that necessary delivery requirements are discussed, and the related fees are included on the quote. This will also enable us to set proper delivery expectations with our warehouse.

Training/Education:

Onsite and Virtual Education will expire one (1) year from date of purchase. Exceptions include:

- Educational Pathway trainings will expire two (2) years from date of purchase. Five (5) or more Ed Path Training days will expire in five (5) years.

- Contracts/Technology Sustainment Program (TSP)
- Advanced Care & Maintenance Courses

Cancellation/Rescheduling

CANCELLATION or RESCHEDULING of Educational, Technical, AV, or Implementation Services WILL RESULT in CANCELLATION / RESCHEDULING FEES as detailed below:

- 5 Business Days or Less Prior to Appointment = 100% of Educational, Technical, AV, or Implementation Services
- 6-14 Business Days Prior to Appointment = 50% of Educational, Technical, AV, or Implementation Services
- 15 Business Days or More Prior to Appointment = No Fee

Customer will be required to submit a new PO to reschedule a cancelled Educational, Technical, AV, or Implementation Services.

Confidential

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: John Woodruff, Vice President Business Services

DATE: April 9, 2025

RE: Approval of Remodel/Construction Bid – Northwest Building Labs and Classrooms

The College recently completed the bid process for the remodel of the Northwest Building labs based on the Bailey Edward bid specifications developed from input within the various departments of Lake Land College. The bid is for general contractor related activities including the removal, construction and/or remodel activities required to have the classroom labs ready for use by the start of the Fall 2025 semester.

Bailey Edward facilitated the bid process. Along with traditional paths of advertising requests for bids, Bailey Edward reached out to several local contractors. Bailey Edward conducted a pre-bid meeting on March 24th on campus. A total of 3 firms were represented at the bid meeting. On Tuesday April 1, 2025 at 2pm, bids were opened as a result of the bid process. One firm submitted a bid as follows:

Base Bid and Alternates 1-8

Grunloh Construction Inc.	\$1,007,000
---------------------------	-------------

Based on the bids and input from Bailey Edward, we recommend awarding the contract to Grunloh Construction, Inc. for the bid amount of \$1,007,000. Contained in their bid is a commitment to substantially complete the work within 113 days with the written notice to proceed.

The Northwest Lab remodel is part of the Facility Master Plan originally scheduled for 2024. The original budget for the remodel portion was \$800,000 and the base bid is \$764,000. The alternative options, which we asked be bid separately from the main project, will cost an additional \$243,000 (\$207K over budget) and is related to alternatives with the remodel. The alternatives include additional improvements to rooms 104 and 106 as well as the chemical storage area. Upon completion, we'll have new and improved chemical resistant floors, modern/compliant fume hoods, new table tops, new modern/compliant chemical cabinets and LED lighting. Upon completion, we believe the labs will provide an exceptional learning environment for our students.

Recommended Motion: Approve as presented the bid from Grunloh Construction, Inc. in the total amount of \$1,007,000 for the base bid and alternates 1-8 for construction work related to the Northwest Building Lab renovations.

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: John Woodruff, Vice President for Business Services

DATE: April 8, 2025

RE: Purchase of Furniture for Webb Hall Remodel

The proposed furniture plans and purchase are for the remodel of the Testing and Tutoring Center in Webb Hall, scheduled to start May 19th and be completed by the end of July in time for Fall student testing and tutoring support.

The total furniture cost proposed includes furniture for the offices and testing rooms as well as the common areas associated with Testing and Tutoring area where the furniture has become outdated and in a depleted state. The furniture will match current Lake Land color specifications and classroom mobility requirements.

The College is utilizing Widmer Interiors who is a member of the Omnia contract pricing associated with state bidding, which alleviates the need to seek bids on the above-related furniture purchase.

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

Recommended motion: Approve as presented the proposal for the purchase and installation of new furniture for the Webb Hall Remodel from Widmer Interiors at a total cost not to exceed \$80,523.84.



Sarah Dean
sdean@widmerinteriors.com
309-807-5922
2203 E. Empire Street
Suite A
Bloomington IL 61704

Date: 4/4/2025
Project Name: Webb Hall Furniture Update

Project Number:
Contract: HON Bid 476626

Prepared For:
Kimberly Wellbaum
Lake Land College
5001 Lake Land Blvd.
Mattoon IL 61938
217-234-5284 kwellbau@lakelandcollege.edu

Ship To/Install Address:
Kimberly Wellbaum
Lake Land College
5001 Lake Land Blvd.
Mattoon IL 61938

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
1	HON	1	HETP3524FP	Tackable Panel w/o TC 35H x 24W	Room 035 - Reception	\$ 235.43	\$ 235.43
							
				Fabric Selection \$(B) Grd B Fabric Grd B Fab .SPIN Spin Select Spin Fabric 02 Alabaster Select Paint Color \$(P1) P1 Paint Opts Select Grade 1 Paint .P8T Titanium			
2	HON	6	HETP3530FP	Tackable Panel w/o TC 35H x 30W	Room 035 - Reception	\$ 247.01	\$ 1,482.06
							
				Fabric Selection \$(B) Grd B Fabric Grd B Fab .SPIN Spin Select Spin Fabric 02 Alabaster Select Paint Color \$(P1) P1 Paint Opts Select Grade 1 Paint .P8T Titanium			
3	HON	1	HETP4230FP	Tackable Panel w/o TC 42.5H x 30W	Room 035 - Reception	\$ 258.60	\$ 258.60
							
				Fabric Selection \$(B) Grd B Fabric Grd B Fab .SPIN Spin Select Spin Fabric 02 Alabaster Select Paint Color \$(P1) P1 Paint Opts Select Grade 1 Paint .P8T Titanium			
4	HON	1	HETP4260FP	Tackable Panel w/o TC 42.5H x 60W	Room 035 - Reception	\$ 352.35	\$ 352.35
							
				Fabric Selection \$(B) Grd B Fabric Grd B Fab .SPIN Spin Select Spin Fabric 02 Alabaster Select Paint Color \$(P1) P1 Paint Opts Select Grade 1 Paint .P8T Titanium			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
5	HON	1	HEC35PLN	35H "L" Connector Post	Room 035 - Reception	\$ 69.00	\$ 69.00
				Select Paint Grade \$(P1) P1 Paint Opts Select Grade 1 Paint .P8T Titanium			
6	HON	2	HEC42PLN	42.5H "L" Connector Post	Room 035 - Reception	\$ 83.75	\$ 167.50
				Select Paint Grade \$(P1) P1 Paint Opts Select Grade 1 Paint .P8T Titanium			
7	HON	2	HECS1	Single Connector Strap	Room 035 - Reception	\$ 12.12	\$ 24.24
8	HON	5	HCKTTPS	Straight Connector Kit	Room 035 - Reception	\$ 16.33	\$ 81.65
				Select Paint Color .X No Option			
9	HON	1	HECSL	"L" Connector Strap	Room 035 - Reception	\$ 12.12	\$ 12.12
10	HON	1	HETC24	Panel Top Cap 24"W	Room 035 - Reception	\$ 29.49	\$ 29.49
				Select Paint Color \$(P1) P1 Paint Opts Select Grade 1 Paint .P8T Titanium			
11	HON	7	HETC30	Panel Top Cap 30"W	Room 035 - Reception	\$ 34.76	\$ 243.32
				Select Paint Color \$(P1) P1 Paint Opts Select Grade 1 Paint .P8T Titanium			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
12	HON	1	HETC60	Panel Top Cap 60"W	Room 035 - Reception	\$ 63.20	\$ 63.20
				Select Paint Color \$(P1) P1 Paint Opts Select Grade 1 Paint .P8T Titanium			
13	HON	2	HEFEC35P	Panel Finished End Covers 35H	Room 035 - Reception	\$ 38.45	\$ 76.90
				Select Paint Color \$(P1) P1 Paint Opts Select Grade 1 Paint .P8T Titanium			
14	HON	2	HECVH07P	Variable Height Connector Kit 7.5H	Room 035 - Reception	\$ 40.56	\$ 81.12
				Select Paint Color \$(P1) P1 Paint Opts Select Grade 1 Paint .P8T Titanium			
15	HON	1	HH871030	Electrical Pass-Thru w/o Power Block 30" 3-1&2-2	Room 035 - Reception	\$ 89.01	\$ 89.01
16	HON	1	HH871224	Electrical Power Harness 24W 3-1 & 2-2 Systems	Room 035 - Reception	\$ 152.21	\$ 152.21
17	HON	4	HH871230	Electrical Power Harness 30W 3-1 & 2-2 Systems	Room 035 - Reception	\$ 152.21	\$ 608.84
18	HON	1	HH871260	Electrical Power Harness 60W 3-1 & 2-2 Systems	Room 035 - Reception	\$ 160.11	\$ 160.11
19	HON	5	HH871501	Duplex Receptacle Circuit 1 3-1 & 2-2 Systems	Room 035 - Reception	\$ 32.65	\$ 163.25
				Select Duplex Color .TI Titanium			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
20	HON	1	HH879072	Base In-Feed Cable Base 3-1 & 2-2 Systems	Room 035 - Reception	\$ 170.12	\$ 170.12
21	HON	10	HECB01	Counter Top Bracket	Room 035 - Reception	\$ 40.56	\$ 405.60
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .P8T Titanium			
22	HON	4	HECB42	Counter Top Bracket for 42.5H Panels	Room 035 - Reception	\$ 40.56	\$ 162.24
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .P8T Titanium			
23	HON	1	HBCSR1524P	Systems Raised Straight Countertops 24Wx15D Edgeband	Room 035 - Reception	\$ 160.11	\$ 160.11
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHS Handspun Slate			
				Select Edgeband Color .K Platinum			
24	HON	1	HBCSR1530P	Systems Raised Straight Countertops 30Wx15D Edgeband	Room 035 - Reception	\$ 177.49	\$ 177.49
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHS Handspun Slate			
				Select Edgeband Color .K Platinum			
25	HON	3	HBCSR1560P	Systems Raised Straight Countertops 60Wx15D Edgeband	Room 035 - Reception	\$ 272.81	\$ 818.43
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHS Handspun Slate			
				Select Edgeband Color .K Platinum			
26	HON	2	HWR3060P	Systems Rectangular Worksurface Edgeband 30D x 60W	Room 035 - Reception	\$ 373.93	\$ 747.86
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Select Grade 1 Laminate Finish	.LAHS	Handspun Slate	
				Select Edgeband Color	.K	Platinum	
				Select Grommet Color	.T1	Platinum	
27	HON	1	HWR3084P	30"D x 84"W Rectangular WS - Edgeband	Room 035 - Reception	\$ 574.07	\$ 574.07
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.LAHS	Handspun Slate	
				Select Edgeband Color	.K	Platinum	
				Select Grommet Color	.T1	Platinum	
28	HON	3	HWSB2	Worksurface Bracket Kit	Room 035 - Reception	\$ 34.76	\$ 104.28
				Select Paint Color	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.P8T	Titanium	
29	HON	2	HCTL241L	Left-hand Cantilever 24"D	Room 035 - Reception	\$ 33.71	\$ 67.42
				Select Paint Color	\$(P1)	Select P1 Paint	
				Select Grade 1 Paint	.P8T	Titanium	
30	HON	2	HCTL241R	Right-hand Cantilever 24"D	Room 035 - Reception	\$ 33.71	\$ 67.42
				Select Paint Color	\$(P1)	Select P1 Paint	
				Select Grade 1 Paint	.P8T	Titanium	
31	HON	2	H19730R	Flagship Pedestal "R" Pull Freestanding B/B/F	Room 035 - Reception	\$ 320.91	\$ 641.82
				Lock/Omt Opts	.X	OMT Core to Order Key Alike	
				Select Paint Color	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.P8T	Titanium	
32	HON	2	H9170R	Flagship 30W 2-Drw "R" Pull Lateral 30W 28H 18D	Room 035 - Reception	\$ 543.60	\$ 1,087.20
				Lock/Omt Opts	.X	OMT Core to Order Key Alike	
				Select Paint Color	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.S	Charcoal	

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
33	HON	4	HF23C	Lock Core Replacement Kit Brushed Chrome	Room 035 - Reception	\$ 26.80	\$ 107.20
				Select Key Number .X135E 135E			
34	HON	2	HSLVTMR	Solve Task Mid Back ReActiv Back	Room 035 - Reception	\$ 326.40	\$ 652.80
				Select Control Option .Y0 Basic SynchroTilt			
				Select Arm Type .N Armless			
				Select Caster Option .S Soft Caster			
				Select Back .0S Charcoal			
				Select Fabric \$(1) Grade 1 Uph			
				Grade 1 Fab .DAPR Dapper			
				Dapper 19 Poppy			
				Select Lumbar .NL No Lumbar			
				Select base .SB Standard Base			
				Frame Paint Options .TI Titanium			
Subtotal: \$ 10,294.46							
35	HON	1	H38931	38000 48"W 30"D 29-1/2"H Modular Desk Shell	Room 036 - Work Room	\$ 652.60	\$ 652.60
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .N Mahogany			
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
36	HON	1	HSLVTMR	Solve Task Mid Back ReActiv Back	Room 036 - Work Room	\$ 326.40	\$ 326.40
				Select Control Option .Y0 Basic SynchroTilt			
				Select Arm Type .N Armless			
				Select Caster Option .S Soft Caster			
				Select Back .0S Charcoal			
				Select Fabric \$(1) Grade 1 Uph			
				Grade 1 Fab .DAPR Dapper			
				Dapper 19 Poppy			
				Select Lumbar .NL No Lumbar			
				Select base .SB Standard Base			
				Frame Paint Options .TI Titanium			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
37	HON	3	H514	510 Series Vertical File 4 Drawer Letter w/Lock	Room 036 - Work Room	\$ 380.40	\$ 1,141.20
				Lock Opts .P Standard Random Key Lock			
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
38	HON	1	H875LS	Brigade 800 Series Lat File 2-Drawer w/Storage Case 30W	Room 036 - Work Room	\$ 876.40	\$ 876.40
				Lock Opts .L Standard Random Key Lock			
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
39	HON	5	HF23C	Lock Core Replacement Kit Brushed Chrome	Room 036 - Work Room	\$ 26.80	\$ 134.00
				Select Key Number .X136E 136E			
Subtotal: \$ 3,130.60							
40	HON	1	HSGS6	Accomodate Set of Two Guest Chairs	Room 044 - Proctoring	\$ 501.76	\$ 501.76
				Select Arm Type .F Fixed			
				Select Caster Option .S Soft Caster			
				Select Upholstery \$(1) Grade 1 Uph			
				Grade 1 Fab .COMP Compass			
				Compass Uph 10 Ink			
				Accomodate Frame Opt .P7A Textured Charcoal			
41	HON	1	HSLVTMR	Solve Task Mid Back ReActiv Back	Room 044 - Proctoring	\$ 326.40	\$ 326.40
				Select Control Option .Y0 Basic SynchroTilt			
				Select Arm Type .N Armless			
				Select Caster Option .S Soft Caster			
				Select Back .0S Charcoal			
				Select Fabric \$(1) Grade 1 Uph			
				Grade 1 Fab .DAPR Dapper			
				Dapper 19 Poppy			
				Select Lumbar .NL No Lumbar			
				Select base .SB Standard Base			
				Frame Paint Options .TI Titanium			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
						Subtotal: \$ 828.16	
42	HON	1	HMT3060G	Huddle 30x60 Table Top w/Edgeband	Room 100 - Testing	\$ 255.20	\$ 255.20
				Select Grommet	.G	Grommets	
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.LAHP	Handspun Pearl	
				Select Edge Color	.K	Platinum	
43	HON	1	HMBTLEG24	Huddle Fixed Height T-leg bas For 24" tops	Room 100 - Testing	\$ 265.20	\$ 265.20
				Select Caster/Glide	.G	Glide	
				Select Paint Grade	\$(P2)	P2 Paint Opts	
				Select Grade 2 Paint	.PR6	Silver	
44	HON	1	HJTRGH24	24" Cable Management Tray - Black Only	Room 100 - Testing	\$ 52.15	\$ 52.15
				Select Paint Color	.P	Black	
45	HON	2	HSLVTMR	Solve Task Mid Back ReActiv Back	Room 100 - Testing	\$ 326.40	\$ 652.80
				Select Control Option	.Y0	Basic SynchroTilt	
				Select Arm Type	.N	Armless	
				Select Caster Option	.S	Soft Caster	
				Select Back	.0S	Charcoal	
				Select Fabric	\$(1)	Grade 1 Uph	
				Grade 1 Fab	.DAPR	Dapper	
				Dapper	19	Poppy	
				Select Lumbar	.NL	No Lumbar	
				Select base	.SB	Standard Base	
				Frame Paint Options	.TI	Titanium	
						Subtotal: \$ 1,225.35	
46	HON	1	HMT3060G	Huddle 30x60 Table Top w/Edgeband	Room 101 - Testing	\$ 255.20	\$ 255.20
				Select Grommet	.G	Grommets	
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.LAHP	Handspun Pearl	
				Select Edge Color	.K	Platinum	

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
47	HON	1	HMBTLEG24	Huddle Fixed Height T-leg bas For 24" tops	Room 101 - Testing	\$ 265.20	\$ 265.20
				Select Caster/Glide .G Glide			
				Select Paint Grade \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .PR6 Silver			
48	HON	1	HJTRGH24	24" Cable Management Tray - Black Only	Room 101 - Testing	\$ 52.15	\$ 52.15
				Select Paint Color .P Black			
49	HON	2	HSLVTMR	Solve Task Mid Back ReActiv Back	Room 101 - Testing	\$ 326.40	\$ 652.80
				Select Control Option .Y0 Basic SynchroTilt			
				Select Arm Type .N Armless			
				Select Caster Option .S Soft Caster			
				Select Back .0S Charcoal			
				Select Fabric \$(1) Grade 1 Uph			
				Grade 1 Fab .DAPR Dapper			
				Dapper 19 Poppy			
				Select Lumbar .NL No Lumbar			
				Select base .SB Standard Base			
				Frame Paint Options .TI Titanium			
						Subtotal: \$ 1,225.35	
50	HON	1	HMT3060G	Huddle 30x60 Table Top w/Edgeband	Room 102 - Testing	\$ 255.20	\$ 255.20
				Select Grommet .G Grommets			
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHP Handspun Pearl			
				Select Edge Color .K Platinum			
51	HON	1	HMBTLEG24	Huddle Fixed Height T-leg bas For 24" tops	Room 102 - Testing	\$ 265.20	\$ 265.20
				Select Caster/Glide .G Glide			
				Select Paint Grade \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .PR6 Silver			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
52	HON	1	HJTRGH24	24" Cable Management Tray - Black Only	Room 102 - Testing	\$ 52.15	\$ 52.15
				Select Paint Color .P Black			
53	HON	2	HSLVTMR	Solve Task Mid Back ReActiv Back	Room 102 - Testing	\$ 326.40	\$ 652.80
				Select Control Option .Y0 Basic SynchroTilt			
				Select Arm Type .N Armless			
				Select Caster Option .S Soft Caster			
				Select Back .0S Charcoal			
				Select Fabric \$(1) Grade 1 Uph			
				Grade 1 Fab .DAPR Dapper			
				Dapper 19 Poppy			
				Select Lumbar .NL No Lumbar			
				Select base .SB Standard Base			
				Frame Paint Options .TI Titanium			
Subtotal: \$ 1,225.35							
54	HON	1	HMT3060G	Huddle 30x60 Table Top w/Edgeband	Room 103 - Testing	\$ 255.20	\$ 255.20
				Select Grommet .G Grommets			
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHP Handspun Pearl			
				Select Edge Color .K Platinum			
55	HON	1	HMBTLEG24	Huddle Fixed Height T-leg bas For 24" tops	Room 103 - Testing	\$ 265.20	\$ 265.20
				Select Caster/Glide .G Glide			
				Select Paint Grade \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .PR6 Silver			
56	HON	1	HJTRGH24	24" Cable Management Tray - Black Only	Room 103 - Testing	\$ 52.15	\$ 52.15
				Select Paint Color .P Black			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
57	HON	2	HSLVTMR	Solve Task Mid Back ReActiv Back	Room 103 - Testing	\$ 326.40	\$ 652.80
							
				Select Control Option	.Y0	Basic SynchroTilt	
				Select Arm Type	.N	Armless	
				Select Caster Option	.S	Soft Caster	
				Select Back	.0S	Charcoal	
				Select Fabric	\$(1)	Grade 1 Uph	
				Grade 1 Fab	.DAPR	Dapper	
				Dapper	19	Poppy	
				Select Lumbar	.NL	No Lumbar	
				Select base	.SB	Standard Base	
				Frame Paint Options	.TI	Titanium	
						Subtotal: \$ 1,225.35	
58	HON	1	HSLVTMR	Solve Task Mid Back ReActiv Back	Room 109 - Test Area	\$ 326.40	\$ 326.40
							
				Select Control Option	.Y0	Basic SynchroTilt	
				Select Arm Type	.N	Armless	
				Select Caster Option	.S	Soft Caster	
				Select Back	.0S	Charcoal	
				Select Fabric	\$(1)	Grade 1 Uph	
				Grade 1 Fab	.DAPR	Dapper	
				Dapper	19	Poppy	
				Select Lumbar	.NL	No Lumbar	
				Select base	.SB	Standard Base	
				Frame Paint Options	.TI	Titanium	
						Subtotal: \$ 326.40	
59	HON	1	HSGS6	Accomodate Set of Two Guest Chairs	Room 110 - Test Area	\$ 474.03	\$ 474.03
							
				Select Arm Type	.F	Fixed	
				Select Caster Option	.E	Standard Nylon Glide	
				Select Upholstery	\$(1)	Grade 1 Uph	
				Grade 1 Fab	.COMP	Compass	
				Compass Uph	10	Ink	
				Accomodate Frame Opt	.P7A	Textured Charcoal	
60	HON	1	HSLVTMR	Solve Task Mid Back ReActiv Back	Room 110 - Test Area	\$ 326.40	\$ 326.40
							
				Select Control Option	.Y0	Basic SynchroTilt	

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Select Arm Type	.N	Armless	
				Select Caster Option	.S	Soft Caster	
				Select Back	.0S	Charcoal	
				Select Fabric	\$(1)	Grade 1 Uph	
				Grade 1 Fab	.DAPR	Dapper	
				Dapper	19	Poppy	
				Select Lumbar	.NL	No Lumbar	
				Select base	.SB	Standard Base	
				Frame Paint Options	.TI	Titanium	
							Subtotal: \$ 800.43
61	HON	1	HSLVSMR	Solve Stool Mid Back ReActiv Back	Room 120 - Testing	\$ 369.07	\$ 369.07
							
				Select Control Option	.Y0	Basic SynchroTilt	
				Select Arm Type	.N	Armless	
				Select Caster Option	.S	Soft Caster	
				Select Back	.0S	Charcoal	
				Select Fabric	\$(1)	Grade 1 Uph	
				Grade 1 Fab	.DAPR	Dapper	
				Dapper	19	Poppy	
				Select Lumbar	.NL	No Lumbar	
				Select base	.SB	Standard Base	
				Frame Paint Options	.TI	Titanium	
62	HON	26	HSLVTMR	Solve Task Mid Back ReActiv Back	Room 120 - Testing	\$ 326.40	\$ 8,486.40
							
				Select Control Option	.Y0	Basic SynchroTilt	
				Select Arm Type	.N	Armless	
				Select Caster Option	.S	Soft Caster	
				Select Back	.0S	Charcoal	
				Select Fabric	\$(1)	Grade 1 Uph	
				Grade 1 Fab	.DAPR	Dapper	
				Dapper	19	Poppy	
				Select Lumbar	.NL	No Lumbar	
				Select base	.SB	Standard Base	
				Frame Paint Options	.TI	Titanium	
							Subtotal: \$ 8,855.47
63	HON	17	HSLVTMR	Solve Task Mid Back ReActiv Back	Room 122 - Testing	\$ 326.40	\$ 5,548.80
							
				Select Control Option	.Y0	Basic SynchroTilt	
				Select Arm Type	.N	Armless	
				Select Caster Option	.S	Soft Caster	

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Select Back	.0S	Charcoal	
				Select Fabric	\$(1)	Grade 1 Uph	
				Grade 1 Fab	.DAPR	Dapper	
				Dapper	19	Poppy	
				Select Lumbar	.NL	No Lumbar	
				Select base	.SB	Standard Base	
				Frame Paint Options	.TI	Titanium	
						Subtotal:	\$ 5,548.80
64	HON	1	HSLVTMR	Solve Task Mid Back ReActiv Back	Room 124 - Test Area	\$ 326.40	\$ 326.40
							
				Select Control Option	.Y0	Basic SynchroTilt	
				Select Arm Type	.N	Armless	
				Select Caster Option	.S	Soft Caster	
				Select Back	.0S	Charcoal	
				Select Fabric	\$(1)	Grade 1 Uph	
				Grade 1 Fab	.DAPR	Dapper	
				Dapper	19	Poppy	
				Select Lumbar	.NL	No Lumbar	
				Select base	.SB	Standard Base	
				Frame Paint Options	.TI	Titanium	
						Subtotal:	\$ 326.40
65	HON	1	HSGS6	Accomodate Set of Two Guest Chairs	Room 126 - Test Area	\$ 474.03	\$ 474.03
							
				Select Arm Type	.F	Fixed	
				Select Caster Option	.E	Standard Nylon Glide	
				Select Upholstery	\$(1)	Grade 1 Uph	
				Grade 1 Fab	.COMP	Compass	
				Compass Uph	10	Ink	
				Accomodate Frame Opt	.P7A	Textured Charcoal	
66	HON	1	HSLVTMR	Solve Task Mid Back ReActiv Back	Room 126 - Test Area	\$ 326.40	\$ 326.40
							
				Select Control Option	.Y0	Basic SynchroTilt	
				Select Arm Type	.N	Armless	
				Select Caster Option	.S	Soft Caster	
				Select Back	.0S	Charcoal	
				Select Fabric	\$(1)	Grade 1 Uph	
				Grade 1 Fab	.DAPR	Dapper	
				Dapper	19	Poppy	
				Select Lumbar	.NL	No Lumbar	
				Select base	.SB	Standard Base	

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Frame Paint Options	.TI	Titanium	
							Subtotal: \$ 800.43
67	HON	1	HSLVTMR	Solve Task Mid Back ReActiv Back	Room 128 - Test Area	\$ 326.40	\$ 326.40
							
				Select Control Option	.Y0	Basic SynchroTilt	
				Select Arm Type	.N	Armless	
				Select Caster Option	.S	Soft Caster	
				Select Back	.0S	Charcoal	
				Select Fabric	\$(1)	Grade 1 Uph	
				Grade 1 Fab	.DAPR	Dapper	
				Dapper	19	Poppy	
				Select Lumbar	.NL	No Lumbar	
				Select base	.SB	Standard Base	
				Frame Paint Options	.TI	Titanium	
							Subtotal: \$ 326.40
68	HON	4	HMT3060G	Huddle 30x60 Table Top w/Edgeband	Room 130 - Tutoring	\$ 255.20	\$ 1,020.80
							
				Select Grommet	.G	Grommets	
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.LAHP	Handspun Pearl	
				Select Edge Color	.K	Platinum	
69	HON	4	HMBTLEG24	Huddle Fixed Height T-leg bas For 24" tops	Room 130 - Tutoring	\$ 265.20	\$ 1,060.80
							
				Select Caster/Glide	.G	Glide	
				Select Paint Grade	\$(P2)	P2 Paint Opts	
				Select Grade 2 Paint	.PR6	Silver	
70	HON	2	HMVR-2436G-FX	Motivate Table Rect 24Dx36W 2mm Edge Fixed Base	Room 130 - Tutoring	\$ 463.20	\$ 926.40
							
				Select Grommet Location	.G	3" Round Grommet (1groment)	
				Select Grade	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.LAHP	Handspun Pearl	
				Select Edge Color	.K	Platinum	
				Select Caster/Glide Option	.G	Glide	
				Select Paint Grade	\$(P2)	P2 Paint Opts	
				Select Grade 2 Paint	.PR6	Silver	

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
71	HON	6	HJTRGH24	24" Cable Management Tray - Black Only	Room 130 - Tutoring	\$ 52.15	\$ 312.90
				Select Paint Color .P Black			
72	HON	10	HSLVTMR	Solve Task Mid Back ReActiv Back	Room 130 - Tutoring	\$ 326.40	\$ 3,264.00
				Select Control Option .Y0 Basic SynchroTilt			
				Select Arm Type .N Armless			
				Select Caster Option .S Soft Caster			
				Select Back .0S Charcoal			
				Select Fabric \$(1) Grade 1 Uph			
				Grade 1 Fab .DAPR Dapper			
				Dapper 19 Poppy			
				Select Lumbar .NL No Lumbar			
				Select base .SB Standard Base			
				Frame Paint Options .TI Titanium			
73	HON	1	H9170R	Flagship 30W 2-Drw "R" Pull Lateral 30W 28H 18D	Room 130 - Tutoring	\$ 551.60	\$ 551.60
				Lock/Omt Opts .L Standard Random Key Lock			
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
74	HON	3	HS72ABC	Brigade Bookcase 5-Shelf 12-5/8D x 34-1/2W x 71H	Room 130 - Tutoring	\$ 317.20	\$ 951.60
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
75	HON	10	HBTRND42	42" Round Top	Room 130 - Tutoring	\$ 290.72	\$ 2,907.20
				Select Grommet .N No Grommets			
				Select Grade \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHP Handspun Pearl			
				Select Edgeband Color .K Platinum			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
76	HON	10	HBTTX30L	Seated height X-base for support of 42" tops	Room 130 - Tutoring	\$ 328.12	\$ 3,281.20
				Select Paint Color \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .PR8 Silver Texture			
77	HON	20	HSGS6	Accomodate Set of Two Guest Chairs	Room 130 - Tutoring	\$ 446.29	\$ 8,925.80
				Select Arm Type .N Armless			
				Select Caster Option .E Standard Nylon Glide			
				Select Upholstery \$(1) Grade 1 Uph			
				Grade 1 Fab .COMP Compass			
				Compass Uph 10 Ink			
				Accomodate Frame Opt .P7A Textured Charcoal			
78	HON	1	HTMC304272	Preside 42x72 Seatd Mobile Collab Tbl	Room 130 - Tutoring	\$ 1,037.60	\$ 1,037.60
				Select Grommet .N No Grommets			
				Laminate Top Selection \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHP Handspun Pearl			
				Select Edge Color .K Platinum			
				Select Caster/Glide Option .C Caster			
				Paint Selection \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .PR6 Silver			
79	HON	6	HFCG6	Flock Casual Guest	Room 130 - Tutoring	\$ 359.68	\$ 2,158.08
				Select Upholstery \$(1) Grade 1 Uph			
				Grade 1 Fab .HAML Hamilton			
				Hamilton Fabric Selection 17 Charcoal			
				Flock Frame Opt .PR8 Silver Texture			
						Subtotal: \$ 26,397.98	
80	HON	6	HFCG6	Flock Casual Guest	Room 134 - Specialist	\$ 359.68	\$ 2,158.08
				Select Upholstery \$(1) Grade 1 Uph			
				Grade 1 Fab .HAML Hamilton			
				Hamilton Fabric Selection 17 Charcoal			
				Flock Frame Opt .PR8 Silver Texture			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
81	HON	1	HTMC304272	Preside 42x72 Seatd Mobile Collab Tbl	Room 134 - Specialist	\$ 1,037.60	\$ 1,037.60
							
			Select Grommet	.N No Grommets			
			Laminate Top Selection	\$(L1STD) Grd L1 Standard Laminates			
			Select Grade 1 Laminate Finish	.LAHP Handspun Pearl			
			Select Edge Color	.K Platinum			
			Select Caster/Glide Option	.C Caster			
			Paint Selection	\$(P2) P2 Paint Opts			
			Select Grade 2 Paint	.PR6 Silver			
						Subtotal:	\$ 3,195.68
HON Tariff Surcharge						\$ 1,643.32	\$ 1,643.32
8.75% Sales Tax (EXEMPT)						\$ 0.00	\$ 0.00
Prevailing Wage Assembly and Installation						\$ 13,147.91	\$ 13,147.91
						Grand Total:	\$ 80,523.84

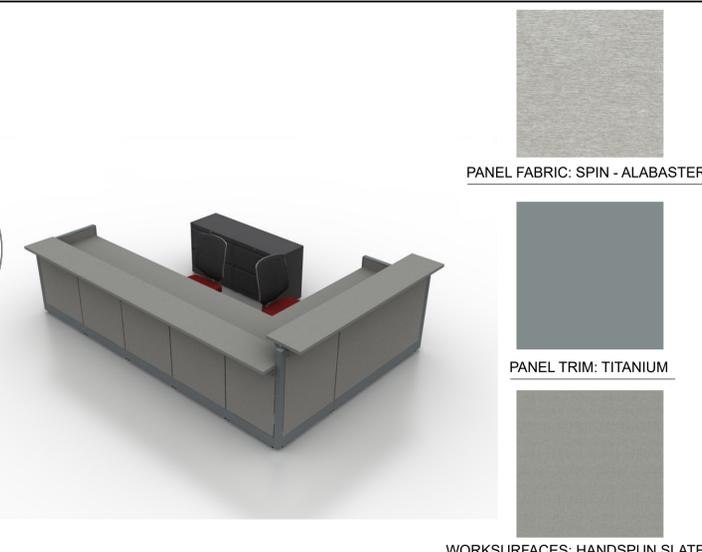
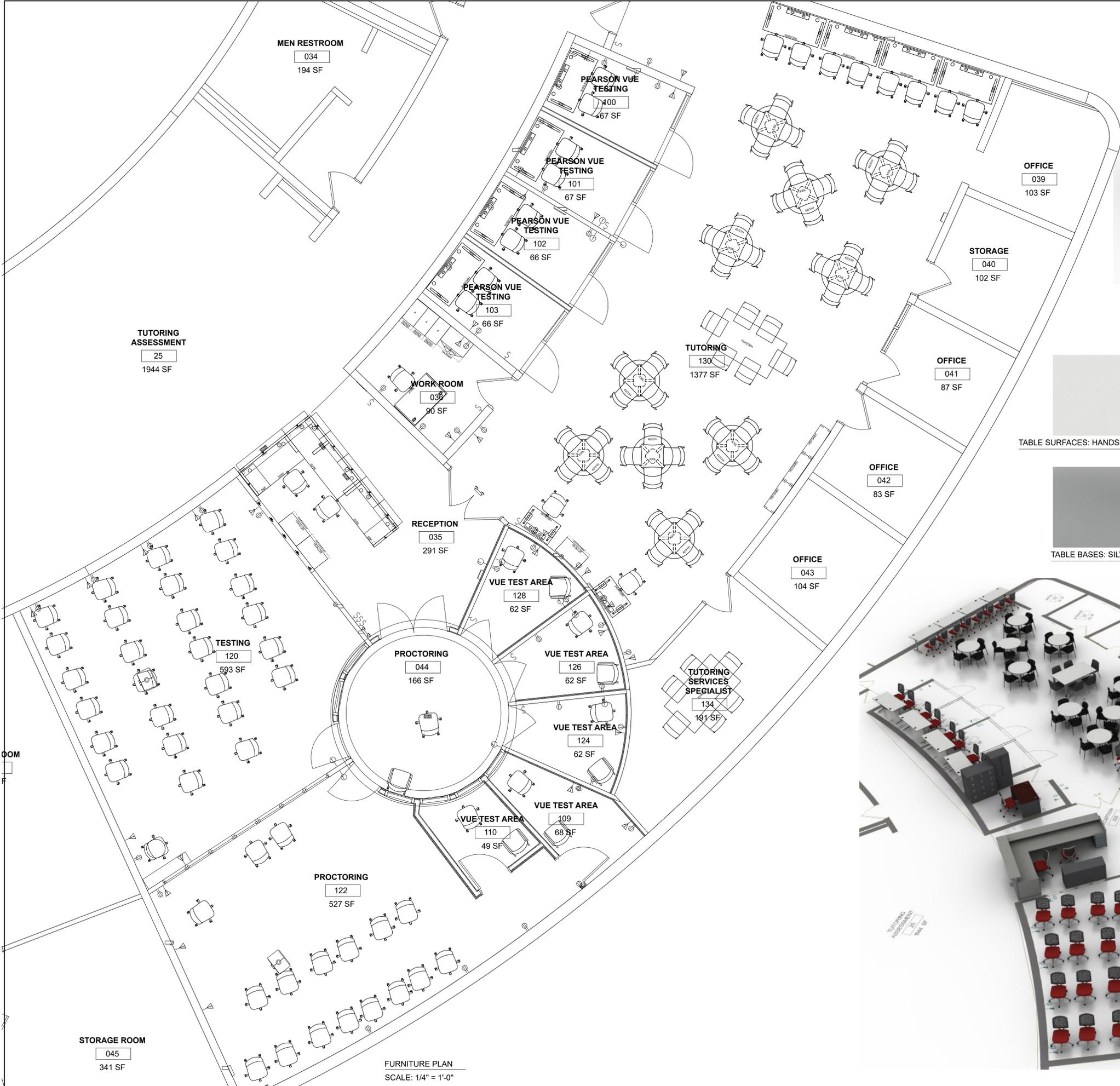
Ln#	Mfg Qty	Product	Description	Tag	Sell	Ext. Sell
-----	---------	---------	-------------	-----	------	-----------

Terms & Conditions

1. **Pricing:** Prices quoted are valid for 30 days unless otherwise specified. Prices quoted may not include applicable sales tax. All orders are subject to approval by our credit department.
2. **Deposit:** A 50% deposit is requested prior to order entry.
3. **Installation:** Customer shall provide adequate facilities for off-loading, staging, moving, and handling of furniture. Unless otherwise noted on the proposal, elevator availability and use is assumed when product is to be installed anywhere besides the ground level. Stair carry will incur additional cost when not noted at time of quoting. Unless otherwise noted, delivery and installation will be made during normal business hours and based on non-prevailing wage labor. Additional costs will apply for overtime or additional work requested by the customer. Risk of loss transfers to the customer once the product is on site.
4. **Installation Delays:** If job site is not ready for furniture on the agreed scheduled installation date, additional charges may apply for extra handling and warehouse storage fees. Widmer will make every effort to minimize additional charges in the event of a delay. In the event of a delay, the merchandise will be considered accepted by the customer for purposes of payment. The customer may withhold the installation amount of the invoice against completion of delivery.
5. **Returns:** All product is made to order; therefore, all sales are final. All requests for changes in quantity or specification shall be in writing and if approved, additional charges may apply.
6. **Direct Shipping Product:** When the customer receives a direct shipment of product, it is the customer's responsibility to inspect the merchandise at time of receipt and file any freight claims within the manufacturer's required timeframe. While Widmer will assist as much as possible, Widmer cannot be held responsible for freight damage when product is shipping directly to the customer.
7. **Payment Terms:** Terms are net 15 days from date of invoice. A service charge of 2% per month will be added to all delinquent invoices. Customer shall not withhold payment in excess of the selling price of the specific merchandise that has not been delivered or is subject to repair and/or replacement.
8. **Payment Method:** Pricing is based on payment in cash, check or ACH. A 3% convenience fee will be added to invoice if a credit card (American Express, Visa or Mastercard) is used for purchases over \$2,500. Credit cards will be charged in full at time of order.

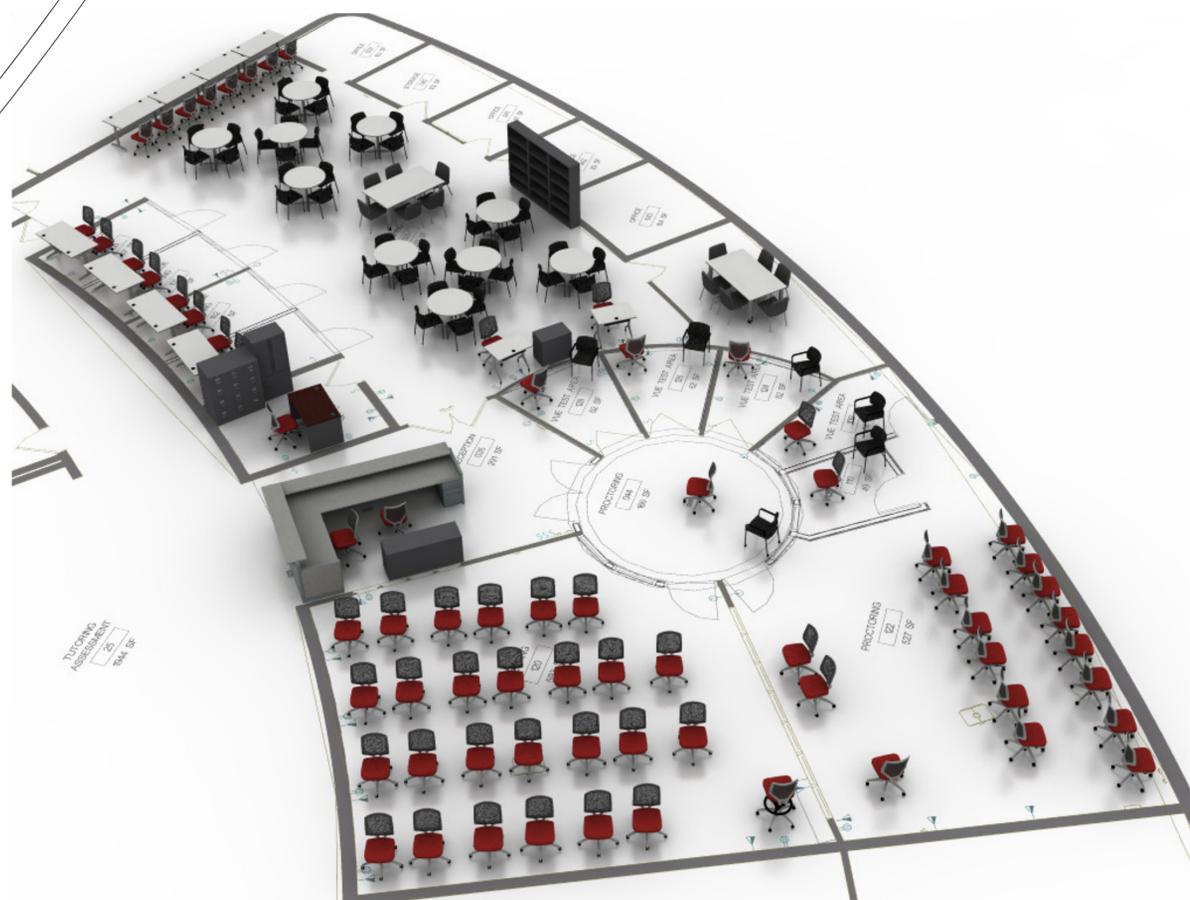
Approved By: _____ Date: _____ Purchase Order: _____

***Tariffs are having an impact across the industry, these prices are subject to change.**



- PANEL FABRIC: SPIN - ALABASTER
- PANEL TRIM: TITANIUM
- WORKSURFACES: HANDSPUN SLATE

- TABLE SURFACES: HANDSPUN PEARL
- TASK CHAIR: DAPPER - POPPY
- WORKSURFACES: MAHOGANY
- TABLE BASES: SILVER
- FLOCK CHAIR: HAMILTON - CHARCOAL
- CHAIR: COMPASS - INK
- STORAGE: CHARCOAL



REVISIONS:

NO.	DATE	DESCRIPTION
1	3/31/2025	1/4" = 1'-0"
2		[Order entry, Contract number]
3		257575 Furniture Update FURN PLAN.cdw
4		1/1
5		
6		
7		
8		
9		
10		

DESIGNER: **WIDMER INTERIORS**
 DATE: 3/31/2025
 SCALE: 1/4" = 1'-0"
 PROJECT #: [Order entry, Contract number]
 DWG NAME: 257575 Furniture Update FURN PLAN.cdw
 SHEET #: 1/1
 ACCEPTED BY: _____
 CHECK BY: _____

PROJECT: LAKE LAND COLLEGE
 WEBB HALL
 FURNITURE PLAN

THIS DRAWING AND THE DESIGN SHOWN IS THE PROPERTY OF WIDMER INTERIORS. THE REPRODUCTION, COPYING OR USE OF THIS DRAWING WITHOUT THE WRITTEN CONSENT FROM WIDMER INTERIORS IS PROHIBITED.



MEMO

TO: Dr. Josh Bullock, President
FROM: Ike Nwosu, Vice President for Academic Services
DATE: April 8, 2025
RE: Appointment of Division Chairs

I respectfully request the appointment of the following individuals to serve as division chairs for the 2025/2026 Academic Year.

Ryan Orrick	Agriculture Division
Erin Swingler	Allied Health Division
Brian Madlem	Business and Technology Division
Edward Thomas	Humanities and Communications Division
Mike Rudibaugh	Math/Science Division
Charles Jarrell	Social Science and Education Division



MEMO

TO: Jean Anne Highland, Chief of Staff
FROM: Beth Craig, Grants Writer and Coordinator
CC: Lynn Breer, Director of Institutional Research and Reporting
RE: Acceptance of National Rifle Association (NRA) Foundation State Fund Grant
Date: March 12, 2025

Lake Land College Clay Target Shooting Team has received a one-year 2025 National Rifle Foundation (NRA) Foundation State Fund Grant. The purpose of the NRA Foundation State Fund grant program is to promote, advance and encourage fire arms, shooting sports and hunting safety. The grant is not a monetary amount. Instead, it is a donation of 43 flats (430 boxes) of ammunition, which is equal to the value of \$4,514.00. The NRA will send the ammunition to a local Federal Firearms License (FFL) ammunition dealer and then the College will pick up the donation.

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



HELP

Finished

Please review your order, and make sure to print for your records.

6 Finished

Organization: Lake Land College
Grant Reference Number: 25ILS009
Claimed Date: 03-12-2025



Print >

Merchandise Award

ITEM DESC.	QTY REQUESTED	QTY AWARDED	STATUS	ADDRESS TYPE
Winchester Light 12 Gauge Shot Shells, #8 Shot, 1-1/8 Oz. (250 Count)	120	43	Partially Awarded	Freight

Expected Grant Value: \$4,514.00

Confirmation Email Address: jfulk@lakelandcollege.edu

Freight Address

Name: Joshua Fulk (Lake Land College)
Address: 1300S Raney St. #4
State: IL
Phone: 2173422767

Business Name: Accuracy Firearms
City: Effingham
Zip: 62401

Hours of Operation:

SUN: 12PM - 6PM
TUE: 10AM - 8PM
WED: 10AM - 8PM
THU: 10AM - 8PM
FRI: 10AM - 8PM
SAT: 10AM - 8PM



LAKE LAND COLLEGE

MEMO

TO: John Woodruff, Vice President for Business Services
FROM: David Stewart, Chief Information Officer
DATE: April 3, 2025
RE: Approval for a One-Year Renewal of Zoom Services

The ISS team requests approval for a 1-year renewal of Zoom services to maintain seamless communication, collaboration, and virtual engagement across our organization. Zoom has been a critical platform for virtual meetings, remote instruction, and hybrid collaboration, especially within our educational and administrative operations.

The EDU Site License model allows for up to 268 faculty/staff and up to 17,000 students to have full access to Zoom services, ensuring reliable, institution-wide availability. Zoom Rooms and Room Connectors are integral for our HyFlex classroom settings. These technologies support in-room conferencing with external virtual participants, sustaining flexibility and continuity in operations. This cost is the minimum level available and Zoom offers a highly cost-effective collaboration solution compared to alternative platforms, without additional infrastructure investment. As for security and compliance, Zoom's platform meets educational compliance requirements (FERPA, HIPAA) and provides robust administrative controls, encryption, and access management to protect institutional data and communications.

Cost Breakdown

Service	Quantity	Unit Price	Total
Room Connector Annual	7	\$449.10	\$3,143.70
Zoom Rooms Annual	18 (7 + 11)	Varies	\$8,632.70
EDU Site License – Faculty/Staff	268	\$89.55	\$24,000.00
EDU Site License – Student	17,000	\$0.00	\$0.00
Total:			\$35,776.40

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

Given Zoom's proven performance, institutional reliance, and strategic alignment with our communication and instructional goals, I respectfully ask the Board of Trustees to approve the \$35,776.40 expenditure for the one-year Zoom renewal.

Recommended motion: Approve as presented the one-year renewal of Zoom services for faculty/staff and students at a cost of \$35,776.40.

Invoice



Zoom Communications, Inc.
55 Almaden Blvd, 6th Floor
San Jose, CA 95113

Invoice Date: Mar 13, 2025
Invoice #: INV296819026
Payment Terms: Net 30
Due Date: Apr 12, 2025
Account Number: 51867424
Currency: USD
Payment Method:
Account Information: Lake Land College
Account Legal Name: LAKE LAND COLLEGE

Federal Employer ID Number: 61-1648780

For ACH and Wire Transfer payment:
Account Name: Zoom Communications, Inc.
Bank Name: Wells Fargo Bank
Account Number: 3088920149
Routing Number (WT): 121000248
Routing Number (ACH): 121042882
SWIFT Code: WFBIUS6S

OR send check payment to:
Zoom Communications, Inc.
PO Box 888843
Los Angeles, CA
90088-8843

Sold To Address: 5001 Lake Land Blvd,
Mattoon, Illinois 61938
United States
2172345425
jwestend@lakelandcollege.edu

Remittance Details should be sent to:
Finance@zoom.us

Bill To Address: 5001 Lake Land Blvd,
Mattoon, Illinois 61938
United States
2172345425
jwestend@lakelandcollege.edu

Purchase Order Number:

Tax Exempt Certificate ID: e99982171

[Zoom W-9](#)

Req. # 106966

Charge Details

Charge Description	Subscription Period	Subtotal	Taxes, Fees & Surcharges	Total
Charge Name: Room Connector Annual Quantity: 7 Unit Price: \$449.10	Mar 13, 2025 - Mar 12, 2026	\$3,143.70	\$0.00	\$3,143.70
Charge Name: Zoom Rooms Annual Quantity: 7 Unit Price: \$449.10	Mar 13, 2025 - Mar 12, 2026	\$3,143.70	\$0.00	\$3,143.70
Charge Name: Zoom Rooms Annual	Mar 13, 2025 - Mar 12, 2026	\$5,489.00	\$0.00	\$5,489.00

Quantity: 11

Unit Price: \$499.00

Charge Name:
EDU Site License Annual

Mar 13, 2025 - Mar 12,
2026

\$24,000.00

\$0.00

\$24,000.00

License Type: Site
Quantity: 268
Unit Price: \$89.55

Charge Name:
EDU Site License Annual

Mar 13, 2025 - Mar 12,
2026

\$0.00

\$0.00

\$0.00

License Type: Student
Quantity: 17,000
Unit Price: \$0.00

Subtotal

\$35,776.40

Total (Including Taxes, Fees & Surcharges)

\$35,776.40

Invoice Balance

\$35,776.40

Taxes, Fees & Surcharge Details

Charge Name

Tax, Fee or
Surcharge Name

Jurisdiction

Charge Amount

Tax, Fee or Surcharge
Amount

Total of Taxes, Fees & Surcharges

\$0.00

Need help understanding your invoice?

[Click here](#)

Zoom One is rebranding to Zoom Workplace! This new name does not impact your services.

Please note ZoomIQ for Sales is now called Zoom Revenue Accelerator. Your Services will remain the same and this name change does not change your current subscription pricing.

Zoom Phone services provided by Zoom Voice Communications, Inc. Rates, terms and conditions for Zoom Phone services are set by Zoom Voice Communications, Inc

Want to streamline your ability to pay outstanding invoices? Switch over to ACH today where you can enter your bank credentials online and use this for future payments. Simply navigate to zoom.us/billing.payment click 'Edit' on the

LAKE LAND COLLEGE

MEMO

TO: Mr. John Woodruff, VP Business Services
FROM: Madge Shoot, Comptroller
CC:
DATE: April 3, 2025
RE: Additional Earthquake Coverage

Dimond Bros., the retained insurance consultant for Lake Land College, solicited bids for the additional earthquake coverage to accommodate the additional \$25 million in coverage not included in the Property & Casualty coverage approved by the Board in March.

The total premium paid will be \$53,395 for the additional \$25 million of earthquake coverage. The best quote, which was a limited pool, was from Ryan Turner Specialty. The first \$25 million of coverage would come from the EMC policy.

As noted in March, our Property and Casualty Insurance premium was \$290,930 for 2024. The new total premium, if this additional coverage is approved, would be \$356,842. This includes the \$303,447 approved in March.

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

Recommended motion: Approve as presented the bid from Ryan Turner Specialty of Charleston, South Carolina as our Additional Earthquake coverage provider for the upcoming year (policy runs 4/15/2025-4/15/2026) at a cost of \$53,395.



550 King Street, Suite 200
 Charleston, SC 29403
 Ph:
 www.rtspecialty.com

25380427A

QUOTATION SUMMARY

March 27, 2025

Dimond Bros. Insurance, LLC - Paris

PO Box 1090
 Paris, IL 61944

FROM: Ed Doherty for Jeremiah Folkmann

Outlined below is a summary of the attached quotation obtained for the above noted Insured. The full quote terms, conditions, limitations, and exclusions can be found on the attached quote. Please pay special attention to those items found on the quote, and note that in the event of any discrepancies between the information found on this summary and the quote itself, the quote supersedes our summary. As the broker with the direct relationship with the Insured, it is your responsibility to carefully review with the Insured the terms, conditions, limitations, and exclusions in the quote, and to specifically reconcile with the Insured any differences between those quoted and those you requested. RT Specialty expressly disclaims any responsibility for any failure on your part to review or reconcile any such differences with the Insured.

NAMED INSURED:	Lake Land College District #517 5001 Lake Land Blvd Mattoon, IL 61938	
PRIMARY RISK ZIP CODE:	61938	
COVERAGE:	Earthquake	
INSURER:	QBE Specialty Insurance Company - Non-Admitted	
POLICY TERM:	4/15/2025 - 4/15/2026	
ESTIMATED POLICY PREMIUM:	\$50,000.00	
FEES:	Policy Fee - Carrier	\$1,000.00
	Inspection Fee - Carrier	\$500.00
	TOTAL FEES:	\$1,500.00
ESTIMATED SURPLUS LINES TAX:	Fire Marshall Tax	\$125.00
	Surplus Lines Tax	\$1,750.00
	Stamping Office Fee	\$20.00
	TOTAL TAXES:	\$1,895.00
TOTAL WITHOUT TRIA:	\$53,395.00	
TRIA (Additional):	\$25,000.00 + \$948.00 of additional SLT	
AGENT COMMISSION:	0%	



550 King Street, Suite 200
Charleston, SC 29403
Ph:
www.rtspecialty.com

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SPECIAL CONDITIONS / OTHER COVERAGES:

NO FLAT CANCELLATIONS
ALL FEES ARE FULLY EARNED AT INCEPTION

For RT Specialty to file the surplus lines taxes on your behalf, please complete the surplus lines tax document (per the applicable state requirements) and return with your request to bind. Due to state regulations, RT Specialty requires tax documents to be completed within 24 to 48 hours of binding. Please be diligent in returning tax forms.

PLEASE SEE ATTACHED FORMAL QUOTE FROM CARRIER FOR TERMS AND CONDITIONS



550 King Street, Suite 200
Charleston, SC 29403
Ph:
www.rtspecialty.com

25380427A

HOME STATE FOR NON-ADMITTED RISKS

Taxes and governmental fees are estimates and subject to change based upon current rates of the Home State and risk information available at the date of binding. The Home State of the Insured for a non-admitted risk shall be determined in accordance with the Nonadmitted and Reinsurance Act of 2010, 15. U.S.C §8201, etc. ("NRRA"). Some states require the producing broker to submit a written verification of the insured's Home State for our records. The applicable law (if any) of the Home State governing cancellation or non-renewal of non-admitted insurance, including whether any such laws apply to non-admitted risks, shall apply to this Policy.

BINDING INSTRUCTIONS

We will only bind coverage in writing after we receive a written request from you to bind coverage. If coverage is requested, the subjectivities listed must be submitted:

There are subjectivities that:

- must be complied with or resolved before the contract becomes binding
- apply both before or after inception, compliance with which is a condition of all or part of the coverage; and
- apply after the formation of the contract as conditions of continued coverage.

Failure to provide or comply with these subjectivities might result in a refusal to bind or cancellation of coverage, at the insurer's option. Please note that this is a quote only, and the Insurer reserves the right to amend or withdraw the quote if new, corrected, or updated information is received. You must notify us of any material change in the risk exposure occurring after submission of the application. If the Insurer binds the risk following your written request, the terms of the policy currently in use by the Insurer will supersede the quote.

Any amendments to coverage must be specifically requested in writing or by submitting a policy change request form and then approved by the Insurer. Coverage cannot be affected, amended, extended, or altered through the issuance of certificates of insurance. Underlying Insurers must be rated A- VII or better by A.M. Best.

This quote summary, the quote, the fees quoted and our advice, is confidential. This quote summary and the quote constitutes the entire understanding and supersedes any and all agreements and communications respecting the insurance offered. If you need further information about the quote, our fee or the Insurer that is proposing to provide your insurance, please contact us.



550 King Street, Suite 200
 Charleston, SC 29403
 Ph:
www.rtspecialty.com

25380427A

PREMIUM FINANCE (If not included in the quote document)

If the insured and the insurer agree to bind coverage and the premium will be financed, upon binding, please instruct the premium finance company to send documents to our attention. Premium Finance funds should always be paid to RT Specialty.

PRODUCER COMPENSATION:

RT Specialty is typically compensated through commission from the insurer for the placement of policies in most transactions. The amount of the commission varies by insurance line and by carrier. RT Specialty might also receive additional compensation. In order to place the insurance requested we may charge a reasonable fee for additional services such as performing a risk analysis, comparing policies, processing submissions, communication expenses, inspections, working with underwriters on the coverage proposal, issuing policies, or servicing the policy after issuance. Any fees charged are fully earned at inception of the policy. Third-party inspection or other fees may be separately itemized upon request. Our fees are applied to new policies, renewal policies, and endorsements. Fees applicable to each renewal and endorsement will be set forth in the quotes. It is the insurance carrier's decision whether to offer the insurance quoted, and your client's decision whether to accept the quote. Our fee is not imposed by state law or the Insurer.

Depending upon the Insurer involved with your placement, we might also have an agreement with the Insurer that we are proposing for this placement that might pay us future additional compensation. This compensation could be based on formulas that consider the volume of business placed with the Insurer, the profitability of that business, how much of the business is retained for the Insurer's account each year, and potentially other factors. The agreements frequently consider total eligible premium from all clients placed during a calendar year and any incentive or contingent compensation is often received at a future date. Because of variables in these agreements, we often do not have an accurate means at the time of placement to determine the amount of any additional compensation that might be attributable to any single placement.

You, as the retail broker with the direct relationship with the Insured, must comply with all applicable laws and regulations related to disclosure of and consent and agreement to, compensation, and informing the Insured that it may request more information about producer or broker compensation that might be paid in connection with the Insured's placement. If we request a copy of any legally required insured consent or agreement, you will provide us with a copy. If you need additional information about the compensation arrangements for services provided by RT Specialty affiliates, please contact your RT Specialty representative.

RT Specialty is a division of RSG Specialty, LLC. RSG Specialty, LLC is a Delaware limited liability company and a subsidiary of Ryan Specialty, LLC. In California: RSG Specialty Insurance Services, LLC (License # 0G97516).

Unless this quote is amended or withdrawn it is valid for 30 days from the date shown above, or the proposed effective date, whichever is earlier. This quote can be amended or withdrawn at any time prior to acceptance by the insured. If the quote included with this letter provides otherwise, or in any way conflicts with this letter, the terms of the quote shall govern and control.



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Charleston, SC 29403
Ph:
www.rtspecialty.com

25380427A

NOTICE

Occurrence Limit of Liability (OLLE) Scheduled Limits

Blanket coverage for first-party property insurance risks has become increasingly difficult to secure and often is not available regardless of price.

Please note that your quote may not provide coverage on a blanket basis and, based on current market conditions, a blanket coverage option might not be available. Any reference(s) to an Occurrence Limit of Liability Endorsement (OLLE), margin clause, maximum amount payable, and/or scheduled limits indicate that blanket coverage is not provided. Instead, the amount of recovery afforded by the policy is limited in some respect to the amount(s) set forth on the Statement of Values (SOV) provided to the insurer. This potentially can materially reduce the insured's recovery in the event of a loss as compared to blanket coverage. Additionally, the policy language for these clauses may vary by insurer and some insurers limit the amount recoverable for extensions of coverage, additional coverages, and additional covered property to the values as shown on the SOV.

Please review this quote very carefully to determine if coverage is being offered or provided on a blanket, or some other more limited, basis.

As such, we strongly recommend that you confirm that the insured is in agreement that they have provided full and accurate amounts for the values set forth on the SOV. RT Specialty expressly disclaims any responsibility for the accuracy or adequacy of the values provided on an SOV. We also note that all decisions concerning coverage and the application of the terms, provisions, conditions, limitations or exclusions of the policy to any claim are made exclusively by the insurers.

Please be advised that the following
SURPLUS LINES FILING DECLINATIONS DETAIL
form is required for Personal Lines coverages only



550 King Street, Suite 200
 Charleston, SC 29403
 Ph:
 www.rtspecialty.com

SURPLUS LINES FILING DECLINATIONS DETAIL

NAME OF INDIVIDUAL LICENSEE THAT MADE DILIGENT EFFORT TO PLACE WITH ADMITTED CARRIER:		PHYSICAL ADDRESS OF RISK:
INDIVIDUAL LICENSE NUMBER:		

NAME OF INSURED:	Lake Land College District #517
POLICY NUMBER:	

Document the efforts made to place coverage with an admitted carrier by identifying three admitted carriers marketing the class of business that declined the risk. Please complete this section in its entirety.

FULL NAME AND ADDRESS OF ADMITTED CARRIER	CARRIER NAIC CODE	NAME OF REPRESENTATIVE	PHONE NUMBER	REASON FOR DECLINATION

I have made a diligent effort to place this insurance with the above admitted carriers which are authorized to transact the kind and class of insurance involved and which are writing insurance on risks of the same kind and class..

OR

This coverage has been verified to be on the applicable state export list.

 Signature of Producer

 Date

 Print Name

RT Specialty is a division of RSG Specialty, LLC. RSG Specialty, LLC is a Delaware limited liability company and a subsidiary of Ryan Specialty, LLC. In California: RSG Specialty Insurance Services, LLC (License # 0G97516).

DATE: Tuesday, March 25, 2025
TO: Ed Doherty
 R-T Specialty, LLC - Chicago, IL
FROM: Paul Li
E-mail: pli@eqone.com
Phone: 714-681-6076
RE: Lake Land College District #517

CA Insurance License
 Number: 0C79819

SUBMISSION #: 167888 **QUOTE #:** 8-1 **THIS QUOTE IS VALID FOR 30 DAYS**

Quote

TERM: 04/15/25 - 04/15/26
PERILS: EARTHQUAKE
POLICY LIMIT: \$25,000,000. P/O \$25,000,000. X/S \$25,000,000. - Loss Limit
PROPERTY: Real Property
DEDUCTIBLE: **EQ:** Excess of Underlying:
P/D: 5% per Unit (Loc: 1-4, 6, 11, 13, 15-20, 24)
 10% per Unit (Loc: 5, 7-10, 12, 14, 21-23, 25)
T/E: Not Covered
 Subject to \$50,000 Minimum per Occurrence

All limits are per occurrence and in the annual aggregate (separately as respects flood and earthquake including EQSL where applicable).

CARRIERS: QBE Specialty Insurance Company (A XV) 60.00% \$15,000,000
 The Princeton Excess & Surplus Lines Insurance Company (A+ XV) 40.00% \$10,000,000

Loc #	Address	City	State	Zip	FL	CL	DI/%	VAL
1	5001 LAKELAND BLVD	MATTOON	IL	62469	No	No	No	RC
2	5001 LAKELAND BLVD	MATTOON	IL	62469	No	No	No	RC
3	5001 LAKELAND BLVD	MATTOON	IL	62469	No	No	No	RC
4	5001 LAKELAND BLVD	MATTOON	IL	62469	No	No	No	RC
5	5001 LAKELAND BLVD	MATTOON	IL	62469	No	No	No	RC
6	5001 LAKELAND BLVD	MATTOON	IL	62469	No	No	No	RC
7	5001 LAKELAND BLVD	MATTOON	IL	62469	No	No	No	RC
8	5001 LAKELAND BLVD	MATTOON	IL	62469	No	No	No	RC
9	5001 LAKELAND BLVD	MATTOON	IL	62469	No	No	No	RC
10	5001 LAKELAND BLVD	MATTOON	IL	62469	No	No	No	RC
11	5001 LAKELAND BLVD	MATTOON	IL	62469	No	No	No	RC
12	5001 LAKELAND BLVD	MATTOON	IL	62469	No	No	No	RC
13	5001 LAKELAND BLVD	MATTOON	IL	62469	No	No	No	RC
14	5001 LAKELAND BLVD	MATTOON	IL	62469	No	No	No	RC
15	5001 LAKELAND BLVD	MATTOON	IL	62469	No	No	No	RC
16	5001 LAKELAND BLVD	MATTOON	IL	62469	No	No	No	RC
17	5001 LAKELAND BLVD	MATTOON	IL	62469	No	No	No	RC
18	5001 LAKELAND BLVD	MATTOON	IL	62469	No	No	No	RC
19	5001 LAKELAND BLVD	MATTOON	IL	62469	No	No	No	RC
20	5001 LAKELAND BLVD	MATTOON	IL	62469	No	No	No	RC
21	5001 LAKELAND BLVD	MATTOON	IL	62469	No	No	No	RC
22	5001 LAKELAND BLVD	MATTOON	IL	62469	No	No	No	RC
23	224 S 6TH ST	MARSHALL	IL	62441	No	No	No	RC
24	1204 NETWORK DR	EFFINGHAM	IL	62401	No	No	No	RC
25	1201 ALTHOFF DR	EFFINGHAM	IL	62401	No	No	No	RC

TOTAL VALUES: \$218,359,357

FORMS: Named Peril - Commercial Form Until Receipt and Approval of Primary Policy when EQONE-XS-1000 0320 Excess Follow Form Earthquake Insurance Policy will be used

CONDITIONS: 25% Minimum Earned Premium; If the Insured cancels, earned premiums shall be computed on a Short Rate basis (Pro-Rata less 10%) or 25% Minimum Earned, whichever is greater; Acceptable Inspection Report (Provide Name and Phone Number of Inspection Contact at time of Binding), No Soft Floor

DATE: Tuesday, March 25, 2025
TO: Ed Doherty
 R-T Specialty, LLC - Chicago, IL
FROM: Paul Li

CA Insurance License
 Number: 0C79819

RE: Lake Land College District #517

SUBMISSION #: 167888 **QUOTE #:** 8-1 **THIS QUOTE IS VALID FOR 30 DAYS**

Exposure on pre-1980 construction; Structures listed on a National Register of Historic Places are ineligible for coverage; Wholesale Broker is Responsible for All Surplus Lines Filings and Maintaining a Signed Acknowledgement of the Fraud Warning; No Earthquake (or Flood, if covered) losses in the last five years; TRIA Coverage is subject to coverage also being purchased on the All Risk Underlying; **NOTE: The signed TRIA form must be returned at the time of binding. If the Insured elects to reject TRIA and the signed form is not received within 30 days of binding, we will issue an ADDITIONAL PREMIUM endorsement adding the coverage; Signed SOV required at binding;**

The signed Surplus Lines Filing Letter must be returned at the time of binding;
 The terms, conditions and coverages may be different than those requested in your original Submission/Outline of Coverage. Please make sure you review this Quote/Binder carefully. EQ One and our carriers do not take any responsibility for differences between this Quote/Binder and terms originally requested;
 Notice of Cancellation Terms - 30/10;
 Carrier participation subject to change at time of binding.

EXCLUSIONS: Per EQONE-XS-1000 0320 Excess Follow Form Earthquake Insurance Policy, Flood, NBCR, Cyber Incident, Virus or Bacteria

PREMIUM:		INCLUDING TRIA
	TERRORISM PREMIUM (TRIA):	NOT COVERED \$25,000.00
	ALL OTHER PREMIUM:	\$50,000.00
	POLICY FEE:	\$1,000.00
	INSPECTION FEE (Loc: 1):	\$500.00
	ACCOUNT TOTAL:	<u>\$51,500.00</u> <u>\$76,500.00</u>

COMMENTS: With respect to coverage provided under the Primary Policy for newly acquired locations, such locations must be submitted to the Company for prior approval before coverage applies under this Policy.

In no event shall a reduction or erosion in Underlying Insurance be recognized if this reduction or erosion is a result of claims for locations under construction. It is agreed and understood this Policy does not cover locations under construction. If a location is undergoing renovation, this Policy only covers non-structural renovations.

In no event shall a reduction or erosion in Underlying Insurance be recognized if this reduction or erosion is a result of claims for locations or interests not covered by this policy.

ABBREVIATIONS: AA=Agreed Amount, ACV=Actual Cash Value, Add!=Additional, ALE=Additional Living Expense, ALS=Actual Loss Sustained, AOL=Any Other Location, AOP=All Other Perils, B/O=Building Ordinance, BLDG ORD=Building Ordinance, CL=Contingent Liability, D&I=Demolition and Increased Cost of Construction, Demo=Demolition, EM=Earth Movement, EMSL=Earth Movement Sprinkler Leakage, EQ=Earthquake, EQSL=Earthquake Sprinkler Leakage, F/Z=Flood Zone, FL=Flood, Loc=Locations, FRC=Functional Replacement Cost, GRC=Green Replacement Cost, ICC=Increased Cost of Construction, N/A=Not Applicable, NBCR=Nuclear Biological Chemical and Radiological, NFIP=National Flood Insurance Program, P/D=Property Damage, P/O=Part Of, PP=Personal Property, RC=Replacement Cost, RP=Real Property, SIR=Self Insured Retention, SK=Stock, SLA=Surplus Line Association, SOV=Statement of Values, SP=Selling Price, STPG=Stamping Fee, T/E=Time Element, VAL=Valuation, VAR=Values at Risk, VARTOL=Values at Risk at Time of Loss, X/S=Excess



NOTICE - OFFER OF TERRORISM INSURANCE COVERAGE

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, that you have a right to purchase insurance coverage for losses resulting from acts of terrorism, as defined in Section 102(1) of the Act: The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury--in consultation with the Secretary of Homeland Security and the Attorney General of the United States--to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM, SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES 80%, BEGINNING ON JANUARY 1, 2020, OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS THAT MAY BE COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

CARRIER	TERRORISM PREMIUM
QBE Specialty Insurance Company (A XV)	\$15,000
The Princeton Excess & Surplus Lines Insurance Company (A+ XV)	\$10,000
Total:	\$25,000

SELECTION OR REJECTION OF TERRORISM INSURANCE COVERAGE

You must accept or reject this offer of terrorism coverage by (1) checking the "accept" or "reject" option below, (2) signing this form, (3) returning this form to your insurance agent and (4) if accepted, paying the premiums for terrorism coverage shown above.

No policy will be issued without the acceptance or rejection of terrorism coverage and the return of this document.

	I hereby accept the offer of coverage for certified acts of terrorism for the premium shown above.
	I hereby reject the offer of terrorism coverage. I understand that I will have no coverage for losses resulting from certified acts of terrorism.

Policyholder/Applicant's Signature

Date

Print Name

167888 - 8-1

Policy / Quote Number

POLICY NUMBER:

IL-4030 0623

Issuing Company:

QBE Specialty Insurance Company
The Princeton Excess & Surplus Lines Insurance Company



NOTICE TO POLICYHOLDERS - FRAUD WARNING

Fraud Warnings

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Notice to Alabama residents: "Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution, fines, or confinement in prison, or any combination thereof."

Notice to Alaska residents: "A person who knowingly and with intent to injure, defraud, or deceive an insurance company files a claim containing false, incomplete, or misleading information may be prosecuted under state law."

Notice to Arizona residents: "For your protection Arizona law requires the following statement to appear on this form. Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties."

Notice to Arkansas residents: "Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison."

Notice to California residents: "For your protection California law requires the following to appear on this form. Any person who knowingly presents false or fraudulent information to obtain or amend insurance coverage or to make a claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison."

Notice to Colorado residents: "It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies."

Notice to Delaware residents: "Any person who knowingly, and with intent to injure, defraud or deceive any insurer, files a statement of claim containing any false, incomplete or misleading information is guilty of a felony."

Notice to District of Columbia residents: "WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant."

Notice to Florida residents: "Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree."

Notice to Idaho residents: "Any person who knowingly, and with intent to defraud or deceive any insurance company, files a statement of claim containing any false, incomplete, or misleading information is guilty of a felony."

Notice to Indiana residents: "A person who knowingly and with intent to defraud an insurer files a statement of claim containing any false, incomplete, or misleading information commits a felony."

Notice to Kansas residents: "Fraud is defined as: 'an act committed by any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written, electronic, electronic impulse, facsimile, magnetic, oral or telephonic communication or statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance that such person knows to contain materially false information concerning any fact material thereto; or conceals for the purpose of misleading, information concerning any fact material thereto.'"

Notice to Kentucky residents: "Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime."

Notice to Louisiana residents: "Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison."

Notice to Maine residents: "It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or denial of insurance benefits."

Notice to Maryland residents: "Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison."

Notice to Minnesota residents: "A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime."

Notice to New Hampshire residents: "Any person who, with a purpose to injure, defraud or deceive any insurance company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20."

Notice to New Jersey residents: "Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties." "Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties."

Notice to New Mexico residents: "ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES."

Notice to New York residents: "Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation."

Notice to Ohio residents: "Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud."

Notice to Oklahoma residents: "WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony."

Notice to Pennsylvania residents: "Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties."

Notice to Rhode Island residents: "Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison."

Notice to Tennessee residents: "It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits."

Notice to Texas residents: "Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison."

Notice to Utah residents: "Any person who knowingly presents false or fraudulent underwriting information, files or causes to be filed a false or fraudulent claim for disability compensation or medical benefits, or submits a false or fraudulent report or billing for health care fees or other professional services is guilty of a crime and may be subject to fines and confinement in state prison."

Notice to Vermont residents: "Any person who knowingly presents a false statement in an application for insurance may be guilty of a criminal offense and subject to penalties under state law."

Notice to Virginia residents: "It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits."

Notice to Washington residents: "It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits."

Notice to West Virginia residents: "Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison."

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: John Woodruff, Vice President for Business Services

CC:

DATE: March 4, 2025

RE: Surplus Items

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

- **4 Flammables Cabinets** – These cabinets will be replaced with the NW lab upgrades:

Manufacturer	Model #	Metal LLC Tag #	LLC WiseTrack #
Eagle	1962	23906	N/A
Justrite	RM-8365	23901	0000904
Justrite	RM-8365	23902	0000903
Justrite	RM-8365	23903	0000905

- **1 Twelve-Foot Allied Scorer's Table** – This scorer's table is 25 years old and has become unfunctional and unrepairable.

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: President Josh Bullock and members of the Lake Land College Board of Trustees

FROM: Amanda Allen, Director of Annual Giving & Alumni Relations

DATE: April 8, 2025

RE: Retiree Wall of Fame Award

The Foundation & Alumni College Awards Selection Committee met on February 5, 2025, to select this year's nominations. This honor is made annually to Lake Land College individuals who are retired faculty and/or staff who have made significant contributions to the College and/or who have made contributions through their profession or community at the local, state, regional, or national level that reflect positively on Lake Land College. The committee voted to recommend Mr. John Bennett, Dr. Tina Stovall and Dr. Deb Hutti.

Members of the committee were President Bullock, Ms. Doris Reynolds representing the Board of Trustees, Mr. Larry Blackerby representing the Foundation Board, Mr. Greg Powers and Ms. Jasmine Ballard representing the faculty and Ms. Joy Kaurin and Dr. Lynn Breer representing the staff.

If approved, the Retiree Wall of Fame recipients will be honored at the annual Foundation & Alumni Awards Reception. The committee respectfully asks the Board of Trustees to approve the selection of Mr. John Bennett, Ms. Tina Stovall and Ms. Deb Hutti.



MEMO

TO: Board of Trustees
FROM: Dr. Josh Bullock, President
DATE: March 21, 2025
RE: Resolution to Support Extending the Life of the Jasper Street TIF District for the City of Paris, Illinois

The City of Paris is proposing an extension of their Jasper Street TIF District for an additional 12 years. The Jasper Street TIF District was established in 2006 with a life of 23 years. The extension of this TIF District would allow the City to complete commercial and residential development projects within the TIF boundaries.

The City and the Paris Economic Development Corporation (PEDCO) report they have used TIF for job expansion and now experience very low unemployment. They report that in addition to helping local small businesses expand with grants to more than 30 site and building improvements to date, this TIF has provided major incentives to new businesses and housing. Examples they provided include a new Hampton Inn, Simonton Windows, Tiger Market, Maple Ridge Apartments, and Paris Bowling Alley, resulting in 2,500 additional jobs over the past 15 years.

The City and PEDCO further report future use of TIF funds will be used to continue to support small local businesses but also address quality of life issues to help keep their younger people in their town. They wish to address the need for new entry level housing and child care. PEDCO reports they have funded studies in both areas and they plan to work with the City to expand housing and create new opportunities for child care services.

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

Attachment

Lake Land College
Board of Trustees



RESOLUTION NUMBER: 0425-017

DATE: April 14, 2025

*RESOLUTION FOR SUPPORTING EXTENSION OF THE LIFE OF THE PARIS, IL,
JASPER STREET TAX INCREMENT FINANCING DISTRICT*

WHEREAS, the Jasper Street Tax Increment Financing (the "Jasper Street TIF") district was created in accordance with 65 ILCS 5/11-74.4-1 on January 1, 2006; and

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

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

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

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

WHEREAS, a letter of support is required by each overlapping taxing body to be submitted to the state so that special legislation may be passed resulting in a twelve

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, and the State of Illinois, as follows:

Section 1. The Authority pledges support for the addition of twelve years to the original term of the Jasper Street TIF.

Section 2. Upon approval of this resolution, the Authority will supply a letter of support that clearly states the Authority’s support for a twelve-year extension of the term of the Jasper Street TIF.

Section 3. By approving this resolution, the Authority acknowledges that their letter of support will be packaged by the City, along with letters from all other overlapping taxing bodies, and sent to both of the Authority’s State of Illinois General Assembly legislators so that a bill may be proposed, passed, and signed by the Governor of Illinois.

PASSED BY THE GOVERNING BOARD OF LAKE LAND COLLEGE, COMMUNITY COLLEGE DISTRICT No. 517, this 14th day of April, 2025, with a vote of _____ ayes and _____ nays.

Board Chair

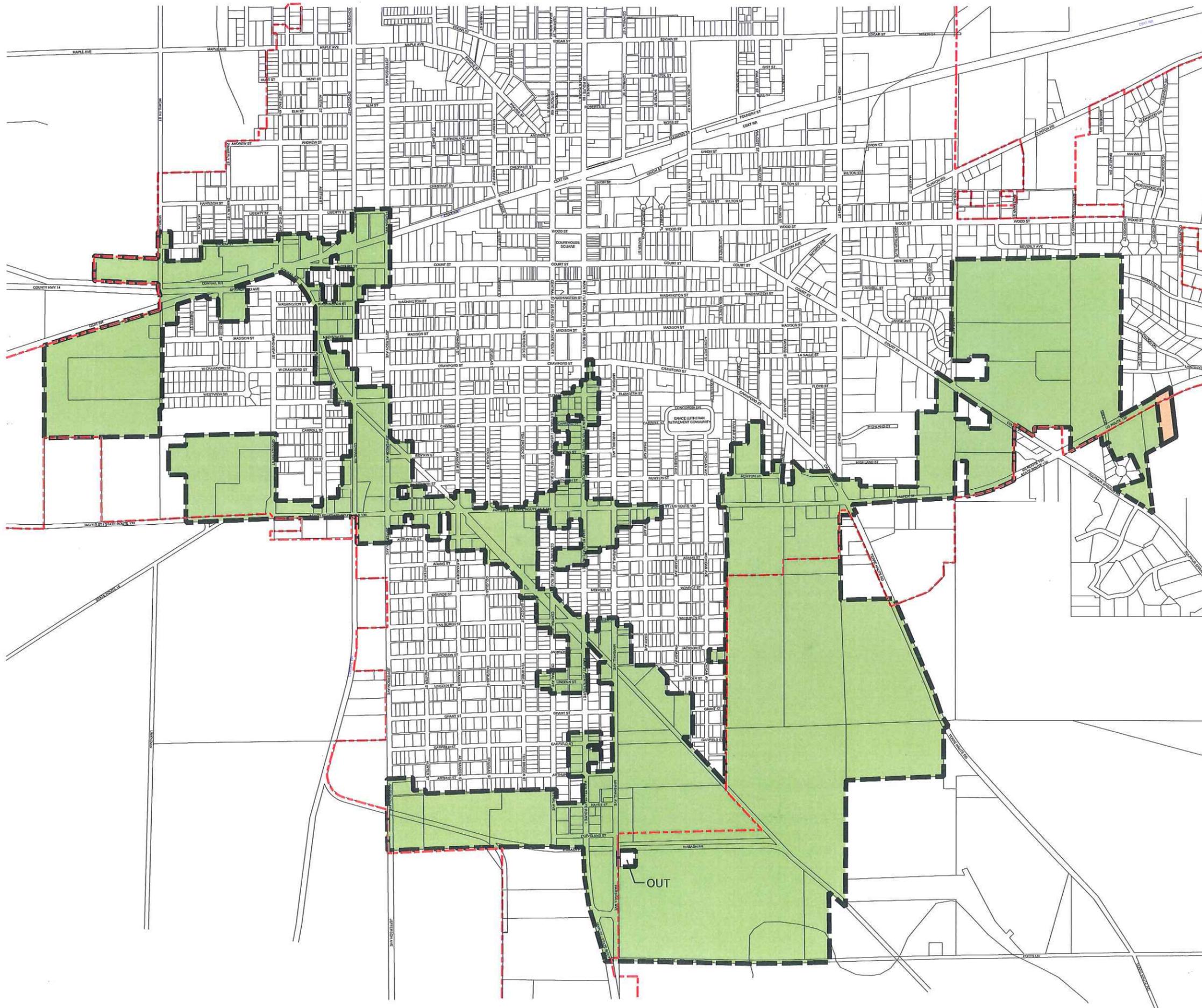
Date

ATTEST:

Board Secretary

Date

Addendum A Boundary Map Jasper Street Redevelopment Project Area City of Paris, Illinois



LEGEND

-  Jasper Street Redevelopment Project Area
-  Parcel Removed per Addendum A
-  Paris City Limits

REVISED MARCH 2006



PGAURBANCONSULTING

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
April 14, 2025**

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

Davis, Kim 3/11/25-3/27/25

The following positions have been recommended by the Lake Land College President's Cabinet

Dean of Instruction Level 17

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Gaines, Charles	Student Assistance Specialist	3/25/25
	Primary Position High School Intern	
Harris, La Tasha	Adjunct Faculty Social Science Division Sub	3/18/25
	Primary Position Education Specialist	
Roach, Ethan	Web Developer	3/7/25
	Primary Position College Work-Study	
Part-time - Grant Funded		
Meese, Allison	Agriculture Education Intern	5/12/25

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Hoene, Gage	Print Shop Technician Assistant	1/31/25
Kasera, Noella	Print Shop Technician Assistant	12/24/24
Rincon Rojas, Jean	Print Shop Technician Assistant	12/24/24

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Rabe, Karl	Dual Credit Instructor	3/24/25
Full-time		
Robinson, Jeffrey	Custodial Maintenance Instructor	3/17/25
Stuttle, Tamie	Transportation Training Specialist	4/15/25
Part-time		
Christman, Leah	Tutor - Student Learning Assistance Center	3/31/25

Homann, Donna	Community Learning Instructor	5/3/25
Hughes, Adra	Student Assistance Specialist	3/24/25
Kersey, James	Technical Support Assistant - Info Security	3/24/25
McCue, Jill	Sign Language Interpreter	3/27/25
Perez, Katheryn	Fitness Center Specialist	4/2/25
Westendorf, Charles	Technical Support Assistant - Info Security	3/24/25

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Conley, Eva	Correctional Office Assistant	3/19/25
Ervin, Rachel	Enrollment Specialist	4/10/25
Fournier, Derek	Correctional Construction Occupations Instr	2/28/25
Hawkins, Anna	Correctional Commercial Cooking Instructor	3/31/25
Ninness, Richard	Correctional Warehousing Instructor	4/11/25
Spiller, Kevin	Associate Dean of Correctional Programs	2/28/25
Venatta Catey, Brenda	Application Engineer	2/28/25

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Ferren, Holly	Financial Aid Loan Specialist	4/21/25
	Transferring from Enrollment Specialist	
Robison, Scott	Police Officer	5/5/25
	Transferring from Part Time Police Officer	
Tariq, Faisal	Manager of the Bookstore	5/12/25
	Transferring from Trio SSS Advisor	