

# Lake Land College

District No. 517

## Board of Trustees

Agenda and Board Book

March 13, 2023

Regular Meeting No. 675



### MISSION • VISION • VALUES

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

**LAKE LAND**  
COLLEGE

# Table of Contents

	Page
Agenda for March 13, 2023, Regular Meeting	3
Minutes for February 13, 2023, Regular Meeting	6
Supplemental Information for March 13, 2023, Regular Meeting	21

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

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



Regular Meeting No. 675  
Monday, March 13, 2023, 6:00 p.m.  
Board and Administration Center, Room 011, Mattoon

***Agenda***

**I. Routine.**

**A. Call to Order.**

**B. Roll Call.**

**C. Consent Items.**

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

1. Approval of Minutes of February 13, 2023, Regular Meeting.
2. Approval of Minutes of February 13, 2023 Closed Session.
3. Approval of Agenda of March 13, 2023, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.

For summary and details of bills refer to:

<https://www.lakelandcollege.edu/board-of-trustees/bot-bills/>

**II. Hearing of Citizens, Faculty and Staff.**

### III. Committee Reports.

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

### IV. Business Items.

#### A. Non-Action Items.

	Board Book Page Number(s)
1. Faculty Focus on Advancing Student Success – GAST Grant and Ag Transfer.	
2. Monthly Data Point Discussion – Summary Results from High School Student Focus Groups.	21-39
3. Update from Navigator News.	
4. Proposed Revisions to Board Policy 07.22 – <i>Change of Curriculum.</i>	40-41
5. Proposed Revisions to Board Policy 07.36 - <i>Accessibility of College Programs and Facilities and Services for Individuals with Disabilities.</i>	42-44
6. Calendar of Events.	45-47

#### B. Action Items.

	Board Book Page Number(s)
1. Approval of Resolution No. 0323-008 for Support of the Extension of the Sullivan TIF District III Redevelopment Project Area.	48-50
2. Approval of Tuition and Fees Rates for Summer 2023 and Fall 2023.	51-52
3. Approval of Academic Calendars.	53-57

Lake Land College Board of Trustees  
 Agenda – March 13, 2023  
 Page 3

- |   |         |
|---|---------|
| 4. Approval of Recipient of the Business Partnership Award.   | 58      |
| 5. Approval of Recipient for the Outstanding Full-Time Faculty Award.   | 59      |
| 6. Acceptance of January 2023 Financial Statements.   | 60-65   |
| 7. Approval of Faculty Tenure Recommendations.  |         |
| 8. Approval of Reemployment of Tenured and Non-Tenured Faculty Members.   | 66-71   |
| 9. Approval of Appointment or Reappointment of Division Chairs.   | 72      |
| 10. Approval of Proposed Revisions to the Following Board Policies:   | 73-88   |
| • 05.04.04 – <i>Work Week</i>   |         |
| • 05.36 - <i>Abused and Neglected Child Reporting Policy</i>  |         |
| • 07.01 – <i>Admission of Students</i>  |         |
| • 11.04 - <i>Discrimination and Harassment</i>  |         |
| 11. Approval of Bid for Learning Resource Center Network Room Air Conditioner.  | 89-90   |
| 12. Declaration of Surplus Items or Equipment.  | 91-93   |
| 13. Approval of Order Agreement with Ricoh USA for Purchase of Campus Copiers and Related Service Contract.   | 94-115  |
| 14. Approval of Purchase of Used Truck to Act as the College's Second Snow Plow.  | 116     |
| 15. Approval of Property, Casualty and Liability Insurance.   | 117     |
| 16. Closed Session.<br>Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1)(5) and (6), closed session is called to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees; consider the purchase or lease of real property for the use of the College; and to discuss the setting of a price for sale or lease of property owned by the College. |         |
| [Return to Open Session - Roll Call]  |         |
| 17. Approval of Human Resources Report.   | 118-119 |

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

**VI. Adjournment.**

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



Regular Board Meeting No. 674  
Board and Administration Center, Room 011  
Mattoon, IL  
February 13, 2023

**Minutes**

**Call to Order.**

Chair Sullivan called the February 13, 2023, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board & Administration Center, Mattoon, IL.

**Roll Call.**

**Trustees Physically Present:** Mr. Gary Cadwell, Vice-Chair; Ms. Doris Reynolds; Mr. Dave Storm; Mr. Mike Sullivan, Chair; Ms. Denise Walk and Mr. Thomas Wright, Secretary.

**Trustees Absent:** Trustee Curtis and Student Trustee Kelly.

**Others Participating via Telephonic or Electronic Means:** None.

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

**Approval of Consent Items.**

Trustee Storm moved and Trustee Cadwell seconded to approve the following consent items:

1. Approval of Minutes of January 9, 2023, Regular Meeting.
2. Approval of Minutes of January 9, 2023, Closed Session.
3. Approval of Agenda of February 13, 2023, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	734,199.32
Building Fund	\$	75,729.16
Site & Construction Fund	\$	64,381.00
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	102,082.10
Restricted Purposes Fund	\$	24,857.15
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	14,494.00
Student Accts Receivables	\$	15,499.39
Total	\$	1,031,242.12

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

5. Destruction of Tape Recording of the August 9, 2021, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly was absent from the meeting.

Absent: Trustee Curtis.

**Motion carried.**

**Hearing of Citizens, Faculty, and Staff.**

There were no public comments.

**Committee Reports.**

**ICCTA/Legislative.**

Trustee Walk said Dr. Bullock, Trustee Mike Sullivan, and herself attended the ACCT National Legislative Summit in Washington DC last week. She said ACCT had some good speakers including the Secretary of Agriculture, Thomas Vilsack and the Secretary of Transportation Pete Buttigieg. Ms. Walk said all the speakers were very good and informative and the focus for legislative priorities for ACCT this year include:

- Reforming student aid for today's students including tax policy
- Funding key education and workforce programs
- Strengthening the role of community colleges in workforce development
- Creating federal funding streams for community colleges to support the agriculture sector

Lake Land College Board of Trustees  
 Minutes – February 13, 2023  
 Page 3 of 15

- Supporting undocumented individuals brought to the US as children with a path to citizenship

Trustee Walk said they met in-person with Congressman Mike Bost and Congresswoman Mary Miller to discuss our top needs like short-term Pell grants and to offer Lake Land as a training partner to them as they work to keep industry in Illinois. She said they also met with Senators Richard Durbin and Tammy Duckworth in a group with other Illinois Community college trustees and presidents and it was great to be able to meet the legislators in person. Ms. Walk said the House and Senate in Springfield were also busy last week drafting and filing legislation. She said nearly 2,500 bills were filed in the senate by last Friday's deadline and about 2,300 bills have been filed in the House, with many more expected before this Friday's deadline.

### **Resource & Development.**

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

### **Finance.**

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

### **Buildings & Site.**

Chairman Sullivan said the Committee had not met since the last regular Board meeting and there was no report at this time.

### **Foundation.**

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

- The first round of scholarship applications closed February 1, 2023, with 799 completed applications. The foundation is currently in the review process and anticipates scholarship notifications to go out early March. The second round of applications will reopen the month of August. The new Foundation Awards & Corporate Relations Coordinator, Bailey Cole, started February 27.
- February 14 is our 3<sup>rd</sup> annual Love a Laker giving day. We will be seeking one-time donations on this day from employees, board members, alumni and community members. This year the Foundation is expanding efforts to local radio stations to encourage more community involvement. We are thrilled to have SC3F Wealth Management Group's matching gift support for the first \$3,000 in donations.
- January 23 was the first quarterly meeting of the Foundation Board where new board members were welcomed. The next board meeting takes place on April 12, 2023, prior to the Foundation Scholarship luncheon with donors/students.

### **Student Report.**

Ms. Maggie Kelly, Student Trustee, was not present and thus no report was given.

### **President's Report.**

- Lake Land received no payments from the Illinois Department of Corrections or the Illinois Department of Juvenile Justice (IDJJ) in January toward the FY 2023 outstanding balance. A total of \$2.5 million remains outstanding for IDOC and \$249,200 for IDJJ for FY 2023.
- In January, the College received payments from the State of Illinois for FY 2023 credit hour reimbursement of \$836,345 and an equalization payment of \$544,608. A total of \$2.16 million in credit hour reimbursement and \$2.7 million in equalization remain outstanding for FY 2023.
- The College received \$86,357 in property tax payments in January.
- On February 1, the College formalized an agreement with Southern Illinois University Carbondale for the Saluki Step Ahead program. The program allows any Lake Land College graduate automatic admission to SIUC's online Accounting, Business and Administration, Criminology and Criminal Justice, Psychology, Health Care Management, and Radiologic Sciences programs, in addition to awarding graduates a \$4,000 annual scholarship to attend SIUC to complete their bachelor's degree.
- In February, we recognized twelve Non-Traditional Student of the Year nominees. Stephanie Sample and Ron Mason were selected as the 2023 Non-Traditional Students of the Year.
- Thank you to all of the Lake Land College staff and volunteers who worked with over 250 students from seventeen district high schools at the 2023 Academic Challenge regional competition held in the Field House on February 3. Kudos to Tessa Wiles, Director of Dual Credit and Honors Experience, for her leadership in organizing the event.

### **Business Items.**

### **Non-action Items.**

### **Faculty Focus on Advancing Student Success – Contextualizing Courses to Attract Students to Humanities Courses.**

Ms. Salisa Olmsted, Division Chair Humanities & Communication Division and Communication Studies/English Instructor, highlighted efforts underway to attract students to various Humanities courses via course contextualization.

### **Monthly Data Point Discussion – End of Term Enrollment.**

Lake Land College Board of Trustees  
Minutes – February 13, 2023  
Page 5 of 15

Ms. Lisa Cole, Director of Data Analytics, provided a brief presentation highlighting this report and the differences between tenth day and end of term enrollment reports.

### **Spring 2023 Tenth Day Enrollment Report.**

Ms. Valerie Lynch, Vice President for Student Services, highlighted data from the Spring 2023 Tenth Day Enrollment report.

### **Calendar of Events.**

Trustees reviewed a calendar of upcoming events. Dr. Bullock highlighted the Foundation Scholarship & Donor Reception set for April 12, the Annual Organizational Meeting on May 1, Commencement ceremonies on May 12 and the Board Retreat set for May 17.

### **Action Items.**

#### **Approval of Planned Retirement Requests.**

Trustees reviewed a recommendation from Mr. Greg Nuxoll, Vice President for Business Services, detailing the names and job positions of five employees requesting acceptance into the College's planned retirement program. This includes three faculty members and two custodial staff. Mr. Nuxoll said these employees have been advised via oral and written communication that the Planned Retirement Program is not a four-year employment contract and their request must adhere to current Board Policy 05.22.

- Mr. Nuxoll's recommendation included the following list of five employees requesting participation in the College's planned retirement program:

<b>Faculty (by seniority)</b>	<b>Effective Date</b>
Dr. Mike Rudibaugh	August 31, 2027
Dion Buzzard	August 15, 2027
Judy Bennett	June 1, 2025

<b>Custodial Staff (by seniority)</b>	<b>Effective Date</b>
Joe Shriver	December 31, 2027
Jana Barker	December 31, 2027

Trustee Walk moved and Trustee Storm seconded to approve as presented participation in the College's planned retirement program for five employees including Dr. Mike Rudibaugh, Dion Buzzard, Judy Bennett, Joe Shriver and Jana Barker.

There was no further discussion.  
Roll Call Vote:

Lake Land College Board of Trustees  
 Minutes – February 13, 2023  
 Page 6 of 15

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

No: None.

Advisory Vote: Student Trustee Kelly was absent from the meeting.

Absent: Trustee Curtis.

**Motion carried.**

**Approval of One-Year Contract Extension for the Calm App.**

Trustees heard a recommendation from Mr. Nuxoll for the Board to enter into a one-year contract extension to continue providing the Calm app to all students at a total cost of \$41,867.28. Trustees received the proposed contract extension. He said the College has made student mental health a priority over the past few years and utilized GEERS grant funding to provide various mental health supports, including the Calm app which provides a variety of methods and tips to improve sleep quality, reduce stress or anxiety, improve focus and help with overall self-improvement.

Mr. Nuxoll reported that the GEERS II grant funding provided by the State may be utilized to pay for the annual Calm app subscription and that the proposed Calm app extension is within our budget. He said the proposed cost is \$1.42 per student per month.

Trustee Cadwell said he was supportive of this contract extension but requested the College provide data on student usage of the Calm App at a future meeting or when it is time to consider renewing next year.

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented a one-year contract extension for the Calm app to be provided for all current students for the period February 14, 2023 to February 14, 2024 at a total cost of \$41,867.28.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly was absent from the meeting.

Absent: Trustee Curtis.

**Motion carried.**

**Approval of Recipients for the Following Awards:**

**Distinguished Service Award; Alumnus Achievement Award; Retiree Wall of Fame Inductees; and Pacesetter Award.**

Trustees heard a presentation from President Bullock on behalf of the selection committee for each of the above-referenced awards. Dr. Bullock said the selection committee recommends the following 2023 award recipients:

- Distinguished Service: Ms. Shirley Sherwood
- Alumnus Achievement: Ms. Tammy Helm

Lake Land College Board of Trustees  
 Minutes – February 13, 2023  
 Page 7 of 15

- Retiree Wall of Fame: Ms. Cheryl Rich, Ms. Cindy Lou Lanman (Campbell) and Mr. Curt Rinker
- Pacesetter: Ms. Kimberlin Michels

Trustee Walk moved and Trustee Cadwell seconded to approve the naming of the following 2023 award recipients:

- Distinguished Service: Ms. Shirley Sherwood
- Alumnus Achievement: Ms. Tammy Helm
- Retiree Wall of Fame: Ms. Cheryl Rich, Ms. Cindy Lou Lanman (Campbell) and Mr. Curt Rinker.
- Pacesetter: Ms. Kimberlin Michels

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly was absent from the meeting.

Absent: Trustee Curtis.

**Motion carried.**

### **Approval of December 2022 Financial Statements.**

Trustees reviewed the December 2022 Financial Statements and heard from Mr. Nuxoll who highlighted the Financial Statements and significant variances.

Trustee Storm moved and Trustee Walk seconded to approve as presented the December 2022 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly was absent from the meeting.

Absent: Trustee Curtis.

**Motion carried.**

### **Approval of the Purchase of Semi-Truck for the College's CDL Program.**

Trustees heard a recommendation from Mr. Nuxoll that the Board approve the purchase of one used semi-truck at a cost not to exceed \$80,000 for use in the College's Commercial Driver's License (CDL) program. He reported the College's CDL program operated through the Center for Business and Industry continues to experience significant growth, with 64 students currently on a waitlist for future classes. Mr. Nuxoll said the purchase of an additional semi-truck would allow the CDL program to serve the waitlisted students and continue to develop

Lake Land College Board of Trustees  
 Minutes – February 13, 2023  
 Page 8 of 15

more partnerships with local employers including apprenticeship opportunities for new and incumbent workers.

Trustee Cadwell moved and Trustee Reynolds seconded to approve the purchase of one used semi-truck at a cost not to exceed \$80,000 for use in the College's Commercial Driver's License (CDL) program.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly was absent from the meeting.

Absent: Trustee Curtis.

**Motion carried.**

### **Approval of Contract with Auditor.**

Trustees heard a recommendation from Mr. Nuxoll that the Board approve a three-year contract with Martin Hood, LLC, of Champaign, Illinois for audit services at rates of \$68,000 for the FY 2023 audit, \$71,400 for the FY 2024 audit, and \$75,000 for the FY 2025 audit. Trustees received the proposed three-year contract.

Mr. Nuxoll said that in accordance with Board Policy 02.14 – *Auditors*, an audit firm shall be selected for up to a three-year audit cycle, and an auditing firm may perform this service for no more than two consecutive cycles, after which the auditing firm will be ineligible for consideration for the next auditing cycle. Mr. Nuxoll said that Kemper CPA, who has performed our audit for the past six years, is not eligible to provide our audit services for the next three-year cycle.

Trustee Walk moved and Trustee Storm seconded to accept as presented a three-year contract with Martin Hood, LLC, of Champaign, Illinois for audit services at rates of \$68,000 for the FY 2023 audit, \$71,400 for the FY 2024 audit, and \$75,000 for the FY 2025 audit.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly was absent from the meeting.

Absent: Trustee Curtis.

**Motion carried.**

### **Approval of Bid for Purchase of a Toyota Venza.**

Trustees heard a recommendation from Mr. Nuxoll to approve the bid from Dan Hecht Chevrolet Toyota Inc. of Effingham for the purchase of a 2023 Toyota Venza Limited, along with a trade-in value for the College-owned 2013 Ford Fusion Titanium Hybrid, at a net bid

Lake Land College Board of Trustees  
Minutes – February 13, 2023  
Page 9 of 15

price of \$35,547.26. Trustees reviewed the bid tabulation sheet detailing Dan Hecht Chevrolet Toyota submitting the lower of two bids received when taking into account the trade-in value for the 2013 Ford Fusion Hybrid. Mr. Nuxoll noted that the vehicle cost includes title and associated fees.

Trustee Storm moved and Trustee Cadwell seconded to approve as presented the bid from Dan Hecht Chevrolet Toyota Inc. of Effingham for the purchase of a 2023 Toyota Venza Limited, along with a trade-in value for the College-owned 2013 Ford Fusion Titanium Hybrid, at a net bid price of \$35,547.26.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly was absent from the meeting.

Absent: Trustee Curtis.

**Motion carried.**

#### **Approval for the Purchase of Vehicles for IDOC and IDJJ Administrators Usage.**

Mr. Nuxoll requested the Board approve the purchase of three late model, used Ford Escape vehicles with less than 25,000 miles each, at a price not to exceed \$90,000 in aggregate, not including tax, title and fees, for use by the three administrators overseeing the IDOC and IDJJ educational programs and who regularly travel to the College's contracted facilities throughout the state. He said their frequent, long-distance travel has caused each of them to put significant mileage and related wear and tear on their personally owned vehicles. Additionally, Mr. Nuxoll reported it would be financially prudent for the College to provide College owned vehicles for these administrators to drive following an analysis of the contract with IDOC and IDJJ as well as current mileage reimbursement rates.

Mr. Nuxoll said that in alignment with the contracts, the College will bill both IDOC and IDJJ for mileage incurred at the current federal mileage reimbursement rate, and we anticipate the mileage reimbursement will offset the amortized cost of the vehicles, insurance, fuel, and regular maintenance and repairs. He said the three administrators will be required to track their mileage undertaken on IDOC and/or IDJJ business.

Trustees learned that because the vehicles to be purchased will be used, a formal bid is not necessary and the College will strongly consider using in-district vehicle dealers to purchase the vehicles if the Board approves this purchase request.

Trustee Walk moved and Trustee Storm seconded to purchase three late model, used Ford Escape vehicles with less than 25,000 miles each, at a price not to exceed \$90,000 in aggregate, not including tax, title and fees, for use by the three College administrators overseeing the IDOC and IDJJ educational programs.

There was no further discussion.

Lake Land College Board of Trustees  
 Minutes – February 13, 2023  
 Page **10** of **15**

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly was absent from the meeting.

Absent: Trustee Curtis.

**Motion carried.**

**Approval of Bids for Fork Lifts for Use by the IDOC Educational Programs at East Moline Correctional Center and Lincoln Correctional Center.**

Trustees heard a recommendation from Mr. Nuxoll for the Board to approve the two separate bids from Octane Forklifts of Denver, Colorado, for the purchase of a sit-down forklift and a stand-up forklift for the Department of Corrections Warehousing Programs at both the East Moline Correctional Center and the Lincoln Correctional Center, at a total cost of \$68,829 for the two forklifts at each facility. Trustees received the bid tabulation sheets detailing Octane Solutions submitting the only bid for the East Moline Correctional Center and submitting the lower of two bids received for the Lincoln Correctional Center.

Trustee Cadwell moved and Trustee Storm seconded to approve as presented the two separate bids from Octane Forklifts of Denver, Colorado, for the purchase of a sit-down forklift and a stand-up forklift for the Department of Corrections Warehousing Programs at both the East Moline Correctional Center and the Lincoln Correctional Center, at a total cost of \$68,829 for the two forklifts at each facility.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly was absent from the meeting.

Absent: Trustee Curtis.

**Motion carried.**

**Approval of Proposed Revisions to Board Policy 07.24 – Graduation Requirements.**

Trustees heard a recommendation from Dr. Ike Nwosu, Vice President for Academic Services, for the Board to approve proposed revisions to Board Policy 07.24 – *Graduation Requirements*. Trustees received details of the proposed revisions that change requiring graduating students to complete one-half of the total number of semester hours required for a degree to completing 15 credit hours for graduation. Dr. Nwosu reported this revised language aligns with HLC Standards and it will also create the foundation for a framework that would attract and better support adult students interested in completing their education at Lake Land College.

Dr. Nwosu requested that the Board waive first reading and approve proposed changes during the February 2023 regular Board meeting to enable timely academic and admissions

Lake Land College Board of Trustees  
 Minutes – February 13, 2023  
 Page 11 of 15

workflows that are necessary for allowing current and future students to have the benefit of graduating under the new requirements.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented proposed revisions to Board Policy 07.24 – *Graduation Requirements*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly was absent from the meeting.

Absent: Trustee Curtis.

**Motion carried.**

### **Closed Session**

7:17 p.m. – Trustee Storm moved and Trustee Cadwell seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c) and (5), to consider collective negotiating matters and to consider the purchase or lease of real property for the use of the college.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly was absent from the meeting.

Absent: Trustee Curtis.

**Motion carried.**

### **Return to Open Session - Roll Call**

7:25 p.m.

**Trustees Physically Present:** Mr. Gary Cadwell, Vice-Chair; Ms. Doris Reynolds, Mr. Dave Storm, Mr. Mike Sullivan, Chair; Ms. Denise Walk and Mr. Tom Wright, Secretary.

**Trustees Absent:** Trustee Curtis and Student Trustee Kelly.

### **Approval of Human Resources Report as Discussed in Closed Session.**

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

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

Lake Land College Board of Trustees  
Minutes – February 13, 2023  
Page 12 of 15

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

Byard, April	12/10/22-6/10/23	Intermittent
Carr, David	1/10/23-2/16/23	
Gillenwater, Matt	1/16/23-4/7/23	
Stevenson, Keith	1/9/23-3/31-23	

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

Apprenticeship Coordinator	Level 12
Community & Professional Program Coordinator	Level 12
Coordinator of Diversity, Equity, Inclusion, & Belonging	Level 13

**Additional Appointments**

**The following employees are recommended for additional appointments**

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Marino Lopez, Juliana	Tutor - Student Learning Assistance Center Primary Position Lab Student Assistant	2/1/23
Rubin, Talianna	Special Needs Note Taker Primary Position International Student Ambassador	1/17/23

**End Additional Appointments**

**The following employees are ending their additional appointment**

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Shanyurai, Terrence	Pathways Classroom Assistant Primary Position Laker Mascot	1/6/23
Smith, Molly	Newspaper Editor - Student Newspaper Primary Position Adm & Rec Data Entry Assistant	11/20/22

**New Hire-Employees**

**The following employees are recommended for hire**

	<b>Position</b>	<b>Effective Date</b>
<b>Volunteer/Unpaid</b>		
Bennett, Graham	Dual Credit Instructor	2/15/23
<b>Full-time</b>		
Cavanah, Tara	TRIO Destination College Outreach Advisor	3/6/23
Cole, Bailey	Foundation Awards & Corp Relations Coord	2/27/23
Edwards, Mark	Custodian	2/14/23

Lake Land College Board of Trustees  
 Minutes – February 13, 2023  
 Page 13 of 15

Gibbs, Elizabeth	Associate Dean of Correctional Programs	1/9/23
Hartke, John	Bookstore Assistant	2/14/23
Jo, Tomoko	Adult Education Transition Coordinator	3/1/23

**Part-time**

Ard, Viv	Newspaper Editor - Student Newspaper	1/24/23
Hjort, Carol	Allied Health Den Clinical Instructor (hourly)	1/9/23
Martin, Cerra	Newspaper Editor - Student Newspaper	1/31/23
Moore, John	Adjunct Faculty Math and Science Division	8/21/23
Moore, Trista	Student Assistance Specialist	12/19/22
Newell, Kimberly	Allied Health Den Clinical Instructor (hourly)	1/9/23
Probst, Emily	Accounting Assistant	1/11/23
Rhine, Lydia	Print Shop Technician Assistant	1/27/23
Smith, Logan	Allied Health Den Clinical Instructor (hourly)	1/9/23
Smith, Nicole	Human Resources Assistant	1/12/23
Winkleblack, Lindsay	Adjunct Faculty Allied Health Division	1/9/23

**Part-time Grant Funded**

Achenbach, Chais	Student Path Recipient	1/9/23
Agney, Megan	Student Path Recipient	1/9/23
Babb, Austin	Student Path Recipient	1/9/23
Blaine, Madison	Student Path Recipient	1/9/23
Boggs, Sherrill	Student Path Recipient	1/9/23
Bowman, Christie	Student Path Recipient	1/9/23
Burris, Katie	Student Path Recipient	1/9/23
Calvert, Abigail	Student Path Recipient	1/9/23
Clarke-Miller, Rushida	Student Path Recipient	1/9/23
Cravens, Mindi	Student Path Recipient	1/9/23
Duduit, Amanda	Student Path Recipient	1/9/23
Duduit, Zoe	Student Path Recipient	1/9/23
Evrley, Christen	Student Path Recipient	1/9/23
Gregory, Danielle	Student Path Recipient	1/9/23
Jeffers, Zachary	Student Path Recipient	1/9/23
Lewis, Curtis	Student Path Recipient	1/9/23
Mathis, Lauran	Student Path Recipient	1/9/23
Nichols, Ivy	Student Path Recipient	1/9/23
Parkerson, Noelle	Student Path Recipient	1/9/23
Robertson, Shannon	Student Path Recipient	1/9/23
Rose, Haley	Student Path Recipient	1/9/23
Shinholster, Joyce	Student Path Recipient	1/9/23
Starwalt, Breanne	Student Path Recipient	1/9/23
Stock, Sarah	Student Path Recipient	1/9/23
Swingler, Lucas	Student Path Recipient	1/9/23
Wallace, Hallie	Student Path Recipient	1/9/23

Lake Land College Board of Trustees  
 Minutes – February 13, 2023  
 Page 14 of 15

Watkins, Heather                      Student Path Recipient                      1/9/23

### Terminations/Resignations

**The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Branson, Casey	Maintenance I	1/26/23
Brown, Tafi	Correctional Horticulture Instructor	12/23/22
Dawdy, Kimberly	Correctional Office Assistant	12/30/22
Donovan, Richard	Information Security Specialist	1/6/23
Gibbs, Elizabeth	Associate Dean of Correctional Programs	1/24/23
Lercher, James	Correctional Maintenance Instructor	1/30/23
Millikin, Kevin	Correctional Auto Body Instructor	2/3/23
Neff, Jameson	Mathematics Instructor	5/15/23
Reed, Bretta	College Nurse	1/27/23

### Part-time

Alexander, Jamie	Adjunct Faculty Humanities Division	5/13/22
Farris, Bailey	Newspaper Editor - Student Newspaper	12/9/22
Jordan, Danielle	Allied Health Den Clinical Instructor (hourly)	11/29/22
Keller, Kelly	Adjunct Faculty Humanities Division	8/4/22
Muhr, Conlon	Adjunct Faculty Humanities Division	5/13/22
Poorman, Samantha	Adjunct Faculty Humanities Division	12/10/21
Satterfield, Toni	Adjunct Faculty Humanities Division	5/13/22
Stremming, Sara	Perkins Student Worker - Allied Health	11/18/22
Turner, Trinity	College Work Study - Student Life	12/9/22

### Transfers/Promotions

**The following employee is recommended for a change in position**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Byard, April	Workforce Solutions Specialist	1/9/23
	Transferring from Community & Professional	
Donaldson, Lynne	Marketing Production Specialist	2/6/23
	Transferring from Accounting Assist III - Accts	
Huffmaster, Audrey	Academic Services Specialist	1/23/23
	Transferring from Marketing Production Specialist	
Tariq, Faisal	TRIO Student Support Services Advisor	2/14/23
	Transferring from Trio Dc College Outreach	

### Part-time- Grant Funded

Shanyurai, Terrence	Pathways Classroom Assistant	1/18/23
---------------------	------------------------------	---------

Lake Land College Board of Trustees  
 Minutes – February 13, 2023  
 Page 15 of 15

### Transferring from Laker Mascot

#### Unpaid

Gage, Whitney	Allied Health Ems Unpaid Adjunct	1/9/23
	Transferring from Allied Health EMS Adj Faculty	
Gracey, Jeremy	Allied Health Ems Unpaid Adjunct	1/9/23
	Transferring from Allied Health EMS Adj Faculty	
Kircher, Michael	Allied Health Ems Unpaid Adjunct	1/9/23
	Transferring from Allied Health EMS Adj Faculty	
Mayes, Kristina	Allied Health Ems Unpaid Adjunct	1/9/23
	Transferring from Allied Health EMS Adj Faculty	
Ruholl, Lucas	Allied Health Ems Unpaid Adjunct	1/9/23
	Transferring from Allied Health EMS Adj Faculty	
Schwenke, Michael	Allied Health Ems Unpaid Adjunct	1/9/23
	Transferring from Allied Health EMS Adj Faculty	
Sherwood, Shirley	Allied Health Ems Unpaid Adjunct	1/9/23
	Transferring from Allied Health EMS Adj Faculty	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly was absent from the meeting.

Absent: Trustee Curtis.

**Motion carried.**

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

There was no additional discussion.

#### **Adjournment.**

Trustee Cadwell moved and Trustee Walk seconded to adjourn the meeting at 7:27 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/](https://www.lakelandcollege.edu/col/board_minutes/)



# 2022 HIGH SCHOOL STUDENT FOCUS GROUP REPORT

## Author

M. Lynn Breer, Ph.D., Director of Institutional Research and Reporting

## Acknowledgements

This report was made possible with funding from the College Bridge Grant funded by the Illinois Community College Board (ICCB). In addition, several faculty and staff members provided assistance with facilitating focus groups and conducting qualitative analysis of the focus group data.

## Focus Group Planners

Michael Beavers, Technology Division Chair/Electrical Engineering Instructor

M. Lynn Breer, Director of Institutional Research and Reporting

David Chambers, Criminal Justice Instructor

Bambi Jones, Math Instructor

Ike Nwosu, Vice President for Academic Services

Eva Ritchey, Communication Studies Instructor

Lisa Shumard-Shelton, Director of Student Life

## Focus Group Facilitators

M. Lynn Breer, Director of Institutional Research and Reporting

Bethany Craig, Grants Writer and Coordinator

Madison Dailey, Health & Physical Education Instructor

Lisa Earp, Business Instructor

Matthew Landrus, English Instructor

Heather Nohren, Academic Counselor

Lisa Shumard-Shelton, Director of Student Life

## Focus Group Data Analysis

M. Lynn Breer, Director of Institutional Research and Reporting

Bethany Craig, Grants Writer and Coordinator

Matthew Greider, History Instructor

Sarah Hill, Director of Library Services

Brian Lynch, Economics Instructor

## Problem Statement

Over the past several years, Lake Land College has identified a concerning trend with in-district high school graduates. The percent of in-district high school graduates choosing to forego higher education after high school graduation has increased over time. According to data from the National Student Clearinghouse, 45% of the 2019 in-district high school graduating class did not enroll in college in fall 2019. This percent increased to 48.7% for the

In-District High School Graduating Class	Percent DID NOT Enroll in College Fall after Graduation
2019	45.0%
2020	48.7%
2021	52.6%
2022	49.4%

2020 graduating class and increased, yet again, to 52.6% for the 2021 graduating class (Lake

Land College High School Graduate Reports 2019 through 2022). This is a 7.6% increase within two years, and some of this increase may be due to COVID for the 2021 graduating class. However, this percentage only dropped slightly to 49.4% in 2022 resulting in an almost 5% increase in recent graduating *not* enrolling in college over four years. The fact that almost 50% of the in-district high school graduating population is choosing to forego college is very concerning.

## Objective

Based on this troubling trend, Lake Land College decided to conduct focus groups with current in-district high school students during the fall 2022 semester. The objective for these focus groups was to identify potential barriers or roadblocks for attending college. The College assembled a group of five faculty, the Vice President of Academic Services, and the Director of Institutional Research to develop a focus group plan and questionnaire.

## Study Design

After reviewing enrollment data at all in-district high schools, the committee separated high schools into three categories (i.e., small, medium, and large) based on enrollment numbers of freshmen through seniors. Using size and location (i.e., proximity to Lake Land), the committee identified six high schools to participate in the study. Four Pathways classes were also included in the study. Once the schools were selected, the committee generated the questions to be asked during the focus group (See Appendix A for focus group script and questions) as well as outlined the plan for data collection.

## Student Sample

The data collection plan involved conducting two focus groups at each participating high school. One focus group included students not planning to attend college after high school graduation and the other focus group included students planning to attend college after graduation. Students could be a sophomore, junior or senior in high school. Focus groups would be recorded and transcribed. It was suggested that each focus group should have a range of eight to twelve students. All focus groups would be held during the fall 2022 semester and would be completed before the Thanksgiving holiday.

During the summer of 2022, the Director of Institutional Research (DIR) contacted the superintendent of each selected school district with a brief letter describing the study. The letter was followed-up with phone calls to describe the study in more detail, address questions the superintendent may have about the study, and identify a contact person at each school. The contact person at each school helped organize the focus groups by identifying student participants, scheduling the date and time, and identifying a classroom or

space for each focus group. The contact person at each high school was offered a \$150 stipend for their assistance with the project.

Of the six selected high schools, four of them participated in the study. Two of the schools were unable to complete their participation in the study and unsuccessful attempts were made to replace these schools. However, one of the larger schools participating offered to make time for their entire senior class to participate. As a result, Lake Land faculty and staff facilitated a total of 24 focus groups within four in-district high schools and four Pathways programs, and 223 high school students across the district shared their thoughts and experiences related to planning for their future. All facilitators were asked to record the five key takeaways from each of the groups and submit these takeaways to the DIR as soon as possible. A summary of these takeaways is provided in Appendix B.

## Data Analysis

Once data collection was completed, the College used NVIVO software to transcribe the focus groups. A group of three faculty and a staff member then analyzed the data using the following steps. All of the focus group transcriptions were divided into four documents. Each of the four members of the data analysis group received two transcription documents with the following directions. First, they read through the entire documents without taking notes. On the second read through, they began to identify ideas/themes/concepts that began to emerge from the data. During the third read through, they assigned each idea/theme/concept a color and began to highlight passages, words, phrases with the color that supported the idea/theme/concept. They also identified additional themes/ideas during this process, and highlighted the new themes with additional colors. They tracked all of this in an Excel spreadsheet. After completing these steps, they were given the remaining two

transcription documents. Using the codes they developed, they coded the new transcriptions using their identified ideas/themes/concepts, and added any new ideas/themes/concepts from the new transcription documents.

## Discussion

After completing these steps, the committee convened to compare and discuss their data analysis results. The lengthy discussion led to a consensus of the six main themes/concepts that emerged from the data. These themes/concepts include:

### ***Theme 1: Cost/Finances/Money/Debt (Financial)***

Across all of the focus groups and whether or not students were planning to attend college, one consistent main area of concern identified involved financing and costs. In every focus group, cost was raised as an issue at least once if not multiple times. High school students perceived the cost of college and/or student debt to be a major concern and even a deterrent for attending college. Although a few students mitigated these concerns with the support of financial aid and/or scholarships, the cost of college and the thought of student debt is a clear concern for students.

**"I don't want to get stuck with ridiculous amounts of college debt."**

### ***Theme 2: Negative emotions related to the future***

Another emerging theme involved fear of the future and the unknown. Many of the students expressed doubts about their future in a wide variety of ways. They discussed fears about the ability to cope as well as anxiety and stress related to college. They presented the fear of the unknown, and several from small communities

**"I will suck at college."**

**"The world sometimes can be big and scary."**

mentioned the fear of moving from an environment where you know everyone to a world where you know

few if any people and the class room settings are very different. Another fear includes being alone throughout the higher education process (i.e., maneuvering through the system—applying, paying for college, enrolling, succeeding in coursework). Other students mentioned the internal battle—“can I go to college and succeed?”

Other students, mainly in the not planning to attend college groups, reported having negative feelings related to school in general. Some of these students revealed a perception that school is a waste of time or that they do not enjoy school or are ready to be done with school. Similar reasons were provided by students in the planning to attend groups when asked about friends and classmates who decided to skip college after graduation.

### ***Theme 3: Understand future options and related outcomes***

It is fairly clear that local high school students, whether or not they are planning to attend college, have a fairly good idea and understand their future options after high school graduation. Across the focus groups students were fairly upfront that their options after high school graduation involve college, the workforce, or the military. Several even mentioned the military as a way to attain a college education. Examples of relatives and friends who took this approach were mentioned. In fact, one student had already planned everything out, was enrolled in ROTC at Eastern Illinois University and planned to use that as well as a scholarship to pay for her college education. She will be the first person in her family to attend college.

**“There's like four options everyone says either workforce, military, college, or your parent's basement.”**

**“I want a better life for myself and financial success and job opportunities.”**

Many of the participating students in the planning to attend college focus groups understand the benefits of having a college education. They identified a number of valuable reasons for attending college including: making good connections for the future, learning new skills, being able to make more money, having financial stability, having more

opportunities for employment, and needing a college education for the job they want are just a few of the advantages to a college education mentioned.

Although students understand options and do see the benefits of additional education, they do not seem to understand that community colleges offer trade programs such as welding, automotive, construction, etc. They seem to perceive that a trade

**“He's encouraging me to go to take a trade school class for six months and get my certificate.”**

**“I want to go to a trade school for welding.”**

school is different than a community college and don't have a good understanding of the similarities between a trade school and a community college. Several students, at least one from each type of focus group (i.e., planning to attend and not planning to attend college) mentioned traveling out of state to attend trade schools versus attending a local community college.

#### *Theme 4: Influencers of post high school path*

The most common response to the question “who has helped you make your decision

**“I feel that there is a lot of YouTubers that I watch that talk about how they went to college for some reason and then like after a while, they kind of realized that this wasn't really going to help them in the future. And then they kind of stopped going to college and then started like doing YouTube.”**

related to college” by far is parents. Parents seem to have the most influence related to their children's decision to attend college. Other influencers include other family members such as siblings and grandparents as well as educators (i.e., teachers, counselors, coaches). Siblings currently attending or

who have attended college were used several times as examples of people who encouraged college enrollment. Friends, especially those currently attending college were also mentioned several times as encouraging college. One potential negative influence on college attendance that was mentioned a couple of times included social media influencers on YouTube or other social media outlets. It seems some social media influencers may discuss the fact that they do

not use their college education or that they dropped out of college because they didn't see the benefit it would have to their future.

***Theme 5: Non-monetary/financial roadblocks***

Participating students also offered a number of non-monetary roadblocks related to enrolling in college. Several focus groups, especially those located further away from Lake Land, identified transportation as a concern. Part of the transportation barrier involved the money necessary

**“Because like gas prices, I'm sure you who drive can agree that it's even probably hard for people to get to work. I got six dollars in my bank account. I don't know how I'm making it work.”**

to pay for gas. The other part included reliable transportation and what resources would be needed if their car would break down.

Safety was another concern mentioned by students planning to attend college as a

**“School shootings and stuff and certain areas like bigger cities have a higher safety concern.”**

potential barrier to college attendance. This concerned overlapped a bit with the idea of moving to larger

and/or more heavily populated areas where crime may be more of a concern. Finding safe housing was another concern when moving to a new area.

Housing, in general, was another roadblock. Finding affordable and safe housing in a new area was a concern mentioned by several students. Housing was actually mentioned as an issue that made some students think twice about attending college. Also, students mentioned that many four year universities require freshmen and sophomores to live in campus housing which is perceived as more expensive than apartment living.

Another roadblock involved feeling unprepared for college. In fact, two students in the planning to attend college groups mentioned that high school is not preparing them for college. They felt that their high school was not preparing them enough for college and the workforce at all because the high school allowed them to retake tests and hand in homework late towards the end of the semester and still get credit. They feared this would not be the case in college.

**“Like high school, they’re not preparing us well for college, right now. Oh yeah, you can retake this test. Just fill out the form and retake the test. But in college, it’s make or break like they’re not going to have you retake it. I mean, quizzes, maybe, but like the test, its make or break. If you fail, you fail it. You’re not going to retake it. And right now we have three weeks to turn in late work. In college, they won’t let that happen.”**

### ***Theme 6: Necessary skills for success***

When asked about additional education, training, and/or skills necessary to success in

**“And spending money and how to budget. I still feel like it is different whenever you’re just living on your own with your own money, rather than like if I go buy food for lunch. I know that like, I’ll still be able to eat dinner later and stuff, and I don’t have to pay like rent or all those other bills.”**

their after high school plans, students identified three essential skills. The first was money management skills. While several students shared the need to be able to manage money and budget to be

**“I can't speak for anyone else, but I have no idea how to manage money whatsoever. “**

successful, they also shared that they do not feel prepared for managing money.

Communication skills along with leadership and time management skills were additional areas identified as important for success in the future. One student even mentioned the need to control your emotions as a skill necessary for success. Several planning to attend college focus groups discussed the struggle students have in making decisions, especially in

**“Do I even want to go to college and then waste the time and money? When you do it, and then get a degree for it, and then not ever really need it.”**

relation to college. Apparently, students struggle to decide if attending college is worth the "I'm not sure yet." time, money, and other resources necessary to successfully complete an advanced degree, especially if it is not needed or used. Other students just grapple with simply making the decision to attend college or with deciding on a second course of action (i.e., "backup plans").

## Recommendations

Based on the data provided and themes extracted, the data analysis committee identified a number of recommendations for the College to consider. In addition, some of the recommendations provided below were mentioned by focus group attendees. The recommendations generated include:

### ***Enhance and expand marketing opportunities:***

- Market the College to parents, since parents have such a strong influence on college attendance for their children.
  - Once a month, have an event at a local restaurant where parents can come to hear from College personnel about programs, events, etc.
- Market the College and its "trade" programs to high school personnel. Highlight Lake Land's trade programs, certificates, and short-term training. Show students interested in these employment options that Lake Land has these programs.
- Market to in-district students at younger ages. A lot of the students participating in the focus groups had made the decision to attend college within the past 9 to 12 months. Marketing to students during middle school may sway more of them towards college.
- Dispel the myth that college is always expensive and automatically creates debt. Highlight how reasonable a college education is at Lake Land compared to other options both in and out of state.
  - Do a better job of marketing scholarship opportunities through the foundation to incoming students.
  - Once a month, invite parents to the campus to talk about financial aid and other pertinent topics.
  - Provide financial aid coach/navigator.

- Redirect some scholarship monies away from talented student scholarships to scholarships that are for students who may not have a top GPA, but work really hard and are solid students.
- Market the safety of our campus. Lake Land has a very safe campus environment that should be promoted and shared with the community. Students worried about safety concerns need to feel they are entering a safe environment.
- Expand marketing strategies to include the emotional side. This generation of students doesn't shy away from talking about feelings and the College shouldn't either.
  - College readiness
  - Attitude towards college
  - Increase messaging that in-district community members belong to the Laker family

***Enhance the College's website and application process:***

- Improve the College application process. Make it easier and more streamlined. Use common language that more people understand (i.e., application instead of "intent to enroll"). Make it easier for dual credit students to enroll again—why should they have to enroll two times?
- Use universal design principles on the College's website and marketing materials. Staff could be trained in best practices for improving user experiences. The vocabulary used is frequently specialized and geared toward college graduates.

***Enhance opportunities for current and future students:***

- Overhaul high school career day and 8th grade career day events.
  - Find local businesses to "sponsor" the events and provide free lunches so students can attend longer and be exposed to more presentations and careers.
  - Invite local employers to attend and provide presentations on jobs. Have people who work in a career field come and speak at the event to give students the opportunity to hear from them and what they do day to day in their careers.
  - Have a "career fair" for these same employers in the Field House so students can talk with them between sessions and during lunch and breaks.
- Provide more opportunities to interact with in district students in kindergarten through 8<sup>th</sup> grade.
  - Provide more opportunities for summer college programs.
  - Provide more opportunities for community programs.
  - Provide opportunities for student to spend a day in my lab/office.

- Provide specific academic programming to get community to engage directly with faculty and staff on campus.
- Offer students more options for extracurricular activities (i.e., eSports options, etc.).
- Increase opportunities for dual enrollment courses. These courses are taught by college instructors and provide high school students with opportunities to see how courses are taught by college faculty. It may help better prepare them for college.

***Expand and enhance community outreach to enhance and strengthen relationships:***

- Use high school flex periods to highlight College programs. Many of the high schools in the district offer flex periods during the day. Lake Land could utilize these “class periods” to send faculty to talk with students about specific programs.
- Attend Regional Office of Education (ROE) meetings and trainings; college personnel could present at the meetings.
- Talk with public transportation providers to explore options for transporting students from various communities to college to attend classes.
- Work more closely with in-district high schools related to dual credit. When it comes to dual credit, more isn’t always better or necessary especially when students know what they want to study. Provide more education and information to high school counselors and teachers about appropriate dual credit courses for specific majors and potential impact unnecessary dual credits may have on a student’s financial aid eligibility, major, etc.
- Develop personal connections between the College and the community.
  - Faculty and students could call potential students to answer questions they may have or to chat about future career goals.
- Public libraries in big cities offer “adulting” workshops all the time for teens—how to save money, invest online, do taxes, do laundry, find an apartment, make a monthly budget. Based on the data, local high school students want that information, too. The College could work with local public libraries and offer similar workshops.

## APPENDIX A

## FOCUS GROUP SCRIPT AND QUESTIONS:

High School: \_\_\_\_\_

Total Number of Focus Group Participants: \_\_\_\_\_

Circle the Group you have: Planning to attend college Not planning to attend college

High School Focus Group Questions:

Hello, my name is \_\_\_\_\_ and I am the \_\_\_\_\_ at Lake Land College. I am here today to talk with you about your after high school plans and to identify the factors that have influenced your decisions about your future. I also want to assure you that while we are recording these discussions, Lake Land will not include any personal information you provide at all. All of this information we collect will be analyzed and summarized in aggregate across the all of the focus groups we are holding at various high schools across the district. All information will be kept confidential. Any questions before we start?

To break the ice have everyone...introduce themselves with first name only and identify their class—sophomore, junior, senior, and their favorite hobby/extracurricular activity.

1. What choices do you feel you have for life after high school graduation?
2. What encouragement have you received about attending college?
3. What discouragement have you received about attending college?
4. What are your current plans after high school graduation?
  - a. When did you make this decision?
5. Why are you choosing to not attend college?/Why are you choosing to attend college?
  - a. Who has helped you make this decision and how?
  - b. What has helped you make this decision and how?
6. What additional education, training, and/or skills do you feel you need to succeed in your after high school plans?
7. Why do you feel other classmates are choosing to go to college?
8. Why do you feel other classmates are choosing not to go to college?
9. What do you perceive as other possible barriers to attending college?
10. If there is one thing that Lake Land could do differently to make it easier for you to attend Lake Land, what would that be?

## Top 5 Key Takeaways

APPENDIX B							
School	Group	Total Participants	Concept1	Concept2	Concept3	Concept4	Concept5
HS1 Group 1	Not planning	8	multiple students showed interest in trade schools	Felt they had a lack of information about scholarships	worry about general education courses	money money money	"pushy" guidance counselor
HS1 Group 2	Planning	10	Debt and money biggest worry and barrier	had a great idea about all options open to them for after high school graduation	normal concerns: transportation, debt, moving from small school to large campus, class size	Parents biggest influence on decision to go to college	very positive about Lake Land in general. Know a lot about it and indicated pushed on them
HS2 Group 1	Planning	8	Debt was major concern although one student mentioned scholarships	Sophomores had recently made decision to go to college within the past 7 months	Planning to attend because of money and options for career	Indicated a lot of barriers that can be individual to each student: anxiety, change, starting over, making new friends, etc.	More personal touches (communications, discussion with faculty, etc.) from Lake Land would make it easier to go to Lake Land
HS2 Group 2	Not planning	5	School is a waste of time	I'm already working and feel it is more valuable to keep working than to waste time and money on school	I don't enjoy school	I'm bad at school	if you have a good work ethic, you'll be fine in the real work just working without going to college.
Path1 Group 1	Planning	8	Parents and teachers are biggest encouragement for attending college	Mondy, stability and opportunities are the reason for attending college	Think LLC is doing a good just and couldn't think of anything could be doing better. All had received information from LLC but not too much.	Most made the decision to attend college within the past year.	They wanted to leave Illinois. 5 of the 8.
Path 1 Group 2	Not planning	9	This group was mostly seniors and some juniors. They did seem to understand their time in high school is drawing to a close, they did seem to understand they need a plan after HS. Where I see a gap is that this group had done very little of the many steps needed to set up a plan after HS. For example, one stated he was going into the Marines. However, when pressed he had not met with them nor did he know for sure if he would do it. Typically, I think students would have this mapped out more so than that. This seemed to be typical of the groups MO as a whole.	There were several mentions about trade school in this group. I didn't observe a good understanding of trade schools versus Lake Land College. One student stated that trade schools are free, so very little understanding of costs.	Students seemed to view Lake Land College similar to EIU or other state universities. While in many cases this is good, this group didn't seem themselves as coming to "college" at all so it was a detriment.	Most currently worked but did not wish to stay at their current job, such as Walmart, Dairy queen, etc. most understand they need a skill to increase their wages, but they see this coming from apprenticeships or trade school, not LLC.	All stated they have encouragement to go to college. However, it is spoken of by this group as some far away place that is out of reach.
HS3 Group 1	Planning	9	The group was adamant and unanimous in their thoughts about face to face and online courses. They definitely prefer face to face. Staying motivated is hard in online. They learned that during COVID.	the biggest issues with college seemed to be money and transportation.	Most of them always planned to go to college. Family (parent or grandparent) and coaches seemed to be the most encouraging.	Several have friends going straight into the workforce and are looking at apprenticeship like opportunities.	They see the benefits of college as having higher paying jobs, better job opportunities, doing what interests them.

## Top 5 Key Takeaways

School	Group	Total Participants	Concept1	Concept2	Concept3	Concept4	Concept5
HS3 Group 2	Not planning	7	<ul style="list-style-type: none"> <li>Possible barriers for attending college include money, time, concentration, comprehension skills, time management skills and good effort towards the goal</li> </ul>	<ul style="list-style-type: none"> <li>Participants listed that they have received encouragement from various family members to pursue college and some of their parents want them to do better than they did and go further in life by going to college; they also want to make their parents proud – their guidance counselors have also encouraged them to attend college</li> </ul>	<ul style="list-style-type: none"> <li>Participants listed that they have received encouragement from various family members to pursue college and some of their parents want them to do better than they did and go further in life by going to college; they also want to make their parents proud – their guidance counselors have also encouraged them to attend college</li> </ul>	<ul style="list-style-type: none"> <li>After college, many of these students are thinking of doing trade school or an apprenticeship or even joining the military and using their educational benefits through the military</li> </ul>	<ul style="list-style-type: none"> <li>If Lake Land College could do one thing differently to make it easier to attend the College, it would be: <ul style="list-style-type: none"> <li>☑ Offer monthly payment plans for tuition so it could be paid gradually (money for college was a concern for this group)</li> <li>☑ Supply textbooks in the courses for free and students could use them during class and then leave them in the classroom</li> <li>☑ Offer technical classes that are of interest to students (I let them know we do have technical courses they could choose from)</li> </ul> </li> </ul>
Path 3 Group 1	Planning	4	<ul style="list-style-type: none"> <li>Some of the students have a very clear idea of their future goals, while other students' are very generic. For instance, one student knows precisely what two-year program he's enrolling in this spring here at Lake Land—as well as how long it will take to complete, his job opportunities after completing it, and so on—while another student simply identified “living on my own and going to college.”</li> </ul>	<ul style="list-style-type: none"> <li>Social skills may be a factor regarding students' future goals and plans. Meaning, the two students who demonstrated superior non-verbal skills and confidently answered questions without being prompted to do so were also the ones who had very clear goals for their future; those who were awkward and quiet, conversely, had generic, vague aspirations.</li> </ul>	<ul style="list-style-type: none"> <li>Motivation, internally generated, is a key to success, in their opinion. Students acknowledged the importance of dedication and commitment to doing well in college, and in life as well.</li> </ul>	<ul style="list-style-type: none"> <li>Students don't want to waste their time. Put differently, I got the impression that most of the students, while willing to attend college, don't want the next few years of their life wasted on coursework they feel is irrelevant.</li> </ul>	<ul style="list-style-type: none"> <li>Pathways students specifically feel they are in a better position to succeed in college because of their geographic location to campus. The students feel that taking their classes towards high school graduation here at Lake Land makes the transition to taking classes here easier. They believe they have an advantage over those students in the high school, for they are not only unfamiliar with Lake Land's campus, but also less likely to attend classes on this campus.</li> </ul>
Path 3 Group 2	Not planning	11	<ul style="list-style-type: none"> <li>Interestingly, mental health and getting a handle on their mental health before enrolling in college was a factor mentioned a few times by more than one student in the focus group.</li> </ul>	<ul style="list-style-type: none"> <li>Items mentioned when asked about additional education, training and/or skills needed to succeed in after high school plans included time management, dedication, determination (wanting to do something), willpower and recognizing that some people will try to bring you down</li> </ul>	<ul style="list-style-type: none"> <li>Things Lake Land College could do differently in order to make it easier for them to attend College are: make the application process easier, make it less expensive, further advertise what the College offers (as far as degree programs and options), host Career Days more often, hear from more College graduates who share their stories and how they lived through life, completed their College degree, pros and cons of college experience and how they felt about the whole experience</li> </ul>	<ul style="list-style-type: none"> <li>More than one student mentioned that if they graduate from high school they will be the first to graduate in their family; several mentioned that if they do go to College and finish, they will be the first one in their families to do so</li> </ul>	

## Top 5 Key Takeaways

School	Group	Total Participants	Concept1	Concept2	Concept3	Concept4	Concept5
Path 2 Group 1	3 attend 3 not attend	6	1. They have a strong relationship with their pathways teacher and she highly encourages them to attend college. Only 1 of the students has a parent encouraging her to go. The other 5 students don't have parental encouragement or discouragement. Going to college is simply not discussed in their household.	2. Wanting to earn wages after high school is a big factor with the students not attending college. They feel as if going to college is a "waste of time" because they will spend a lot of money and end up in debt while making less or not much more (they specifically used teacher salaries as an example).	3. Strong assumption that the only scholarships available to students are athletic scholarships and athletes are the only students who can truly go to college for free. They have this assumption because it's what they see in the high school (peers getting celebrated when earning athletic scholarships throughout the school year).	4. They all filled out a FAFSA with assistance from their pathways instructor BUT they have no idea what filling out a FAFSA really means. They don't understand they are applying for a state grant and a federal grant and that there could be enough money in grants to pay for tuition and fees at LLC. They definitely have no idea that they could actually have leftover money after tuition and fees are paid.	5. All of these students would be first generation college students if/when they enroll. They all provided indication that they just don't know how to maneuver the higher education process (application, paying for college, enrollment, succeeding in coursework). They have a fear of being alone throughout the process. Additionally, "change is hard" for them because all they know is to work after they graduate high school. Higher education is a foreign concept to them.
HS4 Group 13	high risk	6	1. These were mainly underclassman (4 freshman or sophomores, 1 junior, 1 senior). The questions were too far out into the future for them. All except for 1 do not drive. So transportation right now is a barrier. Could that change? Yes. But truly none seem to have thought that one through.	2. When finally nailed down for specifics, one said they want to play football in college and one said basketball in college. Neither are currently on the high school team, they had not spoken to college coaches. One wants to "fish" after high school. The rest didn't even give anything for career goals. SIGH	3. Only two had jobs of any type...one at McDonald's and one at Sonic I think. So there wasn't even a good gauge for making money at this point.	4. I would love to get that group to a campus visit and to see the auto program, diesel tech, welding...something hands on and higher wage careers.	5. It was very hard to get them to speak, one covered his entire face with his sweatshirt each time and the teacher translated. 6. Counselors and the teachers of that program would be EXCELLENT resources for this project.
HS4 Group 1	high risk	7	1. The lack of interest in or planning of their future. a. The most common answer I received was "I don't know." A few of the students even seemed to be borderline apathetic about their future or at least talking about it. Getting them to answer these questions was difficult. b. One student said my conversation with her during the focus group got her to thinking about college, and that's when she decided she wanted to go! Made me wonder if this was the first time she had ever had a conversation out loud with someone about the possibility of going to college? Kind of neat, but kind of sad, too.	2. A major reason not to go to college—debt. a. I didn't have enough time at the end to fully explain how Lake Land could be very affordable compared to other schools.	3. One of the answers to the question #6 "what additional education, training, and/or skills do you feel you need to succeed in your after high school plans" was "living off the government" which the student meant that he didn't need to go to college or have any skills, because he would be fine.	4. Answers to question #8 "why do you feel other classmates are choosing not to go to college" a. Don't want to go to school b. Can put you into debt c. Family not financially stable d. Don't want to go/don't think I need to go e. Already have what I need f. I want to find a different way g. Some in my family already went—I don't need to go just to be better than them	5. I was touched by the bits and pieces of information I gathered from their home lives as well as their nonverbal communication. For example: a. One student seemed to have pent up anger—at life. b. Another student referred to his biological mom vs his new mom and how his biological mom had a bad life and he didn't want that. Not sure if he was adopted or fostered. c. Lack of eye contact and/or mumbling gave me the impression of very low self-esteem. 6. Perhaps someone from the college could follow-up with the teachers from this group to offer to host the students on campus for a tour/info session, return as a guest speaker, etc. I think there's an opportunity there to be a resource.

## Top 5 Key Takeaways

School	Group	Total Participants	Concept1	Concept2	Concept3	Concept4	Concept5
HS4 Group 2	planning to attend	8	Money is an issue for college	These students had plans for college ready - many know where they are attending and what they will be studying	Family encouragement to attend college was a common theme in this group	Additional skills needed after high school for this group included learning to be more independent in life and figure things out on their own	One student mentioned that in his family, he will be the first person to go to college in the states, since he spent part of his childhood in Vietnam where he was born, he is looking forward to it.
HS4 Group 3	18 planning to attend 4 not planning	22	several from this group are graduating in December and will be attending college in January.	Cost is a concern for college	They assume college will be more difficult than high school	This group mentioned that as far as skills after high school, if you are not very talkative, you need to change that because you'll have to talk in college	This group mentioned that choices they have after high school includes a college that best fits your financial state.
HS4 Group 4	6 planning to attend; 2 not planning; 2 undecided	10	1. Cost of college is a factor	In relation to discouragement about attending college, this group talked a fair amount about how the discouragement is coming from themselves (internally); battling in their head whether or not it's worth it to go to college, whether they can go to college and succeed	3. These students felt that as for choices after high school, they could choose what their job will be and how successful they'll be as well as whether to go to college or get a job	4. This group mentioned that additional education or skills they need to succeed after high school include getting a driver's license, common sense (don't do something stupid), good communication skills, hands on skills, being able to cook for yourself, time management skills and how to handle emergencies	5. This group mentioned that some YouTube stars they know started college and then stopped because they were able to do well with YouTube; this made them wonder if college is worth it
HS4 Group 5	3 planning to attend; 1 not planning; 2 undecided	6	Barriers for college include transportation, living expenses, food and money	2. This group has received a lot of encouragement to go to college and participating in TRIO was mentioned as part of this encouragement	3. Some of this group stated that they are choosing to attend college because they want to do it, not because others have mentioned it to them	4. Others in the group said that they didn't have a choice to attend college; their parents had already made the decision for them that they would be going; the decision they needed to make was what they would major in	5. Additional education and skills this group mentioned in order to succeed after high school were keeping their finances in check, saving money, being responsible, being confident and being dedicated
HS4 Group 6	4 planning to attend 2 unsure	6	Parents and teachers are biggest encouragement for attending college	Debt and money is a major concern	Attending college because they will have more career options and won't have to struggle as much in life	students had a good idea of the options available for them after high school graduation.	felt social skills and money management skills are important ones to have
HS4 Group 7	planning to attend	9	families and teachers provide the most encouragement for attending college	money and debt are biggest barriers	communication skills are important to be successful	Have good idea that attending college will be beneficial to their future.	feel high school is not preparing them for college. They allow them to retake tests and hand unfinished work in at the end of the semester and this won't be an option in college.
HS4 Group 8	20 planning to attend; 4 not planning; 1 undecided	25	Non planning to attend students were never interested in attending college. No interest. One wants/has an apprenticeship. One trade school	Debt and money is a major concern	Necessary skills for success include social skills, common sense, and perseverance	family biggest influencer of college	Other influences for attending college are higher salaries, better job, financial success

## Top 5 Key Takeaways

School	Group	Total Participants	Concept1	Concept2	Concept3	Concept4	Concept5
HS4 Group 9	9 planning to attend; 1 not planning	10	Cost is an issue	Feel HS is not doing good job preparing them for college	communication skills are important to be successful	Everyone rather take F2F than online classes: For online want live lectures and need a good environment to "take" online courses	Parents and teachers and counselors biggest influencers.
HS4 Group 10	2 not planning 11 planning	13	Students want to receive more information in the mail from Lake Land. They want to see ALL classes that Lake Land offers so they are more informed. Seeing what's offered might give them ideas of other options or choices to consider. I think we need to bring back the printed schedule of classes that we used to mail to every household in the district. They want this this information sooner. I think this would be very beneficial to help them start thinking sooner about choices and helping them see that LLC is a feasible option. I think we assume they know there should be/could be a connection or opportunity to attend LLC, but they haven't made that connection yet.	Parents are very influential. Sending home that schedule helps to promote us to parents, too.	We need to do a better job helping to dispel the myth that college is always expensive and automatically creates debt. Maybe try to offer a lesson plan that could be shared or integrated into an existing course or offer to be guest speaker to a classes. Are we utilizing dual credit classes to convey this?		
HS4 Group 11	planning to attend	9	students seem to be aware of all of their potential choices after high school graduation including living in their parent's basement.	Biggest influences have been parents, teachers, counselors, and friends and coaches	cost is an issue and concern	There seemed to be an even split of those who decided to go to college recently, those who have always known, and those whose parents have encouraged and expected it.	They identified a lengthy list of skills needed to succeed in general
HS4 Group 12	4 planning to attend; 3 not planning to attend	7	1. These students felt that they are very limited due to finances when we talked about what choices they have for life after high school graduation.	2. When talking about additional education, training and/or skills they will need to succeed in their after high school plans, they mentioned how to manage money, budgeting, people skills, talking skills, and learning how to do an actual job.	3. A possible barrier that students were concerned about (this was when I asked the question of other possible barriers to attending college) was fitting in the time to go to school and also to work.	4. Social media influencers, along with Jeff Bezos and Elon Musk have influenced these students on the idea that maybe college isn't necessary because these people make a lot of money and many did not finish college.	5. Some of these students have researched what they can do as far as jobs without a college degree.

# LAKE LAND COLLEGE

# MEMO

**TO:** Dr. Josh Bullock, President

**FROM:** Valerie Lynch, Vice President for Student Services and Chair, Academic Standards Committee

**DATE:** March 3, 2023

**RE:** Proposed Revisions to Board Policy 07.22 – *Change of Curriculum*

---

On behalf of the Academic Standards Committee, I respectfully request to change Board Policy 07.22 *Change of Curriculum* to *Change of Program of Study*. This change will coincide with the Academic Standards in the College Catalog.

I submit this recommendation for first reading for your consideration, and will plan to bring this back to the Board for final approval during the April 2023 regular meeting.

Attachment

07.22

~~Change of~~  
Curriculum  
Change of  
Program of Study

Unless informed otherwise, students are assigned the curriculum they indicate on their Intent to Enroll. If a student desires a curriculum change and they have not enrolled yet, they should contact the Admissions and Records Office. If the student is already enrolled, they should contact Counseling Services or complete the Change of Major form online.

---

Adopted November 9, 1998  
Revised December 8, 2003  
Revised June 11, 2012

# MEMO

TO: Board of Trustees  
Dr. Jonathan Bullock, President

FROM: Dr. Ike Nwosu, Vice President of Academic Services

CC: Emily Ramage, Dean of Academic Operations

DATE: March 7, 2023

RE: Update to Board Policy 07.36 – Accessibility of College Programs and Facilities and Services for Individuals with Disabilities

---

I respectfully request that the Lake Land College Board of Trustees grant approval for the proposed revisions to Board Policy 07.36 - *Accessibility of College Programs and Facilities and Services for Individuals with Disabilities*. The Digital Accessibility Task Force has made a request to incorporate a more comprehensive accessibility commitment statement into this policy.

The proposed statement serves to reinforce Board Policy 7.36 and to facilitate the support of future initiatives necessary to address the expanding obligations of accessibility services and compliance. Furthermore, the task force recommends the inclusion of specific language in Board Policy 07.36 to raise awareness of the concept of "*digital accessibility*" and to differentiate it from physical accessibility.

I respectfully request that the proposed changes be submitted for first reading during the regular meeting scheduled for March 2023.

07.36

## Accessibility of College Programs and Facilities and Services for Individuals with Disabilities

Lake Land College is committed to providing an accessible, inclusive and equitable experience designed for all students, staff, faculty and community members to thrive within the physical and digital campus. This commitment is designed to eliminate barriers, regardless of ability or technology and to cultivate an environment that fosters success and a sense of belonging for the Lake Land College community.

It is the policy of the College to provide an digitally and physically accessible campus. ~~\_, both in terms of the physical plant and programs.~~ The College will comply with all regulations set forth in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Illinois Accessibility Code of 1988, and their amendments.

Lake Land College employs an Counselor for Student Accommodations & Mental Health Initiatives ~~Academic Counselor/Coordinator of Student Accommodations~~ who is responsible for coordinating support services and accommodations for students with disabilities; assisting students, staff, and the public with concerns regarding compliance and accessibility; working with the Director of Physical Plant to review physical accessibility to the campus; advising the Director of Human Resources about services for staff with a disability; and advising College departments regarding accommodations for visitors who wish to access the College's programs and services. Individuals who wish assistance from College offices must meet the specific conditions established by law for accommodation.

---

Adopted November 9, 1998  
Revised December 8, 2003  
Revised June 9, 2014  
Review December 11, 2017  
Revised March 13, 2023

### Calendar of Events

Thursday, March 9, 2023	8 a.m. – Board and Administration Center, 011 Finance Committee Meeting
Monday, March 13, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Wednesday, March 29, 2023	11 a.m. – Employee Recognition Luncheon Field House
Tuesday, April 4, 2023	Consolidated Election, Including Community College Trustee Elections
Thursday, April 6, 2023	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, April 10, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Wednesday, April 12, 2023	11 a.m. – Foundation Scholarship & Donor Reception Foundation and Alumni Center
Monday, May 1, 2023	3:30 p.m. – Annual Organizational Meeting Board and Administration Center, 011
Thursday, May 4, 2023	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 8, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Friday, May 12, 2023	6 p.m. – Commencement Field House
Wednesday, May 17, 2023	12 p.m. – 5 p.m. Board of Trustees Annual Retreat with Lunch Board and Administration Center
Thursday, June 8, 2023	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 12, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, July 6, 2023	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 10, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, August 10, 2023	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 14, 2023	5 p.m. – Board Dinner – Kluthe Center, Effingham 6 p.m. – Board Meeting – Kluthe Center, Effingham
Thursday, September 7, 2023	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 11, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 5, 2023	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 9, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, November 9, 2023	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 13, 2023	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, December 7, 2023

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 11, 2023

5 p.m. – Board Dinner – Foundation and Alumni Center  
6 p.m. – Board Meeting – Board and Administration Center, 011



# MEMO

TO: Board of Trustees  
FROM: Dr. Josh Bullock, President  
DATE: February 28, 2023  
RE: Resolution to Support Extending the Life of the Sullivan TIF District III

---

The City of Sullivan is proposing an extension of their TIF District III Project Redevelopment Area both for an additional 12 years. The Sullivan TIF District III was established in 2001 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 is working with Illinois Senator Steve McClure and Illinois Representative Brad Halbrook 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 Sullivan.

Attachment

# Lake Land College Board of Trustees



RESOLUTION NUMBER: 0323-008

DATE: March 13, 2023

## *RESOLUTION FOR SUPPORTING EXTENSION OF THE LIFE OF THE CITY OF SULLIVAN TIF DISTRICT III REDEVELOPMENT PROJECT AREA*

WHEREAS, the City of Sullivan has a Tax Increment Financing (TIF) District known as the Sullivan TIF District III Redevelopment Project Area; and

WHEREAS, the Sullivan TIF District III was established in 2001 with a life of twenty-three (23) years; and

WHEREAS, the City desires to extend the life of this TIF District for an additional twelve (12) years in order to complete commercial and residential development projects in the area; and

WHEREAS, the City is requesting support for the extension from the taxing districts located in the TIF Districts.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Trustees of Community College District No. 517, Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby, and the State of Illinois, does hereby adopt this resolution in favor of the 12-year extension of the life of the Sullivan TIF District III Redevelopment Project Area.

PASSED BY THE GOVERNING BOARD OF LAKE LAND COLLEGE, COMMUNITY COLLEGE DISTRICT No. 517, this 13<sup>th</sup> day of March, 2023, with a vote of \_\_\_\_\_ ayes and \_\_\_\_\_ nays.

ATTEST:

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Board Secretary



# MEMO

TO: Board of Trustees  
 FROM: Dr. Josh Bullock, President  
 DATE: March 6, 2023  
 RE: Proposed Tuition and Fees Rates for Summer 2023 and Fall 2023

---

Lake Land College remains committed to delivering a high quality education to our students, while remaining one of the most affordable educational choices in the State of Illinois. As the College has begun planning for the fiscal year 2024 budget, we are working diligently to balance our budget with the commitment to sustaining the value of a Lake Land College education.

In Academic Year (AY) 2023, the Board reduced the in-district tuition rate from \$110.50 to \$100.00 per credit hour to assist students impacted by the pandemic and the financial strain of increasing inflation. In order to maintain fiscal stewardship, and adjust for the increasing costs associated with College operations, we feel it is necessary to adjust tuition for the summer 2023 and fall 2023 terms. Thus, the Cabinet is recommending in-district tuition be adjusted back to \$110.50 per credit hour, the same rate charged from summer 2020 through spring 2022. It is important to note that the Lake Land College tuition rate would remain significantly below the statewide average for in-district and out-of-district levels compared to other community colleges.

With Board approval, the tuition and fees rates for summer 2023 and fall 2023 terms in comparison to AY 2023 are detailed below.

## Tuition

	<u>In-District</u>	<u>Out-of-District</u>	<u>Out-of-State</u>
Summer 2023 / Fall 2023 Terms	\$110.50	\$237.96	\$431.36
AY 2023	\$100.00	\$237.96	\$431.36

## Activity Fee:

We are recommending that Lake Land College maintain the same \$2.50 per credit hour activity fee rate for the upcoming summer and fall terms.

## Service and Rec Fee:

We are recommending that Lake Land College maintain the same \$29.67 per credit hour service and rec fee rate for the upcoming summer and fall terms.

## Dual Credit Fee:

We are recommending that we maintain the dual credit fee at the same \$18.42/credit hour rate for upcoming summer and fall terms.

We are proud to recommend affordable tuition and fees rates that ensure a student enrolled at Lake Land College in summer 2023 or fall 2023 will pay the same in-district tuition and fees rates as were in place in summer 2020 and fall 2020.

The above represents the Cabinet's recommendation to the Board of Trustees for tuition, activity fees, service and rec fees, and Dual Credit fees for the summer 2023 and fall 2023 terms.

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

# LAKE LAND COLLEGE

# MEMO

**TO:** Dr. Josh Bullock, President  
**FROM:** Valerie Lynch, Vice President for Student Services  
**DATE:** February 28, 2023  
**RE:** Recommended Academic Calendars 2024-2025 and 2025-2026

---

The Academic and Enrollment Calendar Committee has completed its work to develop academic calendars for 2024-2025 and 2025-2026. The calendar summaries are attached.

The recommended calendars comply with requirements established in Lake Land College Board Policies *06.03 Academic Calendar* and *05.20 Holidays and Summer Work Week* and satisfy the requirements of the Illinois Community College Board and the Agreement between the Lake Land College Faculty Association and the Board of Trustees. The calendars follow the same model that has been in place since the 2012-2013 academic year.

With your approval, I would like to present the recommended calendars to the Board of Trustees for their approval at the March 2023 meeting. I will be available to answer any questions. Thank you.

*2022-2023 Academic and Enrollment Calendar Committee:* Kelly Allee, Amanda Arena, Pam Hartke, Jennifer Hedges, Peighton Hinote, Charles Jarrell, Tynia Kessler, Cody Marlar, Heather Nohren, Ike Nwosu, Emily Ramage, Gavin Shawver, Madge Shoot, David Stewart, Jon Van Dyke Chair Valerie Lynch, and Committee Assistant Becky Earp.

## Lake Land College – Academic Calendar Summary

<b>Fall Semester 2024</b>	
Opening Day-Fall Celebratory Kick-Off Breakfast-Offices Closed 8-9 a.m. Full Services Resume @ 9 a.m.	August 16
First Meeting of Full Semester & Module I Classes	August 19
Last Day for Refund - Module I	August 23
Last Day for Refund - Full Semester	August 30
College Closed	September 2
Mid-Term Module I	September 13
No Day or Evening Classes SOFF	September 21
College Career Day/Adjunct Faculty Development Evening – No Day or Evening Classes	October 1
Last Day for Withdrawal – Module I	October 7
Last Day of Classes – Module I	October 11
Mid-Term Full Semester	October 11
First Meeting of Module II Classes	October 14
Last Day for Refund – Module II	October 18
Mid-Term – Module II	November 7
Last Day to File Intent to Graduate for Fall	November 15
Staff Development – No Day or Evening Classes	November 27
College Closed	November 28–December 1
Last Day for Withdrawal – Full Semester & Module II	December 2
Last Day of Classes - Full Semester & Module II	December 6
Final Examinations	December 9–12
Semester Close	Grades Due Noon December 13
<b>Spring Semester 2025</b>	
Opening Day-Unit Leader/Divisional Meetings-All College Offices Open 8 a.m.	January 10
First Meeting of Full Semester & Module I Classes	January 13
Last Day for Refund – Module I	January 17
College Closed	January 20
Last Day for Refund – Full Semester	January 27
Mid-Term Module I	February 7
Last Day for Withdrawal – Module I	March 3
Last Day of Classes Module I	March 7
Mid-Term Full Semester	March 7
Spring Recess – No Day or Evening Classes	March 10-14
College Closed	March 14
First Meeting of Module II Classes	March 17
Last Day for Refund – Module II	March 21
Last Day to File Intent to Graduate for Spring	March 21
Staff Development Days– No Day or Evening Classes	April 3-4
Mid-Term Module II	April 15
College Closed	April 18
Last Day for Withdrawal – Full Semester & Module II	May 6
Last Day of Classes – Full Semester and Module II	May 12
Final Examinations	May 13-16
Commencement – 6:00 p.m.	May 16
Semester Close	Grades Due Noon May 19
<b>Summer 2025</b>	
First Meeting of Classes – Intersession	May 19
Last Day for Refund – Intersession	May 19
College Closed	May 26
Last Day for Withdrawal – Intersession	June 3
Last Day of Classes – Intersession	June 4
First Meeting of Classes	June 9
Last Day for Refund	June 16
Mid Term	July 3
College Closed	July 4
Last Day to File Intent to Graduate for Summer	July 24
Last Day for Withdrawal	July 28
Last Day of Classes	August 4
Final Examinations	August 5-6
Summer Term Closes	Grades Due Noon-August 7

**COLLEGE OPEN MONDAY THROUGH THURSDAY ONLY MAY 23 THROUGH AUGUST 15.**

## Lake Land College – Academic Calendar Summary

### Fall Semester 2024

### DAYS

---

Registration/Staff Development	2
Career Day	1
Class Days	75
Final Exams	4
Grades Due	1
<b>TOTAL</b>	<b>83</b>

### Spring Semester 2025

---

Registration/Staff Development	3
Class Days	77
Final Exams	4
Grades Due	1
<b>TOTAL</b>	<b>85</b>

### Summary

---

Registration/Staff Development	5
Class Days	152
Final Exams	8
Grades Due	2
Career Day	1
<b>TOTAL</b>	<b>168</b>

### Summer Term 2025

---

Class Days	32
Final Exams	2
Grades Due	1
<b>TOTAL</b>	<b>35</b>

### DATES THAT ALL COLLEGE OFFICES ARE OFFICIALLY CLOSED 2024-2025

September 2  
 November 28 through 29  
 December 24 through January 1  
 January 20  
 March 14  
 April 18  
 May 26  
 May 23 through August 15 – Closed on Friday  
 July 4

## Lake Land College – Academic Calendar Summary

<b>Fall Semester 2025</b>	
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/Adjunct Faculty Development Evening – 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 File Intent 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
<b>Spring Semester 2026</b>	
Opening Day-Unit Leader/Divisional Meetings-All College Offices Open 8 a.m.	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 File Intent 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
<b>Summer 2026</b>	
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 File Intent 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
<b>COLLEGE OPEN MONDAY THROUGH THURSDAY ONLY MAY 22 THROUGH AUGUST 14.</b>	

## 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
<b>TOTAL</b>	<b>83</b>

### Spring Semester 2026

---

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

### Summary

---

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

### Summer Term 2026

---

Class Days	32
Final Exams	2
Grades Due	1
<b>TOTAL</b>	<b>35</b>

### 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

March 13, 2023

Illinois Community College Trustees Association  
401 E. Capitol, Suite 200  
Springfield, IL 62701-1711

Dear Selection Committee,

On behalf of the Lake Land College Board of Trustees, it is my pleasure to recommend the EJ Water Cooperative for the 2023 ICCTA Business/Industry Partnership Award. In addition to this letter of support, please find enclosed the following documents:

- A completed ICCTA nomination form;
- A letter of acknowledgement from Illinois Asphalt Pavement Association;
- A narrative statement explaining the nominee's qualifications and for use by ICCTA for publicity materials.

Lake Land College and EJ Water have enjoyed a long-standing relationship by partnering on a number of curriculum, economic and community development projects since 2008. EJ Water's CEO, Bill Teichmiller, has been a key partner with assisting Lake Land College with developing Geographic Information Systems (GIS) through donating staff with DACUMS, sponsoring a paid internship program, and regularly hosting site visits for students and other community organizations developing GIS technology. These projects and innovations have created jobs and millions of dollars of economic development projects with expansion of water services across the State of Illinois.

In 2012, Mr. Teichmiller used and developed GIS interns from the College that would become his GIS Department. This model not only produced an active model for interns within the district, but as well developed and built a multimillion dollar GIS database for a water utility that has been replicated both regionally and nationally through his work and partnership with Lake Land College. As a result of this success, Mr. Teichmiller has produced and created multiple full-time positions for GIS Managers, Analysts, and Technicians from Lake Land College. His current manager, Bill Carr, was a graduate from Lake Land College and was a veteran of multiple tours with U.S. Army in the Airborne Infantry Unit. To date, Mr. Teichmiller has sponsored over eight paid internships and created three full-time jobs filled by Lake Land College GIS Certificate graduates. At all levels of curriculum development, hosting conferences for related technologies like drones/Unmanned Aerial Systems, and donating staff/equipment resources the partnership with EJ Water has been critical to establishing Lake Land's GIS Program.

Thank you for considering the EJ Water Cooperative for this prestigious award.

Sincerely,

Mr. Mike Sullivan, Chair  
Lake Land College Board of Trustees

**Eastern Region Center**  
224 South Sixth St.  
Marshall, Illinois 62441  
217-826-8490

**The Kluthe Center for Higher  
Education and Technology**  
1204 Network Center Blvd.  
Effingham, Illinois 62401  
217-540-3555

**Lake Land College**  
5001 Lake Land Blvd.  
Mattoon, Illinois 61938  
217-234-5253  
lakelandcollege.edu

**Western Region Center**  
600 East First St.  
Pana, Illinois 62557  
217-562-5000

**Workforce  
Development Center**  
305 Richmond Ave. East  
Mattoon, Illinois 61938  
217-235-2222

# LAKE LAND COLLEGE

# MEMO

**TO:** Dr. Jonathan Bullock, President  
**FROM:** Dr. Ikemefuna Nwosu, Vice President for Academic Services  
**DATE:** March 2, 2023  
**RE:** ICCTA Full-Time Outstanding Faculty Member Award

---

On behalf of the screening committee, it is with sincere pleasure that I nominate Mr. Greg Powers, Speech Communication/Broadcasting Instructor and Director of Broadcast Operations, for the 2023 ICCTA Full-Time Outstanding Faculty Member Award.

Greg is a multi-faceted asset to Lake Land College as a skilled instructor, an effective advisor, an innovative program director, and an engaged community member. He has worked diligently over the past several years to reimagine the Broadcasting program and reposition it within the 21<sup>st</sup> century. His service to the College and his work in state and national field organizations inspires his students to be active members of their chosen field. Greg is also extremely active in the Mattoon community through his broadcasting and coaching work in youth and high school community sports.

I respectfully request that the Board of Trustees accept this nomination at the March 13, 2023, Board meeting.



# MEMO

TO: Dr. Josh Bullock, President

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

DATE: February 28, 2023

RE: January 2023 Financial Statement Summary

---

Outlined below are the budgetary variances of note for the month of January for Fiscal Year 2023.

*Areas of Concern:*

- We do not feel we have any significant budgetary areas of concern through January 2023, the seventh month of FY 2023.

*Overall Variances:*

- *Revenue* – Total January 2023 revenue was \$2,146,674 resulting in an unfavorable variance of \$960,389 month to date; however, the overall revenue variance to budget remains favorable \$2,081,271 year to date.
- *Expenditures* – Total January 2023 expenditures were \$2,598,377 resulting in a monthly favorable variance of \$435,310 month to date and year to date the actual remains favorable to budget \$2,664,545.

*Revenue Variances:*

- *Local Sources* – A monthly unfavorable variance exists of \$830,062 month to date; however, the actual variance to budget remains favorable \$109,383 year to date. Overall, the variances on the local counties property tax cycle are timing related as to when funds are received by the College. As the year transpires, we expect the variance to normalize.
- *ICCB Credit Hour Grant* – We received \$802,687 in January 2023 resulting in a favorable monthly variance of \$16,910 and a yearly favorable variance of \$270,771. The variances are timing related as we typically receive a larger payment in the 1<sup>st</sup> month of each quarter and smaller payments the last two months of each quarter. We expect the variance to normalize by year-end.

- *ICCB Equalization Grant* – We received \$544,608 of equalization payments in January 2023 resulting in a \$0 month and year to date variance.
- *Tuition & Fees* – January 2023 had a favorable monthly variance of \$162,495 for tuition and \$11,669 for fees. Year to date, tuition is favorable to budget \$1,420,541 and fees are also favorable \$107,522 year to date. In the fiscal year 2023 budget, the College budgeted enrollment to be at the same level as fiscal year 2022. Through January 2023, the enrollment headcount and credit hours are slightly above anticipated levels resulting in a favorable tuition variance.
- *Other State Sources* – The month to date variance in this area is unfavorable by \$306,058 and unfavorable year to date \$347,455. We expect the variance to normalize over the course of the year.
- *Other Revenue* – Other revenue is unfavorable by \$15,343 month to date; however the year to date actual to budget is positive \$505,759.

*Expenditure Variances:*

- *Salary & Wages (overall)* – Overall, the salary and wages had a \$13,305 unfavorable variance in January 2023 while maintaining a year to date favorable variance of \$931,826. As the year transpires, we expect the variance to normalize.
- *Employee Benefits (overall)* – An unfavorable monthly variance in employee benefits exists in January 2023 of \$19,966 and a year to date favorable variance of \$102,946.
- *Instructional* – The Instructional expenditures had an unfavorable variance in January 2023 of \$61,387 and a year to date favorable variance of \$863,022. The year to date variance is mainly attributable to favorable variances in salary and wages and general material and supplies.
- *Academic Support* – The Academic Support expenditures had a favorable variance of \$26,124 in January 2023 and maintains a favorable year to date variance of \$6,603.
- *Student Services* – The Student Services expenditures had a favorable variance in January 2023 of \$34,043 and a year to date favorable variance of \$296,374.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable variance of \$3,282 month to date and favorable year to date variance of \$48,191 YTD.
- *Operations & Maintenance* – The Operations and Maintenance expenditures had a favorable variance in January 2023 of \$141,831 and a favorable year to date variance of \$351,167.
- *Institutional Support* – The Institutional Support expenditures had a favorable variance in January 2023 of \$251,937 and maintains a favorable year to date variance of

\$1,492,072. There are positive variances in nearly all line items with the largest variance in Contractual Services, Contingency Funds, Other and General Materials and Supplies. Over the course of the year, we expect the variance to normalize.

- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had a favorable variance for January 2023 of \$39,479; however, an unfavorable year to date exists in the amount of \$392,883. The YTD variance is more a timing issue as to when scholarships are provided and we expect the variance to normalize throughout the year.

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY22 Audited Numbers	FY23 Annual Budget
<b>Revenues:</b>										
267,572	1,097,634	(830,062)	Local Sources	10,841,312	10,731,929	109,383	1.02%	9,976,418	10,863,543	11,372,321
802,687	785,776	16,910	ICCB Credit Hour Grant	3,675,802	3,405,031	270,771	7.95%	2,600,037	4,695,485	5,238,509
544,608	544,608	(0)	ICCB Equalization Grant	3,812,258	3,812,258	(0)	0.00%	3,536,756	6,255,650	6,535,300
36,676	342,734	(306,058)	Other State Sources	536,971	884,426	(347,455)	-39.29%	522,768	1,001,827	1,201,680
208,782	46,287	162,495	Tuition	7,418,553	5,998,013	1,420,541	23.68%	7,710,301	7,634,283	6,000,121
170,406	158,737	11,669	Fees	3,355,189	3,247,667	107,522	3.31%	3,161,644	3,459,045	5,551,040
115,944	131,287	(15,343)	Other Revenue	1,196,771	691,012	505,759	73.19%	863,096	3,439,821	1,034,153
-	-	-	Gift in Kind	14,750	-	14,750	0.00%	5,000	140,237	-
<b>2,146,674</b>	<b>3,107,064</b>	<b>(960,389)</b>	<b>Total Revenues</b>	<b>30,851,607</b>	<b>28,770,336</b>	<b>2,081,271</b>	<b>1</b>	<b>28,376,020</b>	<b>37,489,871</b>	<b>36,933,124</b>
<b>Expenditures:</b>										
<b>Instructional</b>										
697,734	635,754	(61,980)	Salary and Wages	6,725,109	7,221,426	496,318	6.87%	6,120,400	9,997,327	13,028,296
192,218	176,719	(15,499)	Employee Benefits	1,135,145	1,202,428	67,284	5.60%	1,111,852	2,051,378	2,188,558
52,752	97,250	44,498	Contractual Services	88,160	221,990	133,830	60.29%	80,545	407,858	426,050
98,524	58,944	(39,580)	General Materials and Supplies	385,565	479,415	93,850	19.58%	285,125	507,828	578,994
3,755	9,631	5,876	Travel and Meeting Expenses	29,592	81,237	51,645	63.57%	3,282	28,893	142,462
11,715	14,450	2,735	Fixed Charges	15,572	37,150	21,578	58.08%	13,426	55,290	56,375
286	2,850	2,564	Capital Outlay	5,060	18,328	13,268	72.39%	53,149	107,718	28,828
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	14,750	-	(14,750)	0.00%	5,000	-	-
<b>1,056,985</b>	<b>995,598</b>	<b>(61,387)</b>	<b>Total Instructional</b>	<b>8,398,952</b>	<b>9,261,974</b>	<b>863,022</b>	<b>9.32%</b>	<b>7,672,779</b>	<b>13,156,291</b>	<b>16,449,563</b>
<b>Academic Support</b>										
35,468	52,411	16,943	Salary and Wages	362,395	300,642	(61,753)	-20.54%	230,173	372,622	216,254
9,939	13,880	3,941	Employee Benefits	70,709	95,830	25,121	26.21%	45,212	74,099	63,897
-	-	-	Contractual Services	-	-	-	0.00%	-	-	-
10,346	10,008	(338)	General Materials and Supplies	175,298	194,758	19,461	9.99%	178,259	203,048	209,650
31	5,610	5,579	Travel and Meeting Expenses	4,821	28,596	23,775	83.14%	2,816	10,746	11,100
-	-	-	Fixed Charges	-	-	-	0.00%	-	-	-
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	-	-	-	0.00%	-	-	-
<b>55,785</b>	<b>81,909</b>	<b>26,124</b>	<b>Total Academic Support</b>	<b>613,223</b>	<b>619,826</b>	<b>6,603</b>	<b>1.07%</b>	<b>456,460</b>	<b>660,514</b>	<b>500,901</b>
<b>Student Services</b>										
133,287	153,929	20,642	Salary and Wages	1,041,203	1,174,639	133,436	11.36%	944,049	1,617,025	1,892,481
44,859	49,074	4,215	Employee Benefits	268,379	329,542	61,162	18.56%	230,591	438,935	574,909
703	-	(703)	Contractual Services	11,075	9,540	(1,535)	-16.09%	10,372	20,492	12,040
3,784	8,054	4,270	General Materials and Supplies	38,554	108,484	69,931	64.46%	31,080	96,942	129,821
4,135	9,755	5,620	Travel and Meeting Expenses	29,570	62,950	33,380	53.03%	7,601	50,833	83,565
-	-	-	Fixed Charges	-	-	-	0.00%	80,409	80,409	-
-	-	-	Other Expenditures	7,500	7,500	-	0.00%	7,500	14,100	15,000
<b>186,769</b>	<b>220,813</b>	<b>34,043</b>	<b>Total Student Services</b>	<b>1,396,281</b>	<b>1,692,655</b>	<b>296,374</b>	<b>17.51%</b>	<b>1,311,603</b>	<b>2,318,735</b>	<b>2,707,816</b>
<b>Public Service/Cont Ed</b>										
32,181	42,738	10,558	Salary and Wages	247,061	319,850	72,790	22.76%	173,107	323,117	493,346
9,235	5,668	(3,567)	Employee Benefits	40,329	34,531	(5,798)	-16.79%	30,966	61,706	62,870
7,745	2,500	(5,245)	Contractual Services	84,999	32,650	(52,349)	-160.33%	47,014	56,796	59,400
4,751	7,624	2,873	General Materials and Supplies	42,520	72,666	30,146	41.49%	38,260	57,486	125,645
2,299	1,123	(1,176)	Travel and Meeting Expenses	7,937	8,962	1,026	11.44%	1,340	4,135	15,953
8,817	8,658	(159)	Fixed Charges	60,798	63,174	2,376	3.76%	59,773	105,125	106,271
-	-	-	Capital Outlay	-	-	-	0.00%	115,000	115,000	-
-	-	-	Other	-	-	-	0.00%	-	-	-
-	-	-	G/K	-	-	-	0.00%	-	-	-
<b>65,028</b>	<b>68,310</b>	<b>3,282</b>	<b>Total Public Service/ Cont Ed</b>	<b>483,643</b>	<b>531,834</b>	<b>48,191</b>	<b>9.06%</b>	<b>465,460</b>	<b>723,363</b>	<b>863,485</b>
<b>Operations &amp; Maintenance</b>										
80,264	85,732	5,468	Salary and Wages	599,253	607,384	8,131	1.34%	515,850	931,217	1,041,986
32,232	33,120	888	Employee Benefits	193,378	222,399	29,021	13.05%	176,136	334,730	376,366
33,258	67,423	34,165	Contractual Services	182,364	202,008	19,644	9.72%	155,474	237,194	269,170
26,727	56,250	29,523	General Materials and Supplies	165,851	194,250	28,399	14.62%	106,159	198,989	250,500
-	500	500	Travel and Meeting Expenses	321	1,150	829	72.13%	51	199	1,150
1,100	750	(350)	Fixed Charges	15,474	10,250	(5,224)	-50.96%	6,000	103,277	104,000
49,250	125,283	76,033	Utilities	627,221	876,983	249,762	28.48%	649,342	1,058,060	1,503,400
4,396	-	(4,396)	Capital Outlay	4,396	25,000	20,604	82.42%	-	10,800	25,000
-	-	-	Contingency Funds	-	-	-	0.00%	-	-	-
-	-	-	Gift In Kind	-	-	-	0.00%	-	-	-
<b>227,227</b>	<b>369,058</b>	<b>141,831</b>	<b>Total Operation and Maint</b>	<b>1,788,257</b>	<b>2,139,424</b>	<b>351,167</b>	<b>2</b>	<b>1,609,011</b>	<b>2,874,466</b>	<b>3,571,572</b>
<b>Institutional Support</b>										
278,876	273,940	(4,936)	Salary and Wages	1,706,633	1,989,537	282,904	14.22%	1,602,977	3,519,884	3,533,791
90,184	80,242	(9,942)	Employee Benefits	621,527	547,682	(73,845)	-13.48%	871,270	1,313,188	824,367
66,410	237,876	171,466	Contractual Services	812,869	1,745,826	932,957	53.44%	259,939	649,571	2,094,460
73,305	222,249	148,944	General Materials and Supplies	1,225,302	1,309,350	84,048	6.42%	1,305,755	1,548,250	1,863,491
16,486	13,320	(3,166)	Travel and Meeting Expenses	66,811	79,858	13,047	16.34%	11,001	67,321	382,917
1,743	3,250	1,507	Fixed Charges	187,343	213,750	26,407	12.35%	15,872	205,246	220,000
-	9,450	9,450	Capital Outlay	45,178	18,900	(26,278)	-139.03%	74,772	111,338	18,900
104,067	182,672	78,605	Contingency Funds	438,594	672,011	233,417	34.73%	255,585	563,005	1,126,330
-	-	-	Other	-	226,627	226,627	100.00%	-	563,382	119,075
14,351	200,000	185,649	Strategic Initiatives	14,351	400,000	385,649	96.41%	252,705	307,891	-
325,641	-	(325,641)	One Time Budget Requests	592,862	-	(592,862)	0.00%	-	1,297,959	-
<b>971,062</b>	<b>1,222,998</b>	<b>251,937</b>	<b>Total Institutional Support</b>	<b>5,711,470</b>	<b>7,203,541</b>	<b>1,492,072</b>	<b>2</b>	<b>4,649,877</b>	<b>10,147,034</b>	<b>10,183,331</b>
35,521	75,000	39,479	Scholarships, grants, waivers	553,449	160,566	(392,883)	-244.69%	637,321	682,256	1,228,566
<b>2,598,377</b>	<b>3,033,687</b>	<b>435,310</b>	<b>Total Expenditures</b>	<b>18,945,275</b>	<b>21,609,820</b>	<b>2,664,545</b>	<b>12.33%</b>	<b>16,802,510</b>	<b>30,562,660</b>	<b>35,505,234</b>
<b>(451,702)</b>	<b>73,377</b>	<b>(525,079)</b>	<b>Revenue Less Expenditures</b>	<b>11,906,332</b>	<b>7,160,516</b>	<b>4,745,816</b>	<b>1</b>	<b>11,573,510</b>	<b>6,927,211</b>	<b>1,427,890</b>
-	-	-	<b>Transfers Out:</b>	-	-	-	0.00%	-	1,521,178	1,427,890
<b>(451,702)</b>	<b>73,377</b>	<b>(525,079)</b>	<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>11,906,332</b>	<b>7,160,516</b>	<b>4,745,816</b>	<b>1</b>	<b>11,573,510</b>	<b>5,406,033</b>	<b>-</b>
<b>2,146,674</b>	<b>3,107,064</b>	<b>(960,389)</b>		<b>30,851,607</b>	<b>28,770,336</b>	<b>2,081,271</b>				
<b>2,598,377</b>	<b>3,033,687</b>	<b>435,310</b>		<b>18,945,275</b>	<b>21,609,820</b>	<b>2,664,545</b>				
(451,702)	73,377	(525,079)		11,906,332	7,160,516	4,745,816				

<b>Current Month</b>	<b>Current Month Budget</b>	<b>Variance</b>		<b>Current YTD Actual</b>	<b>Current YTD Budget</b>	<b>Current YTD Budget Variance</b>
1,257,809.77	1,244,504.74	(13,305.03)	Salary and Wages	10,681,652.88	11,613,478.43	931,825.55
378,668.09	358,702.10	(19,965.99)	Employee Benefits	2,329,467.00	2,432,412.89	102,945.89
160,868.05	405,048.45	244,180.40	Contractual Services	1,179,467.25	2,212,013.43	1,032,546.18
217,437.56	363,130.13	145,692.57	General Materials and Supplies	2,033,088.67	2,358,923.43	325,834.76
26,706.81	39,938.81	13,232.00	Travel and Meeting Expenses	139,051.02	262,753.28	123,702.26
23,374.54	27,107.50	3,732.96	Fixed Charges	279,187.20	324,323.50	45,136.30
49,250.36	125,283.33	76,032.97	Utilities	627,221.07	876,983.33	249,762.26
4,681.76	12,300.00	7,618.24	Capital Outlay	54,633.49	62,227.99	7,594.50
104,066.59	182,671.92	78,605.33	Contingency Funds	438,594.02	672,011.00	233,416.98
-	-	-	Other Expenditures	7,500.00	234,126.86	226,626.86
<b>2,222,863.53</b>	<b>2,758,686.98</b>	<b>535,823.45</b>	<b>Total</b>	<b>17,769,862.60</b>	<b>21,049,254.14</b>	<b>3,279,391.54</b>

## Lake Land College

### FY2023 Salary, Wage & Benefits Detail

<b>Salary &amp; Wages</b>	<b>Year to Date</b>			<b>FY2023 Budgeted</b>	<b>FY23 Projections</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>		<b>Projected Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Salary and Wages - Instructional	\$6,725,109	\$7,221,426	\$496,318	\$13,028,296	\$6,725,109	\$13,028,296	\$6,303,187
Salary and Wages - Acad. Support	\$362,395	\$300,642	(\$61,753)	\$216,254	\$362,395	\$216,254	(\$146,141)
Salary and Wages - Stud. Svcs	\$1,041,203	\$1,174,639	\$133,436	\$1,892,481	\$1,041,203	\$1,892,481	\$851,278
Salary and Wages - Public Svc.	\$247,061	\$319,850	\$72,790	\$493,346	\$247,061	\$493,346	\$246,285
Salary and Wages - Maintenance	\$599,253	\$607,384	\$8,131	\$1,041,986	\$599,253	\$1,041,986	\$442,733
Salary and Wages - Inst. Support	\$1,706,633	\$1,989,537	\$282,904	\$3,533,791	\$1,706,633	\$3,533,791	\$1,827,158
<b>Total Salary and Wages</b>	<b>\$10,681,653</b>	<b>\$11,613,478</b>	<b>\$931,826</b>	<b>\$20,206,154</b>	<b>\$10,681,653</b>	<b>\$20,206,154</b>	<b>\$9,524,501</b>

<b>Employee Benefits</b>	<b>Year to Date</b>			<b>FY2023 Budgeted</b>	<b>FY23 Projections</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>		<b>Projected Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Employee Benefits - Instructional	\$1,135,145	\$1,202,428	\$67,284	\$2,188,558	\$2,051,378	\$2,188,558	\$137,180
Employee Benefits - Acad. Support	\$70,709	\$95,830	\$25,121	\$63,897	\$74,099	\$63,897	(\$10,202)
Employee Benefits - Stud. Svcs	\$268,379	\$329,542	\$61,162	\$574,909	\$438,935	\$574,909	\$135,974
Employee Benefits - Public Svc.	\$40,329	\$34,531	(\$5,798)	\$62,870	\$61,706	\$62,870	\$1,164
Employee Benefits - Maintenance	\$193,378	\$222,399	\$29,021	\$376,366	\$334,730	\$376,366	\$41,636
Employee Benefits - Inst. Support	\$621,527	\$547,682	(\$73,845)	\$824,367	\$1,317,320	\$824,367	(\$492,953)
<b>Total Employee Benefits</b>	<b>\$2,329,467</b>	<b>\$2,432,413</b>	<b>\$102,946</b>	<b>\$4,090,967</b>	<b>\$4,278,168</b>	<b>\$4,090,967</b>	<b>(\$187,201)</b>

# LAKE LAND COLLEGE

# MEMO

TO: Lake Land College Board of Trustees

FROM: Dr. Jonathan Bullock, President

DATE: February 27, 2023

RE: Reemployment or Non-reemployment Recommendations for Tenured and Non-tenured Faculty Members for 2023/2024 Academic Year

---

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

## First Year Non-Tenure

## Division

Joseph Hoenes	Technology (Spring 2023 Hire)
Lara Lash	Allied Health
Lacy Maulding	Allied Health (Spring 2023 Hire)
Kara Molzen	Allied Health (Spring 2023 Hire)
Kellie Niemerg	Counseling
Chris Pivetta	Vandalia Correctional Center

## Second Year Non-Tenure Division

Katelyn Bloemer	Allied Health
Cody Marler	Math and Science
Amber Niebrugge	Counseling
Lisa Shumard-Shelton	Student Life
Samantha Webster	Business

**Third Year Non-Tenure**   **Division**

Brent Curry                      Agriculture (Spring 2021 Hire)

**Fourth Year Non-Tenure**   **Division**

Nicki Amigoni                      Allied Health (Spring 2020 Hire)

**Fourth Year Tenured**       **Division**

Jessica Byers                      Allied Health

Kristine Marler                      Business

Bethany Workman                      Allied Health

**Continued Tenure Status**   **Division**

Iffat Ali                              Math and Science

Daniel Allen                        Math and Science

Lara Bacino Althaus                      Social Science and Education

Dyke Barkley                        Agriculture

Michael Beavers                        Technology

Judy Bennett                        Humanities and Communication

Jodi Birdwell                        Humanities and Communication

Tara Blaser                         Humanities and Communication

Haylee Brandt                        Allied Health

Andrea Bright                        Counseling

Dewayne Brown                        Vandalia Correctional Center

Bryan Burrell                        Counseling

Krista Burrell                        Counseling

Dion Buzzard                        Technology

Greg Capitosti	Math and Science
John Carpenter	Business
David Chambers	Social Science and Education
Michael Ben Cohan	Humanities and Communication
Madison Dailey	Social Science and Education
Marc DalPonte	Math and Science
Kimberly Davis	Social Science and Education
Angela Davison	Business
Laura Deters	Allied Health
Suzett Doty	Math and Science
Danielle Downs	Financial Aid and Veteran Services
Lisa Earp	Business
Timothy Flowers	Vandalia Correctional Center
Mackenzie Floyd	Allied Health
Joshua Fulk	Technology
Andy Gaines	Social Science and Education
Tisha Goad	Allied Health
Matt Greider	Social Science and Education
Karla Hardiek	Allied Health
Sarah Harley	Math and Science
Emily Hartke	Counseling
Elizabeth Hartrich	Allied Health
Tarah Haskenherm	Allied Health
Sarah Hill	Library
Shannon Hood	Allied Health
Salisa Hortenstine-Olmsted	Humanities and Communication

Brenda Hunzinger	Math and Science
Charles Jarrell	Social Science and Education
David Johnson	Social Science and Education
Bambi Jones	Math and Science
Nichole Jones	Allied Health
Kris Kersey	Technology
Tynia Kessler	Business
Leo Kitten	Technology
Ty Knebel	Vandalia Correctional Center
Matt Landrus	Humanities and Communication
Jon Lebold	Business
Gary Lindley	Technology
Katie Lotz	Social Science and Education
Brian Lynch	Social Science and Education
Brian Madlem	Technology
Jennifer Melton	Counseling
Claire Miller	Math and Science
Kevin Miller	Technology
Nathan Miller	Vandalia Correctional Center
Martha Mioux	Allied Health
Tina Moore	Career Services
James Munger	Business
Rakhasha Nasseripour	Math and Science
Russell Neu	Agriculture
Robert Newell	Humanities and Communication
Heather Nohren	Counseling

Maria Nohren	Allied Health
Ryan Orrick	Agriculture
Katie Parrish	Social Science and Education
Cynthia Phipps	Business
Cassandra Porter	Allied Health
Gregory Powers	Humanities and Communication
Anthony Reinhart	Agriculture
Casey Reynolds	Humanities and Communication
Scott Rhine	Business
Laura Rincker	Math and Science
Eva Ritchey	Humanities and Communication
Matthew Rodgers	Agriculture
M. Shane Rogers	Social Science and Education
Mike Rudibaugh	Math and Science
Marcy Satterwhite	Business
Kimberly Smithenry	Allied Health
Erin Swingler	Allied Health
Edward Thomas	Humanities and Communication
Joe Tillman	Technology
David Turnbull	Math and Science
Tanille Ulm	Social Science and Education
Beulah Uphoff	Allied Health
Lori Walk	Technology
Tara Veach Watson	Humanities and Communication
Jeff White	Math and Science
Hayden Wilder	Agriculture

Ryan Wildman

Agriculture

Molly Yeske

Allied Health

# LAKE LAND COLLEGE

# MEMO

**TO:** Dr. Josh Bullock, President  
**FROM:** Ike Nwosu, Vice President for Academic Services  
**DATE:** February 27, 2023  
**RE:** Appointment of Division Chairs

---

I respectfully request the appointment of the following individuals to serve as division chairs for the 2023/2024 Academic Year.

Ryan Orrick	Agriculture Division
Erin Swingler	Allied Health Division
Tynia Kessler	Business Division
Salisa Hortenstine Olmsted	Humanities and Communications Division
Mike Rudibaugh	Math/Science Division
Charles Jarrell	Social Science and Education Division
Michael Beavers	Technology Division

# LAKE LAND COLLEGE

# MEMO

**TO:** Board of Trustees  
Dr. Josh Bullock, President

**FROM:** Dustha Wahls, Director of Human Resources

**CC:** Greg Nuxoll, Vice-President for Business Services

**DATE:** March 2, 2023

**RE:** Board Policy 05.04.04

---

On December 29, 2022 President Biden signed the Consolidation Appropriations Act, 2023 into law. The law includes the PUMP for Nursing Mothers Act ("PUMP Act"), which expands nursing employees the rights to receive break time to pump and a private place to pump.

The legislation went into effect immediately when it was signed, however, the enforcement provision included a 120-day delay, making the effective date for that provision April 28, 2023. We request that the Board approve these recommended changes.

**05.04.04****Work Week**

For purposes of computing the payroll and overtime only, the work week is defined as beginning at midnight Monday morning and ending at 11:59 p.m. the following Sunday night.

**Non-Exempt Staff: Full-Time Employees**

Except as may otherwise be provided within this section and during the summer term, the regular work week for full-time, non-exempt staff will be forty (40) hours per week at the employee's assigned work site or approved campus location, unless otherwise authorized by the employee's direct supervisor.

All full-time employees' work schedules will provide for a twenty (20) minute paid rest period during each four (4) hour time period. Whenever feasible, the rest period will be scheduled at the middle of each four-hour period.

All full-time employees' work schedule will provide for an unpaid meal period of up to one hour. The meal period must begin sometime within the first five (5) hours of work.

All police officers will be permitted to take a thirty (30) minute paid meal break during their shift. All sworn personnel are presumed to be on duty at all times and will, therefore, postpone any break periods that are interrupted by emergencies or other situations that require immediate response.

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

**Non-Exempt Staff: Part-Time Employees**

Part-time employees scheduled to work a minimum of 4 hours will be allowed a ten (10) minute rest period unless doing so impedes operation of the College. Such rest periods may not be cumulative, made the basis

for starting late, early ending time, nor used to extend regularly scheduled meal periods.

Part-time employees expected to work seven and one-half (7 ½) continuous hours or longer shall be permitted at least thirty (30) minutes (unpaid) for a meal period that begins no later than five (5) hours after the start of the work period.

### Exempt Staff

The normal work week for administrators is forty (40) hours a week, normally commencing between 7:30 a.m. and 8:00 a.m. at the employee's assigned work site or approved campus location, unless otherwise authorized by the employee's direct supervisor. However, due to the nature of their responsibilities, full-time, exempt staff will be considered as subject to call on duty on an around-the-clock basis. There are frequent meetings during the evening at which attendance must be considered as part of the normal responsibilities of those who are in this area of work. Also, there may be times when the work load is such as to require numerous hours beyond that considered to be the normal work hours. This also, if necessary, is considered a part of the responsibility of those who are classified as administrators. The schedule of administrators, on the other hand, should be sufficiently flexible to allow them reasonable hours away from their office during the work day if their immediate supervisor deems it necessary and grants approval. When administrators are away from their office during the normal work day, they should notify their immediate supervisor or leave word with their administrative assistant or other appropriate staff concerning the means to reach them.

All employees, regardless of classification will be provided reasonable break time as needed throughout the day for an employee to express breast milk for their nursing child for up to one year after birth. Employees are entitled to a place to pump at work, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. These breaks may run concurrently with regularly scheduled break times.

Revised May 10, 1999  
Revised September 15, 2003  
Revised December 11, 2017  
Revised March 9, 2020  
Revised

# LAKE LAND COLLEGE

# MEMO

**TO:** Board of Trustees  
Dr. Josh Bullock, President

**FROM:** Dustha Wahls, Director of Human Resources

**CC:** Greg Nuxoll, Vice-President for Business Services

**DATE:** March 2, 2023

**RE:** Board Policy 05.36

---

Public Act 102-0861, amends the Abused and Neglected Child Reporting Act ("ANCRA") to expand the categories who are required to report suspected child abuse and neglect. As such, the College needs to include a third party the College might utilize to fill athletic or other positions that now have mandatory DCFS reporting obligations while engaged as a professional capacity at an institution of higher education.

Since this law took effect January 1, 2023, I respectfully request the Board of Trustees waive first reading and approve proposed revisions to both Policies during the March 13, 2023 regular Board meeting.

## 05.36

**Abused and Neglected Child Reporting Policy**

Lake Land College (the "College") shall fully comply with the Abused and Neglected Child Reporting Act ("Act") (325 ILCS 5/1 *et seq.*).

**Mandated Reporters:** (1) All College personnel are mandated reporters who, if they have reasonable cause to believe a child known to them in their professional or official capacity may be an abused child or a neglected child, shall immediately report or cause a report to be made to the Illinois Department of Children and Family Services. (2) Students enrolled in courses that include observation, supervision or mentoring of children in a school or child care setting are also mandated reporters under the Act. (3) Effective January 1, 2023, this Act was expanded to specifically include athletic trainers, physical therapists, physical therapy assistants, occupational therapists, and occupational therapy assistants. Third-party contracted individuals falling under one of these newly included categories also have mandatory reporting obligations while engaged in a professional capacity at the College, even if they are not considered College employees.

**Training:** By law, mandated reporters are required to complete an initial training within three months of the first time they engage in a professional or official capacity as a mandated reporter, or within the time frame of any other applicable State law that governs training requirements for a specific profession, and at least every three years thereafter. Additionally, Lake Land College has adopted annual training requirements for mandated reporters per Board Policy 05.37 - *Employee Compliance Training*.

**Cooperation:** Employees and students are required to cooperate in the investigation of any report made pursuant to the Act.

**Immunity for Good Faith Reports:** The Act provides immunity for anyone who makes a report in good faith.

**No Retaliation:** Retaliation against any employee, student, volunteer or other individual who makes a good faith report of abuse or neglect or who participates in any investigation of abuse or neglect under the Act is prohibited. Anyone found to have engaged in prohibited retaliation may be subject to discipline, up to and including termination, expulsion and/or other sanctions.

To implement this policy, the College Board of Trustees has directed the Department of Human Resources to publish procedures and ensure their

| availability to the College community.

| December 10, 2012

| Revised January 13, 2020

| Revised

| Page 1 of 1



# MEMO

TO: Dr. Josh Bullock, President  
Board of Trustees

FROM: Jean Anne Highland, Chief of Staff

CC: Lake Land College Board of Trustees

DATE: February 27, 2023

RE: Proposed Revisions to Board Policies 07.01 – *Admission of Students* and 11.04 – *Discrimination and Harassment*.

---

On July 1, 2022, Governor Pritzker signed into law Public Act 102-1102, also known as the Create a Respectful and Open Workplace for Natural Hair ("CROWN") Act. This amended the definition of "race" in the Illinois Human Rights Act ("IHRA") to include "traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, lock and twists." Please find attached proposed revisions to Board Policies 07.01 – *Admission of Students* and 11.04 – *Discrimination and Harassment* to incorporate this amended and expanded definition of "race" in the Illinois Human Rights Act.

Since this law took effect January 1, 2023, I respectfully request the Board of Trustees waive first reading and approve proposed revisions to both Policies during the March 13, 2023 regular Board meeting.

Thank you for your consideration of this request.

Attachment

**07.01****Admission of Students**

Admission requirements are to be published in the College Catalog. All applicants for admission are required to file an official Intent to Enroll form. Students are admitted according to the current residency policy of the College. (See Board Policy No. 07.06.)

Lake Land College does not deny admission to a person on the basis of race, traits of race, color, sex, age, religion, national origin, ancestry, disability, marital or civil union status, veteran status, sexual orientation, or any basis of discrimination precluded by applicable federal and state statutes. Traits of race includes, but is not limited to, hair texture and protective hairstyles such as braids, locks and twists, per Public Act 102-1102 - Create a Respectful and Open Workplace for Natural Hair (CROWN) Act, which amended the definition of "race" in the Illinois Human Rights Act effective January 1, 2023.

Lake Land College admits students in the following categories:

1. High school graduate.
2. Recipient of a GED Certificate.
3. Transfer student from an accredited college.
4. Non-high school graduate 18 years of age or older. However, in order to be eligible for Title IV financial aid, a student admitted to the College without a high school diploma or GED diploma must "pass" a U. S. Department of Education approved standardized test.
5. Student whose connection with a secondary school is severed. Any student who is 16 years of age or over and has severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence, is eligible to attend the College in accordance with the policies of the Board.
6. A student currently enrolled in a secondary school program may be accepted into a college course(s). If such courses are offered during the regular school day established by the secondary school or are



offered for secondary school credit, prior approval of the chief executive officer of the secondary school district must be received.

7. Student in a program for a special group.<sup>1</sup>
8. A gifted student less than 16 years of age may enroll in course work at Lake Land College. A gifted student is defined as a student who is judged to possess exceptionally high academic ability by both the secondary school/home school in which the student is enrolled and the College.

A student must meet the following requirements to enroll as a Lake Land College gifted student:

- A. Be identified as a gifted student by the secondary school/home school in which the student is enrolled and have approval of the school's chief executive officer on the Gifted Student Admission form.
- B. Demonstrate college readiness by meeting college-level placement in two of three areas (reading, English and mathematics) as determined by ACT, SAT or college placement test and meet any minimum placement requirements identified for a specific course.
- C. Submit the Gifted Student Admission form with all required approvals to the office of Admissions and Records.
- D. Gifted students are limited to enrollment in one academic course during their first term of enrollment and may enroll in two courses each semester thereafter if they maintain a Lake Land College cumulative grade point average (GPA) of 3.0 or higher.
- E. A gifted student who reaches the age of 16 will follow the requirements in the appropriate category (1-8) above.

---

<sup>1</sup> Illinois Community College Board Administrative Rules, Section 1501.402.

**11.04****Discrimination and Harassment**

Lake Land College is committed to maintaining a working and learning environment in which all individuals are treated with respect and dignity. Faculty, staff and students have a right to work and learn in an atmosphere that promotes equal opportunity and prohibits discriminatory practices. The College is committed to providing a safe and respectful environment and prohibits harassment based on race, traits of race, color, sex, age, religion, national origin, ancestry, disability, marital status, military status, sexual orientation, gender-related identity and expression, pregnancy, parental status, order of protection status, unfavorable discharge from military service, or any other basis of discrimination precluded by applicable federal and state statutes, or acts or threats of violence from students, employees, elected officials or third parties including visitors, vendors, consultants and contractors. Traits of race includes, but is not limited to, hair texture and protective hairstyles such as braids, locks and twists, per Public Act 102-1102 - Create a Respectful and Open Workplace for Natural Hair (CROWN) Act, which amended the definition of "race" in the Illinois Human Rights Act effective January 1, 2023.

**Definitions**

Unlawful harassment includes unwelcome verbal, written or physical conduct by any one person toward another person based on that person's race, color, sex, age, religion, national origin, ancestry, disability, marital status, military status, sexual orientation, gender-related identity and expression, parental status, pregnancy, order of protection status, unfavorable discharge from military service, or any other basis of discrimination precluded by applicable federal and state statutes, and that has the purpose and effect of creating a hostile or offensive work or academic environment. Lake Land College prohibits and will not tolerate any such harassment or discrimination.

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

1. Racial, ethnic, or sexual slurs or jokes, whether communicated verbally, in writing or electronically.
2. The use of racial or ethnic nicknames or stereotyping.
3. Vulgar, offensive or obscene language, noises or gestures.

4. Display of vulgar, offensive, explicit or obscene pictures,

---

**Board Policy 11.04**

photographs, cartoons, materials or web sites.

5. Verbal or physical acts or threats of violence including, but not limited to, aggression, hate crimes, bullying, cyber bullying, cyber intimidation, domestic violence, stalking, or intimidation.
6. Actions of sex-based misconduct including, but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence and stalking as addressed in Board Policy 11.04.01 Prohibiting Sex-Based Misconduct.

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

### Retaliation

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

### Retaliation Charge

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

### False or Malicious Complaints

It is a form of harassment to file a knowingly false or malicious complaint of harassment or to knowingly provide false information in the course of an investigation of such complaint. Such conduct is considered a violation of this Discrimination and Harassment Policy and will subject an employee or student to disciplinary action.

### Supervisory Responsibility

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

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

### Sanctions and Disciplinary Action

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

### Special Circumstances

Complaints by an elected official (trustee) against another elected official shall be submitted to the Director of Human Resources. The Director of

**Board Policy 11.04**

---

Human Resources shall, in consultation with legal counsel for the College, ensure that an independent review is conducted with respect to such allegations.

**Prompt Investigation and Confidentiality**

Complaints of unlawful harassment are serious violations of College policy. Once a complaint of unlawful harassment has been made, the College has an obligation to promptly investigate the matter. The College will take prompt remedial action to address a substantiated complaint of unlawful harassment. All investigations into claims of unlawful harassment will be conducted respectfully. Every reasonable effort will be made to preserve confidentiality, to the extent practicable. However, in the course of an investigation, it will be necessary to discuss the complaint with the claimed offender, other persons who may have relevant information, and those with a legitimate need to know.

The College will establish, implement and publish procedures implementing this policy.

---

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

# LAKE LAND COLLEGE

## Memo

To: Dr. Josh Bullock, President

From: Greg Nuxoll, Vice President for Business Services

Date: February 28, 2023

Re: Approval of Bid for Learning Resource Center Network Room Air Conditioner Replacement

---

The College recently solicited bids for the replacement of the Learning Resource Center (LRC) network room air conditioner.

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

<u>Name</u>	<u>Total Bid</u>
Mechanical Inc. dba Helm Service Champaign, Illinois	\$65,454
Davis-Houk Mechanical Urbana, Illinois	\$87,500
Entec Services Mattoon, Illinois	\$95,000

Based on the bids received, it is my recommendation that we award this bid to Helm Service of Champaign, Illinois, for the LRC network room air conditioner replacement project.

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

# LAKE LAND COLLEGE BID TABULATION

5001 Lake Land Boulevard  
Mattoon, Illinois 61938

LRC Network Room Air Conditioner Replacement  
Project No. 2023-005  
BID DATE: February 28, 2023 - 1:00 PM

CONTRACTOR	Base Bid								
Mechanical Inc, dba Helm Service Champaign, Illinois	<b>\$65,454.00</b>								
Davis-Houk Mechanical, Inc. Urbana, Illinois	\$87,500.00								
Entec Services Mattoon, Illinois	\$95,000.00								

# LAKE LAND COLLEGE

# MEMO

**TO:** Dr. Jonathan Bullock, President  
**FROM:** Greg Nuxoll, Vice President for Business Services  
**CC:**  
**DATE:** February 20, 2023  
**RE:** Surplus Equipment

---

Below is a list of items that have become surplus. They are obsolete and have little value to the college:

26 – Yamaha Portatone Electric Keyboards

As with past surplus items, we will seek the best financial route to follow in disposing of these items. Those routes could include sales to individuals, auction house consignment, and/or wholesale purchasers.

I recommend declaring these items as surplus materials and seek authorization to dispose of these items in a manner most beneficial to the college.



# MEMO

TO: Dr. Jonathan Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: February 28, 2023

RE: Surplus Equipment – Neal Hall Furniture

---

As we have discussed in previous multiple board meetings, the College will be renovating Neal Hall this coming summer via Capital Development Board (CDB) Project No. 810-058-032. While the majority of the project will focus on the mechanical/HVAC related systems, the College will be renovating the interior with new carpet, new ceiling tiles and new furniture.

In renovating the entire building at one time, the College is facing a daunting task of organizing the flow of all the changes including a change in furniture. With the replacement of all the furniture, the furniture will become obsolete. The College would like to surplus the existing, older furniture and execute its plan to replace the furniture. As with previous building furniture changes, the College will offer the furniture first to the local high schools in our district.

Like other surplus items, we will seek the best financial route to follow in disposing of items not claimed by our local high schools. Those routes could include sales to individuals, auction house consignment, and/or wholesale purchasers.

I recommend declaring these items as surplus materials and seek authorization to dispose of these items in a manner most beneficial to the college.

# LAKE LAND COLLEGE

# MEMO

TO: Dr. Jonathan Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

DATE: February 20, 2023

RE: Surplus Equipment

Below is a list of copiers that have become surplus. They are obsolete and have little value to the college:

Model	Configure d Serial #		Model	Configure d Serial #		Model	Configure d Serial #
MP2554	C84119736		MP3055	C84239256		MP5054	C84119821
MP2554	C84119734		MP3352	C84252349		MP6054	C84119655
MP2554	C84119735		MP4054 SPDF	C84119794		MP6054	C84119654
MP3054	C84119609		MP3054	C84185741		MP6054	C84119652
MP3054	C84187591		MP4054 SPDF	C84119797		MP6054	C84119656
MP3054	C84187746		MP4054 SPDF	C84119796		xerox 5330	9912927
MP3055	C84199162		MP4054 SPDF	C84119798		xerox 5330	9549423
MP3055	C84199163		MP4054 SPDF	C84119795		xerox 5330	9548886
MP3055	C84216146		MP5054	C84119822			
MP3055	C84239255		MP3352	C84252348			

As with past surplus items, we will seek the best financial route to follow in disposing of these items.

I recommend declaring these items as surplus materials and seek authorization to dispose of these items in a manner most beneficial to the college.

# LAKE LAND COLLEGE

# MEMO

**TO:** Dr. Josh Bullock, President

**FROM:** Greg Nuxoll, Vice President for Business Services

**CC:** Dave Earp, Supervisor of Print and Mail Services

**DATE:** March 6, 2023

**RE:** Approval of Purchase of New campus department copiers

---

The Print Shop is looking to upgrade the current department copiers on campus. Dave Earp, Supervisor of Print and Mail Services, has recently worked with several copier companies and is recommending we purchase 29 new copier units from Ricoh USA for the cost of \$90,353.00. The Ricoh quote was significantly lower than the other companies and the service contract was reasonably aligned with our current service contract.

This agreement will include the trade in of 28 obsolete copiers (serial numbers listed in the contract).

Based on the current service and relationship with Ricoh we feel comfortable that this is the best option for these units.

Per board policy 10.4(f), a bid is not necessary for duplicating machines and supplies.

I respectfully ask the Board of Trustees to approve the contract with Ricoh USA for 29 copier units, associated service contract.



## ORDER AGREEMENT

Sales Type: CASH

Master Maintenance and Sale Agreement Number: MMSAP00002630  
Master Maintenance and Sale Agreement Date:

### EQUIPMENT BILL TO INFORMATION

<b>Customer Legal Name:</b> Lake Land College			
<b>Address Line 1:</b> 5001 LAKE LAND BLVD		<b>Contact:</b> David Earp	
<b>Address Line 2:</b>		<b>Phone:</b> (217) 234-5264	
<b>City:</b> MATTOON		<b>E-mail:</b> dearp@lakelandcollege.edu	
<b>ST/Zip:</b> IL/61938-9366	<b>County:</b> COLES	<b>Fax:</b>	

**Check all that apply:**

- |  |  |
|--|--|
| <input type="checkbox"/> PO Included PO#<br><input type="checkbox"/> TS PO# (if applicable)<br><input checked="" type="checkbox"/> Sales Tax Exempt (Attach Valid Exemption Certificate)<br><input type="checkbox"/> Syndication<br><input type="checkbox"/> Add to Existing Service Contract #: | <input type="checkbox"/> PS Service (Subject to and governed by additional Terms and Conditions)<br><input type="checkbox"/> IT Service (Subject to and governed by additional Terms and Conditions)<br><input checked="" type="checkbox"/> Fixed Rate Service Term <u>60 Months</u> |
|--|--|

This is an Order made pursuant to the terms and conditions of the above referenced Master Agreement(s) between Customer and Ricoh USA, Inc. The signature below indicates that the customer accepts all terms and conditions of the applicable Master Agreement(s) for this sale, all of which are incorporated herein by reference and made part of this Order. This Order is not valid unless and until signed by and Authorized Signatory of Ricoh USA, Inc.

### SERVICE INFORMATION SERVICE BILL TO INFORMATION

<b>Customer Legal Name:</b> Lake Land College			
<b>Address Line 1:</b> 5001 LAKE LAND BLVD		<b>Contact:</b> David Earp	
<b>Address Line 2:</b>		<b>Phone:</b> (217) 234-5264	
<b>City:</b> MATTOON		<b>E-mail:</b> dearp@lakelandcollege.edu	
<b>ST/Zip:</b> IL/61938-9366	<b>County:</b> COLES	<b>Fax:</b>	
<b>Service Term (Months)</b> 60 Months	<b>Base Billing Frequency</b> MONTHLY	<b>Overage Billing Frequency</b> MONTHLY	<b>Service Type</b> GOLD

### SHIP TO INFORMATION

Customer Name	Address Line 1 Address Line 2	City ST/Zip County	Contact	Phone E-mail Fax
LAKE LAND COLLEGE	5001 LAKE LAND BLVD	MATTOON IL/61938-9366 COLES	Dave Earp	(217)246-6318 dearp@lakelandcollege.edu

### PRODUCT INFORMATION

Product Description	QTY	Service Level	Total B/W Allowance MONTHLY	B/W Ovg	Total Color Allowance MONTHLY	Color Ovg	Service Base MONTHLY	Sell Price	Extended Sell Price
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$2,750.00	\$2,750.00



SHIP TO INFORMATION									
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax				
LAKE LAND COLLEGE	2021 KENTVILLE RD		KEWANEE IL/61443-1768 STARK	Dave Earp	(217)246-6318 dearp@lakelandcollege.edu				
PRODUCT INFORMATION									
Product Description	QTY	Service Level	Total B/W Allowance MONTHLY	B/W Ovg	Total Color Allowance MONTHLY	Color Ovg	Service Base MONTHLY	Sell Price	Extended Sell Price
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$2,750.00	\$2,750.00
SHIP TO INFORMATION									
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax				
LAKE LAND COLLEGE	636 ELZA BRANTLEY DR		MURPHYSBORO IL/62966-6196 JACKSON	Dave Earp	(217)246-6318 dearp@lakelandcollege.edu				
PRODUCT INFORMATION									
Product Description	QTY	Service Level	Total B/W Allowance MONTHLY	B/W Ovg	Total Color Allowance MONTHLY	Color Ovg	Service Base MONTHLY	Sell Price	Extended Sell Price
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$2,750.00	\$2,750.00
SHIP TO INFORMATION									
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax				
LAKE LAND COLLEGE	2848 MCDONOUGH ST		JOLIET IL/60436-1050 WILL	Dave Earp	(217)246-6318 dearp@lakelandcollege.edu				
PRODUCT INFORMATION									
Product Description	QTY	Service Level	Total B/W Allowance MONTHLY	B/W Ovg	Total Color Allowance MONTHLY	Color Ovg	Service Base MONTHLY	Sell Price	Extended Sell Price
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$2,750.00	\$2,750.00
SHIP TO INFORMATION									
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax				
LAKE LAND COLLEGE	5001 LAKE LAND BLVD		MATTOON IL/61938-9366 COLES	Dave Earp	(217)246-6318 dearp@lakelandcollege.edu				
PRODUCT INFORMATION									
Product Description	QTY	Service Level	Total B/W Allowance MONTHLY	B/W Ovg	Total Color Allowance MONTHLY	Color Ovg	Service Base MONTHLY	Sell Price	Extended Sell Price
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$2,750.00	\$2,750.00
SHIP TO INFORMATION									
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax				
LAKE LAND COLLEGE	5001 LAKE LAND BLVD		MATTOON IL/61938-9366 COLES	Dave Earp	(217)246-6318 dearp@lakelandcollege.edu				
PRODUCT INFORMATION									
Product Description	QTY	Service Level	Total B/W Allowance MONTHLY	B/W Ovg	Total Color Allowance MONTHLY	Color Ovg	Service Base MONTHLY	Sell Price	Extended Sell Price
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$2,750.00	\$2,750.00



RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$2,750.00	\$2,750.00
<b>SHIP TO INFORMATION</b>									
<b>Customer Name</b>	<b>Address Line 1 Address Line 2</b>		<b>City ST/Zip County</b>		<b>Contact</b>	<b>Phone E-mail Fax</b>			
LAKE LAND COLLEGE	5001 LAKE LAND BLVD		MATTOON IL/61938-9366 COLES		Dave Earp	(217)246-6318 dearp@lakelandcollege.edu			
<b>PRODUCT INFORMATION</b>									
<b>Product Description</b>	<b>QTY</b>	<b>Service Level</b>	<b>Total B/W Allowance MONTHLY</b>	<b>B/W Ovg</b>	<b>Total Color Allowance MONTHLY</b>	<b>Color Ovg</b>	<b>Service Base MONTHLY</b>	<b>Sell Price</b>	<b>Extended Sell Price</b>
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$2,750.00	\$2,750.00
<b>SHIP TO INFORMATION</b>									
<b>Customer Name</b>	<b>Address Line 1 Address Line 2</b>		<b>City ST/Zip County</b>		<b>Contact</b>	<b>Phone E-mail Fax</b>			
LAKE LAND COLLEGE	950 N KINGSHIGHWAY		EAST SAINT LOUIS IL/62203-1085 SAINT CLAIR		Dave Earp	(217)246-6318 dearp@lakelandcollege.edu			
<b>PRODUCT INFORMATION</b>									
<b>Product Description</b>	<b>QTY</b>	<b>Service Level</b>	<b>Total B/W Allowance MONTHLY</b>	<b>B/W Ovg</b>	<b>Total Color Allowance MONTHLY</b>	<b>Color Ovg</b>	<b>Service Base MONTHLY</b>	<b>Sell Price</b>	<b>Extended Sell Price</b>
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$2,750.00	\$2,750.00
<b>SHIP TO INFORMATION</b>									
<b>Customer Name</b>	<b>Address Line 1 Address Line 2</b>		<b>City ST/Zip County</b>		<b>Contact</b>	<b>Phone E-mail Fax</b>			
LAKE LAND COLLEGE	1144 ILLINOIS ROUTE 29		TAYLORVILLE IL/62568 CHRISTIAN		Dave Earp	(217)246-6318 dearp@lakelandcollege.edu			
<b>PRODUCT INFORMATION</b>									
<b>Product Description</b>	<b>QTY</b>	<b>Service Level</b>	<b>Total B/W Allowance MONTHLY</b>	<b>B/W Ovg</b>	<b>Total Color Allowance MONTHLY</b>	<b>Color Ovg</b>	<b>Service Base MONTHLY</b>	<b>Sell Price</b>	<b>Extended Sell Price</b>
RICOH IM3500A CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$3,250.00	\$3,250.00
<b>SHIP TO INFORMATION</b>									
<b>Customer Name</b>	<b>Address Line 1 Address Line 2</b>		<b>City ST/Zip County</b>		<b>Contact</b>	<b>Phone E-mail Fax</b>			
LAKE LAND COLLEGE	5001 LAKE LAND BLVD		MATTOON IL/61938-9366 COLES		Dave Earp	(217)246-6318 dearp@lakelandcollege.edu			
<b>PRODUCT INFORMATION</b>									
<b>Product Description</b>	<b>QTY</b>	<b>Service Level</b>	<b>Total B/W Allowance MONTHLY</b>	<b>B/W Ovg</b>	<b>Total Color Allowance MONTHLY</b>	<b>Color Ovg</b>	<b>Service Base MONTHLY</b>	<b>Sell Price</b>	<b>Extended Sell Price</b>
RICOH IM3500A CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$3,250.00	\$3,250.00
<b>SHIP TO INFORMATION</b>									
<b>Customer Name</b>	<b>Address Line 1 Address Line 2</b>		<b>City ST/Zip County</b>		<b>Contact</b>	<b>Phone E-mail Fax</b>			
LAKE LAND COLLEGE	5001 LAKE LAND BLVD		MATTOON IL/61938-9366 COLES		Dave Earp	(217)246-6318 dearp@lakelandcollege.edu			



PRODUCT INFORMATION									
Product Description	QTY	Service Level	Total B/W Allowance MONTHLY	B/W Ovg	Total Color Allowance MONTHLY	Color Ovg	Service Base MONTHLY	Sell Price	Extended Sell Price
RICOH IM3500A CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$3,250.00	\$3,250.00
SHIP TO INFORMATION									
Customer Name		Address Line 1 Address Line 2		City ST/Zip County		Contact	Phone E-mail Fax		
LAKE LAND COLLEGE		5001 LAKE LAND BLVD		MATTOON IL/61938-9366 COLES		Dave Earp	(217)246-6318 dearp@lakelandcollege.edu		
PRODUCT INFORMATION									
Product Description	QTY	Service Level	Total B/W Allowance MONTHLY	B/W Ovg	Total Color Allowance MONTHLY	Color Ovg	Service Base MONTHLY	Sell Price	Extended Sell Price
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$2,750.00	\$2,750.00
SHIP TO INFORMATION									
Customer Name		Address Line 1 Address Line 2		City ST/Zip County		Contact	Phone E-mail Fax		
LAKE LAND COLLEGE		12078 ILLINOIS ROUTE 185		HILLSBORO IL/62049-3620 MONTGOMERY		Dave Earp	(217)246-6318 dearp@lakelandcollege.edu		
PRODUCT INFORMATION									
Product Description	QTY	Service Level	Total B/W Allowance MONTHLY	B/W Ovg	Total Color Allowance MONTHLY	Color Ovg	Service Base MONTHLY	Sell Price	Extended Sell Price
RICOH IM3500A CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$3,250.00	\$3,250.00
SHIP TO INFORMATION									
Customer Name		Address Line 1 Address Line 2		City ST/Zip County		Contact	Phone E-mail Fax		
LAKE LAND COLLEGE		5001 LAKE LAND BLVD		MATTOON IL/61938-9366 COLES		Dave Earp	(217)246-6318 dearp@lakelandcollege.edu		
PRODUCT INFORMATION									
Product Description	QTY	Service Level	Total B/W Allowance MONTHLY	B/W Ovg	Total Color Allowance MONTHLY	Color Ovg	Service Base MONTHLY	Sell Price	Extended Sell Price
RICOH IM5000 CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$4,000.00	\$4,000.00
SHIP TO INFORMATION									
Customer Name		Address Line 1 Address Line 2		City ST/Zip County		Contact	Phone E-mail Fax		
LAKE LAND COLLEGE		5001 LAKE LAND BLVD		MATTOON IL/61938-9366 COLES		Dave Earp	(217)246-6318 dearp@lakelandcollege.edu		
PRODUCT INFORMATION									
Product Description	QTY	Service Level	Total B/W Allowance MONTHLY	B/W Ovg	Total Color Allowance MONTHLY	Color Ovg	Service Base MONTHLY	Sell Price	Extended Sell Price
RICOH IM5000 CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$4,000.00	\$4,000.00
SHIP TO INFORMATION									
Customer Name		Address Line 1 Address Line 2		City ST/Zip County		Contact	Phone E-mail Fax		



LAKE LAND COLLEGE		5001 LAKE LAND BLVD		MATTOON IL/61938-9366 COLES		Dave Earp		(217)246-6318 dearp@lakelandcollege.edu	
<b>PRODUCT INFORMATION</b>									
Product Description	QTY	Service Level	Total B/W Allowance MONTHLY	B/W Ovg	Total Color Allowance MONTHLY	Color Ovg	Service Base MONTHLY	Sell Price	Extended Sell Price
RICOH IM5000 CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$4,000.00	\$4,000.00
<b>SHIP TO INFORMATION</b>									
Customer Name		Address Line 1 Address Line 2		City ST/Zip County		Contact		Phone E-mail Fax	
LAKE LAND COLLEGE		5001 LAKE LAND BLVD		MATTOON IL/61938-9366 COLES		Dave Earp		(217)246-6318 dearp@lakelandcollege.edu	
<b>PRODUCT INFORMATION</b>									
Product Description	QTY	Service Level	Total B/W Allowance MONTHLY	B/W Ovg	Total Color Allowance MONTHLY	Color Ovg	Service Base MONTHLY	Sell Price	Extended Sell Price
RICOH IM5000 CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$4,000.00	\$4,000.00
<b>SHIP TO INFORMATION</b>									
Customer Name		Address Line 1 Address Line 2		City ST/Zip County		Contact		Phone E-mail Fax	
LAKE LAND COLLEGE		5001 LAKE LAND BLVD		MATTOON IL/61938-9366 COLES		Dave Earp		(217)246-6318 dearp@lakelandcollege.edu	
<b>PRODUCT INFORMATION</b>									
Product Description	QTY	Service Level	Total B/W Allowance MONTHLY	B/W Ovg	Total Color Allowance MONTHLY	Color Ovg	Service Base MONTHLY	Sell Price	Extended Sell Price
RICOH IM6000 CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$4,926.50	\$4,926.50
<b>SHIP TO INFORMATION</b>									
Customer Name		Address Line 1 Address Line 2		City ST/Zip County		Contact		Phone E-mail Fax	
LAKE LAND COLLEGE		5001 LAKE LAND BLVD		MATTOON IL/61938-9366 COLES		Dave Earp		(217)246-6318 dearp@lakelandcollege.edu	
<b>PRODUCT INFORMATION</b>									
Product Description	QTY	Service Level	Total B/W Allowance MONTHLY	B/W Ovg	Total Color Allowance MONTHLY	Color Ovg	Service Base MONTHLY	Sell Price	Extended Sell Price
RICOH IM6000 CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$4,926.50	\$4,926.50
<b>SHIP TO INFORMATION</b>									
Customer Name		Address Line 1 Address Line 2		City ST/Zip County		Contact		Phone E-mail Fax	
LAKE LAND COLLEGE		5001 LAKE LAND BLVD		MATTOON IL/61938-9366 COLES		Dave Earp		(217)246-6318 dearp@lakelandcollege.edu	
<b>PRODUCT INFORMATION</b>									
Product Description	QTY	Service Level	Total B/W Allowance MONTHLY	B/W Ovg	Total Color Allowance MONTHLY	Color Ovg	Service Base MONTHLY	Sell Price	Extended Sell Price
RICOH IM4000 CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$3,750.00	\$3,750.00



SHIP TO INFORMATION									
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax				
LAKE LAND COLLEGE	5001 LAKE LAND BLVD		MATTOON IL/61938-9366 COLES	Dave Earp	(217)246-6318 dearp@lakelandcollege.edu				
PRODUCT INFORMATION									
Product Description	QTY	Service Level	Total B/W Allowance MONTHLY	B/W Ovg	Total Color Allowance MONTHLY	Color Ovg	Service Base MONTHLY	Sell Price	Extended Sell Price
RICOH IM4000 CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$3,750.00	\$3,750.00
SHIP TO INFORMATION									
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax				
LAKE LAND COLLEGE	US-51		VANDALIA IL/62471 FAYETTE	Dave Earp	(217)246-6318 dearp@lakelandcollege.edu				
PRODUCT INFORMATION									
Product Description	QTY	Service Level	Total B/W Allowance MONTHLY	B/W Ovg	Total Color Allowance MONTHLY	Color Ovg	Service Base MONTHLY	Sell Price	Extended Sell Price
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$2,750.00	\$2,750.00
SHIP TO INFORMATION									
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax				
LAKE LAND COLLEGE	5001 LAKE LAND BLVD		MATTOON IL/61938-9366 COLES	Dave Earp	(217)246-6318 dearp@lakelandcollege.edu				
PRODUCT INFORMATION									
Product Description	QTY	Service Level	Total B/W Allowance MONTHLY	B/W Ovg	Total Color Allowance MONTHLY	Color Ovg	Service Base MONTHLY	Sell Price	Extended Sell Price
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$2,750.00	\$2,750.00
SHIP TO INFORMATION									
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax				
LAKE LAND COLLEGE	5001 LAKE LAND BLVD		MATTOON IL/61938-9366 COLES	Dave Earp	(217)246-6318 dearp@lakelandcollege.edu				
PRODUCT INFORMATION									
Product Description	QTY	Service Level	Total B/W Allowance MONTHLY	B/W Ovg	Total Color Allowance MONTHLY	Color Ovg	Service Base MONTHLY	Sell Price	Extended Sell Price
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$2,750.00	\$2,750.00
SHIP TO INFORMATION									
Customer Name	Address Line 1 Address Line 2		City ST/Zip County	Contact	Phone E-mail Fax				
LAKE LAND COLLEGE	1201 W POPLAR ST		HARRISBURG IL/62946-3711 POPE	Dave Earp	(217)246-6318 dearp@lakelandcollege.edu				
PRODUCT INFORMATION									
Product Description	QTY	Service Level	Total B/W Allowance MONTHLY	B/W Ovg	Total Color Allowance MONTHLY	Color Ovg	Service Base MONTHLY	Sell Price	Extended Sell Price



RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$2,750.00	\$2,750.00
<b>SHIP TO INFORMATION</b>									
<b>Customer Name</b>		<b>Address Line 1 Address Line 2</b>		<b>City ST/Zip County</b>		<b>Contact</b>		<b>Phone E-mail Fax</b>	
LAKE LAND COLLEGE		3825 CAMPTON HILLS DR		SAINT CHARLES IL/60175-6062 DUPAGE		Dave Earp		(217)246-6318 dearp@lakelandcollege.edu	
<b>PRODUCT INFORMATION</b>									
<b>Product Description</b>	<b>QTY</b>	<b>Service Level</b>	<b>Total B/W Allowance MONTHLY</b>	<b>B/W Ovg</b>	<b>Total Color Allowance MONTHLY</b>	<b>Color Ovg</b>	<b>Service Base MONTHLY</b>	<b>Sell Price</b>	<b>Extended Sell Price</b>
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$2,750.00	\$2,750.00
<b>SHIP TO INFORMATION</b>									
<b>Customer Name</b>		<b>Address Line 1 Address Line 2</b>		<b>City ST/Zip County</b>		<b>Contact</b>		<b>Phone E-mail Fax</b>	
LAKE LAND COLLEGE		5835 STATE ROUTE 154		PINCKNEYVILLE IL/62274-3418 PERRY		Dave Earp		(217)246-6318 dearp@lakelandcollege.edu	
<b>PRODUCT INFORMATION</b>									
<b>Product Description</b>	<b>QTY</b>	<b>Service Level</b>	<b>Total B/W Allowance MONTHLY</b>	<b>B/W Ovg</b>	<b>Total Color Allowance MONTHLY</b>	<b>Color Ovg</b>	<b>Service Base MONTHLY</b>	<b>Sell Price</b>	<b>Extended Sell Price</b>
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$2,750.00	\$2,750.00
<b>SHIP TO INFORMATION</b>									
<b>Customer Name</b>		<b>Address Line 1 Address Line 2</b>		<b>City ST/Zip County</b>		<b>Contact</b>		<b>Phone E-mail Fax</b>	
LAKE LAND COLLEGE		251 N IL HIGHWAY 37		INA IL/62846-2419 FRANKLIN		Dave Earp		(217)246-6318 dearp@lakelandcollege.edu	
<b>PRODUCT INFORMATION</b>									
<b>Product Description</b>	<b>QTY</b>	<b>Service Level</b>	<b>Total B/W Allowance MONTHLY</b>	<b>B/W Ovg</b>	<b>Total Color Allowance MONTHLY</b>	<b>Color Ovg</b>	<b>Service Base MONTHLY</b>	<b>Sell Price</b>	<b>Extended Sell Price</b>
RICOH IM2500A CONFIGURABLE PTO MODEL	1	GOLD	0	0.006	0	0	\$0.00	\$2,750.00	\$2,750.00

<b>BASIC CONNECTIVITY / PS / IT Services Description</b>	<b>Quantity</b>	<b>Sell Price</b>	<b>Extended Sell Price</b>
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG 2	1	\$0.00	\$0.00
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00



RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG 2	1	\$0.00	\$0.00
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG 2	1	\$0.00	\$0.00
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG 2	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG 2	1	\$0.00	\$0.00
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG 2	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG 2	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG 2	1	\$0.00	\$0.00
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG 3	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG 3	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG 3	1	\$0.00	\$0.00
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG 2	1	\$0.00	\$0.00
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG 3	1	\$0.00	\$0.00
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG4	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG4	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG4	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG4	1	\$0.00	\$0.00
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG4	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG4	1	\$0.00	\$0.00
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG 3	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG 3	1	\$0.00	\$0.00
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG 2	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG 2	1	\$0.00	\$0.00
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG 2	1	\$0.00	\$0.00
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG 2	1	\$0.00	\$0.00
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG 2	1	\$0.00	\$0.00
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG 2	1	\$0.00	\$0.00
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00
TS NETWORK & SCAN CONNECT - SEG 2	1	\$0.00	\$0.00
[OA][OOD]SMART INTEGRATION ESSENTIALS SUBSCRIPTION FOR NEW A3 DEVICES INC1YR	1	\$0.00	\$0.00
[OA][OOD]SMART INTEGRATION ESSENTIALS SUBSCRIPTION FOR NEW A3 DEVICES INC1YR	1	\$0.00	\$0.00









Fees for the Hosted Service, upon expiration of the initial complementary twelve (12) month term, will be \$120.00 plus any charges for new or additional use, modules, features or extensions of the Subscription Term that may be requested in previous and or subsequent purchase orders. If Customer does not pay all fees promptly when due, or otherwise defaults under any other obligation under these terms, the Agreement or applicable license or terms of use, following ten (10) days written notice to Customer, Ricoh may in addition to its other remedies: (a) suspend access to the Hosted Service; or (b) cancel these terms and terminate the Hosted Service. No refund or credit will be given for any early termination of these terms.

**Terms applicable to Ricoh Smart Integration transactions only:**

**Ricoh Smart Integration Service.** To the extent selected on the Order, Ricoh agrees to provide Customer with access to Ricoh Smart Integration Service for the products listed under the “Devices Enabled with RSI” table in the Order (the “RSI Products”). Ricoh Smart Integration Service is designed to provide advanced document routing and distribution (the “Hosted Service”). The Hosted Service may not be accessed by Customer or Customer’s users other than on the RSI Products. For the duration of the Subscription Term, Customer shall be entitled to access and use the Hosted Service over the Internet for internal business purposes only. Ricoh hereby grants to Customer and Customer’s authorized users a time-limited, non-exclusive, non-assignable, non-sub licensable, non-transferable license to access and use the Hosted Service remotely over the Internet in accordance with the agreement found at <https://contract.na.smart-integration.ricoh.com/html/termsOfServices.html>. Customer must agree to these terms before Customer or Customer’s authorized users access or use the Hosted Service for the first time. The Hosted Service is licensed for use on a time-limited subscription basis (the “Subscription Term”) as set forth on the Order. THIS SUBSCRIPTION TERM AND RELATED FEES ARE UNCONDITIONAL AND NON-CANCELABLE. The initial Subscription Term shall commence on the date the Order is signed. Upon expiration of the initial Subscription Term, unless either party provides the other with written notice of its intent not to renew at least thirty (30) days prior to the end of such Subscription Term, the Subscription Term will automatically renew on an annual basis. Fees for the Hosted Service, upon expiration of the initial complementary twelve (12) month term, will be \$120.00 plus any charges for new or additional use, modules, features or extensions of the Subscription Term that may be requested in previous and or subsequent purchase orders. If Customer does not pay all fees promptly when due, or otherwise defaults under any other obligation under these terms, the Agreement or applicable license or terms of use, following ten (10) days written notice to Customer, Ricoh may in addition to its other remedies: (a) suspend access to the Hosted Service; or (b) cancel these terms and terminate the Hosted Service. No refund or credit will be given for any early termination of these terms.

\_\_\_\_\_  
Initials





**EQUIPMENT REMOVAL/BUYOUT AUTHORIZATION**

Customer Name:	Lake Land College			Phone:	(217)246-6318
Contact Name:	Dave Earp			City:	EFFINGHAM
Address:	1204 NETWORK CENTRE DR			Fax/Email:	dearp@lakelandcollege.edu
State:	IL	Zip:	62401-4656		

Make	Model	Serial Number
	MP6054SP	G195R440068/C84119656

Customer Name:	Lake Land College			Phone:	(217)246-6318
Contact Name:	Dave Earp			City:	MATTOON
Address:	5001 LAKE LAND BLVD			Fax/Email:	dearp@lakelandcollege.edu
State:	IL	Zip:	61938-9366		

Make	Model	Serial Number
	MP3352SP	W432LC00672R1/C84252349

Customer Name:	Lake Land College			Phone:	(217)246-6318
Contact Name:	Dave Earp			City:	MATTOON
Address:	5001 LAKE LAND BLVD			Fax/Email:	dearp@lakelandcollege.edu
State:	IL	Zip:	61938-9366		

Make	Model	Serial Number
	MP2554SP	G145R500354/C84119734

Customer Name:	Lake Land College			Phone:	(217)246-6318
Contact Name:	Dave Earp			City:	HARRISBURG
Address:	1201 W POPLAR ST			Fax/Email:	dearp@lakelandcollege.edu
State:	IL	Zip:	62946-3711		

Make	Model	Serial Number
	MP3054SP	G156RB30145/C84187591

Customer Name:	Lake Land College			Phone:	(217)246-6318
Contact Name:	Dave Earp			City:	MATTOON
Address:	5001 LAKE LAND BLVD			Fax/Email:	dearp@lakelandcollege.edu
State:	IL	Zip:	61938-9366		

Make	Model	Serial Number
	MP3054SP	G155R530133/C84119609

Customer Name:	Lake Land College			Phone:	(217)246-6318
Contact Name:	Dave Earp			City:	JOLIET
Address:	2848 MCDONOUGH ST			Fax/Email:	dearp@lakelandcollege.edu
State:	IL	Zip:	60436-1050		

Make	Model	Serial Number
	MP3055SPAD	C308R320104/C84239256



# RICOH

Customer Name:	Lake Land College			Phone:	(217)246-6318
Contact Name:	Dave Earp			City:	MATTOON
Address:	5001 LAKE LAND BLVD			Fax/Email:	dearp@lakelandcollege.edu
State:	IL	Zip:	61938-9366		

Make	Model	Serial Number
	MP3352SP	W433L100417R1/C84252348

Customer Name:	Lake Land College			Phone:	(217)246-6318
Contact Name:	Dave Earp			City:	MATTOON
Address:	5001 LAKE LAND BLVD			Fax/Email:	dearp@lakelandcollege.edu
State:	IL	Zip:	61938-9366		

Make	Model	Serial Number
	MP4054SP	G175R131431/C84119795

Customer Name:	Lake Land College			Phone:	(217)246-6318
Contact Name:	Dave Earp			City:	SAINT CHARLES
Address:	3825 CAMPTON HILLS DR			Fax/Email:	dearp@lakelandcollege.edu
State:	IL	Zip:	60175-6062		

Make	Model	Serial Number
	MP3054SP	G156RB30147/C84187746

Customer Name:	Lake Land College			Phone:	(217)246-6318
Contact Name:	Dave Earp			City:	MATTOON
Address:	5001 LAKE LAND BLVD			Fax/Email:	dearp@lakelandcollege.edu
State:	IL	Zip:	61938-9366		

Make	Model	Serial Number
	MP6054SP	G195R140178/C84119652

Customer Name:	Lake Land College			Phone:	(217)246-6318
Contact Name:	Dave Earp			City:	KEWANEE
Address:	2021 KENTVILLE RD			Fax/Email:	dearp@lakelandcollege.edu
State:	IL	Zip:	61443-1768		

Make	Model	Serial Number
	MP3055SPAD	C307R520281/C84216146

Customer Name:	Lake Land College			Phone:	(217)246-6318
Contact Name:	Dave Earp			City:	MURPHYSBORO
Address:	636 ELZA BRANTLEY DR			Fax/Email:	dearp@lakelandcollege.edu
State:	IL	Zip:	62966-6196		

Make	Model	Serial Number
	MP3055SPAD	C308R320061/C84239255



# RICOH

Customer Name:	Lake Land College			Phone:	(217)246-6318
Contact Name:	Dave Earp			City:	MATTOON
Address:	5001 LAKE LAND BLVD			Fax/Email:	dearp@lakelandcollege.edu
State:	IL	Zip:	61938-9366		

Make	Model	Serial Number
Xerox	Xerox work station 5330	9912927/

Customer Name:	Lake Land College			Phone:	(217)246-6318
Contact Name:	Dave Earp			City:	MATTOON
Address:	5001 LAKE LAND BLVD			Fax/Email:	dearp@lakelandcollege.edu
State:	IL	Zip:	61938-9366		

Make	Model	Serial Number
	MP2554SP	G145R500352/C84119736

Customer Name:	Lake Land College			Phone:	(217)246-6318
Contact Name:	Dave Earp			City:	TAYLORVILLE
Address:	1144 ILLINOIS ROUTE 29			Fax/Email:	dearp@lakelandcollege.edu
State:	IL	Zip:	62568		

Make	Model	Serial Number
	MP4054SP	G175R230627/C84119798

Customer Name:	Lake Land College			Phone:	(217)246-6318
Contact Name:	Dave Earp			City:	PINCKNEYVILLE
Address:	5835 STATE ROUTE 154			Fax/Email:	dearp@lakelandcollege.edu
State:	IL	Zip:	62274-3418		

Make	Model	Serial Number
	MP3055SPAD	C306RB20476/C84199162

Customer Name:	Lake Land College			Phone:	(217)246-6318
Contact Name:	Dave Earp			City:	MATTOON
Address:	5001 LAKE LAND BLVD			Fax/Email:	dearp@lakelandcollege.edu
State:	IL	Zip:	61938-9366		

Make	Model	Serial Number
Xerox	Xerox work station 5330	9549423/

Customer Name:	Lake Land College			Phone:	(217)246-6318
Contact Name:	Dave Earp			City:	MATTOON
Address:	5001 LAKE LAND BLVD			Fax/Email:	dearp@lakelandcollege.edu
State:	IL	Zip:	61938-9366		

Make	Model	Serial Number
	MP4054SP	G175R230652/C84119796

Customer Name:	Lake Land College		
----------------	-------------------	--	--



**RICOH**

Contact Name:	Dave Earp	Phone:	(217)246-6318
Address:	5001 LAKE LAND BLVD	City:	MATTOON
State:	IL	Zip:	61938-9366
		Fax/Email:	dearp@lakelandcollege.edu

Make	Model	Serial Number
	MP4054SP	G175R130837/C84119794

Customer Name:	Lake Land College		
Contact Name:	Dave Earp	Phone:	(217)246-6318
Address:	5001 LAKE LAND BLVD	City:	MATTOON
State:	IL	Zip:	61938-9366
		Fax/Email:	dearp@lakelandcollege.edu

Make	Model	Serial Number
	MP4054SP	G175R131290/C84119797

Customer Name:	Lake Land College		
Contact Name:	Dave Earp	Phone:	(217)246-6318
Address:	5001 LAKE LAND BLVD	City:	MATTOON
State:	IL	Zip:	61938-9366
		Fax/Email:	dearp@lakelandcollege.edu

Make	Model	Serial Number
	MP5054SP	G185R320450/C84119822

Customer Name:	Lake Land College		
Contact Name:	Dave Earp	Phone:	(217)246-6318
Address:	5001 LAKE LAND BLVD	City:	MATTOON
State:	IL	Zip:	61938-9366
		Fax/Email:	dearp@lakelandcollege.edu

Make	Model	Serial Number
	MP6054SP	G195R140166/C84119655

Customer Name:	Lake Land College		
Contact Name:	Dave Earp	Phone:	(217)246-6318
Address:	5001 LAKE LAND BLVD	City:	MATTOON
State:	IL	Zip:	61938-9366
		Fax/Email:	dearp@lakelandcollege.edu

Make	Model	Serial Number
	MP6054SP	G195R140233/C84119654

Customer Name:	Lake Land College		
Contact Name:	Dave Earp	Phone:	(217)246-6318
Address:	5001 LAKE LAND BLVD	City:	MATTOON
State:	IL	Zip:	61938-9366
		Fax/Email:	dearp@lakelandcollege.edu

Make	Model	Serial Number
	MP5054SP	G185R320432/C84119821

Customer Name:	Lake Land College		
Contact Name:	Dave Earp	Phone:	(217)246-6318



**RICOH**

Address:	12078 ILLINOIS ROUTE 185	City:	HILLSBORO
State:	IL	Zip:	62049-3620
		Fax/Email:	dearp@lakelandcollege.edu

Make	Model	Serial Number
	MP3054SP	G156RB30300/C84185741

Customer Name:	Lake Land College		
Contact Name:	Dave Earp	Phone:	(217)246-6318
Address:	US-51	City:	VANDALIA
State:	IL	Zip:	62471
		Fax/Email:	dearp@lakelandcollege.edu

Make	Model	Serial Number
	MP2554SP	G145R500324/C84119735

Customer Name:	Lake Land College		
Contact Name:	Dave Earp	Phone:	(217)246-6318
Address:	251 N IL HIGHWAY 37	City:	INA
State:	IL	Zip:	62846-2419
		Fax/Email:	dearp@lakelandcollege.edu

Make	Model	Serial Number
	MP3055SPAD	C306RB20497/C84199163

Customer Name:	Lake Land College		
Contact Name:	Dave Earp	Phone:	(217)246-6318
Address:	5001 LAKE LAND BLVD	City:	MATTOON
State:	IL	Zip:	61938-9366
		Fax/Email:	dearp@lakelandcollege.edu

Make	Model	Serial Number
Xerox	Xerox work station 5330	9548886/

**This Authorization applies to the equipment identified above and to the following Removal/Buy Out Option**

This Authorization will confirm that Customer desires to engage Ricoh USA, Inc. ("Rico") to pick-up and remove certain items of equipment that are currently (i) owned by Customer or (ii) leased from Ricoh or other third party (as specified below), and that you intend to issue written or electronic removal requests (whether such equipment is identified in this Authorization, in a purchase order, in a letter or other written form) to Ricoh from time to time for such purpose. Such removal request will set forth the location, make, model and serial number of the equipment to be removed by Ricoh. By signing below, you confirm that, with respect to every removal request issued by Customer (1) Ricoh may rely on the request, (2) the request shall be governed by this Authorization, and (3) Ricoh may accept this Authorization by either its signature or by commencing performance (e.g. equipment removal, initiating Services, etc.). Each party agrees that electronic signatures of the parties on this Authorization will have the same force and effect as manual signature. Notwithstanding the foregoing, the parties acknowledge and agree that Ricoh shall have no obligation to remove, delete, preserve, maintain or otherwise safeguard any information, images or content retained by, in or on any item of equipment serviced by Ricoh, whether through a digital storage device, hard drive or similar electronic medium ("Data Management Services"). If desired, Customer may engage Ricoh to perform such Data Management Services at its then-current rates. Notwithstanding anything in this Authorization to the contrary, (i) Customer is responsible for ensuring its own compliance with legal requirements pertaining to data retention and protection, (ii) it is the Customer's sole responsibility to obtain advice of competent legal counsel as to the identification and interpretation of any relevant laws and regulatory requirements that may affect the customer's business or data retention, and any actions required to comply with such laws, (iii) Ricoh does not provide legal advice or represent or warrant that its services or products will guarantee or ensure compliance with any law, regulation or requirement, and (iv) the selection, use and design of any Data Management Services, and any and all decisions arising with respect to the deletion or storage of any data, as well as any loss of data resulting therefrom, shall be the sole responsibility of Customer, and Customer shall indemnify and hold harmless Ricoh and its subsidiaries, directors, officers, employees and agents from and against any and all costs, expenses, liabilities, claims, damages, losses, judgments or fees (including reasonable attorneys' fees) (collectively, "Losses") arising therefrom or related thereto.



# RICOH

**Equipment Removal (Owned by Customer).** In addition to the terms and conditions set forth above, the following terms and conditions shall apply for Customer-owned equipment removals: Customer confirms that (1) Customer has good, valid and marketable title to such equipment and has satisfied all payment and other obligations relating to such equipment which may be owing to any third party under applicable lease, financing, sale or other agreements, (2) Customer has obtained any and all necessary consents and approvals required to authorize Ricoh to remove such items of equipment and to take title thereto, and (3) by this Authorization, Customer hereby transfers good and valuable title and ownership to Ricoh to the equipment, free and clear of any and all liens and encumbrances of any nature whatsoever and Customer will cause to be done, executed and delivered all such further instruments of conveyance as may be reasonably requested for the vesting of good title in Ricoh.

**CUSTOMER**

**RICOH USA, INC.**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name:     Dave Earp    

Name: \_\_\_\_\_

Title:     supervisor of print    

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Initials



**Certificate Of Completion**

Envelope Id: 5F4D252329BF4833A9B70D5E029FF7D1	Status: Delivered
Subject: Ricoh Docs for Lake Land College to Review & Sign (Quote 32386614)	
Source Envelope:	
Document Pages: 18	Signatures: 0
Certificate Pages: 3	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Ricoh DocuSign
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	PO Box 6117
	Macon, GA 31208
	RicohDocuSign@Ricoh-usa.com
	IP Address: 52.2.226.144

**Record Tracking**

Status: Original	Holder: Ricoh DocuSign	Location: DocuSign
2/24/2023 3:14:30 PM	RicohDocuSign@Ricoh-usa.com	

**Signer Events**

Signature	Timestamp
Dave Earp dearp@lakelandcollege.edu supervisor of print Security Level: Email, Account Authentication (None)	Sent: 2/24/2023 3:14:35 PM Viewed: 2/27/2023 6:12:41 AM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 1/13/2020 2:20:15 PM ID: 2f43c5d6-2162-4f80-8418-b919188b5bdf	

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Hale Brianna Leigh Brianna.Hale@ricoh-usa.com Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 2/24/2023 3:14:35 PM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 2/25/2019 11:55:06 AM ID: aae042b6-0f1c-4887-8736-e9fe3108c801		

**Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent	Hashed/Encrypted	2/24/2023 3:14:35 PM
Certified Delivered	Security Checked	2/27/2023 6:12:41 AM

**Payment Events****Status****Timestamps****Electronic Record and Signature Disclosure**

## **CONSUMER DISCLOSURE**

From time to time, RICOH USA Inc. (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact RICOH USA Inc.**

Please contact your Ricoh Sales Executive directly for any questions or to change your preferred contact method.

### **To withdraw your consent with RICOH USA Inc.**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent

### **Required hardware and software**

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

\*\* These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

### **Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify RICOH USA Inc. as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by RICOH USA Inc. during the course of my relationship with you.

# LAKE LAND COLLEGE

## Memo

**To:** Dr. Josh Bullock, President  
**From:** Greg Nuxoll, Vice President for Business Services  
**Date:** March 6, 2023  
**Re:** Approval of Used Truck to Act as the College's Second Snow Plow

---

In May 2022, the College approved the bid and purchase of a Ford 450 Truck which was outfitted with additional equipment added to the truck to serve as the College's main snow plow. The new truck/snow plow is a multi-functional vehicle with a lift gate that is a highly useful workhorse to our Physical Plant. The large bed payload allows most tasks such as moving furniture and hauling materials to be completed in approximately half the time and is a much more efficient use of staff time.

Considering the overall usefulness of the recently purchased truck, the College is seeking to purchase a used truck with a flat-bed that can be outfitted in the same manner as the 2022 Ford 450 or seek an already outfitted truck similar to the 2022 Ford 450 already being used on campus. In hopes of finding a vehicle similar to last year's purchase, the College is seeking to spend up to \$90,000 for a used vehicle not including title and licensing fees.

The College's current second snow plow truck is nearly 40 years old and is in continual need of repair. In addition, the vehicle requires a CDL license to be driven; however, the vehicle is not licensed to be driven on roads outside of campus. Obviously, the new, used truck would be road worthy with the driver not needing a CDL license; in addition, the truck would be a great asset to the Physical Plant crew and allow them to be more efficient in their work.

Considering the truck will be a used vehicle, a bid is not required; however, we will look to be diligent with College funds and, if possible, purchase a vehicle from an in-district dealer.

If a used truck is unable to be found that meets the requirements of the College, the College will consider conducting a bid process for a new truck in the near future.

The College is seeking approval to purchase a used truck with a flat-bed that can be outfitted with a snow plow in the same manner as the 2022 Ford 450 or seek an already outfitted truck similar to the 2022 Ford 450 used on campus. The College is seeking to spend up to \$90,000 for a used vehicle not including title and licensing fees.

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



# MEMO

TO: Dr. Josh Bullock, President

FROM: Greg Nuxoll, Vice President for Business Services

CC:

DATE: March 7, 2023

RE: Property & Casualty Insurance Policy

---

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

The total premium paid, including current year endorsements, to EMC for the Property and Casualty Insurance Policy was \$185,416 for the time-period April 15, 2022 to April 15, 2023. The bid for the year April 15, 2023 to April 15, 2024 is \$207,471. The current year proposed bid reflects a \$22,055, or 11.9%, increase compared to the prior year.

We are still awaiting the earthquake coverage premium from EMC. The prior year earthquake premium was \$22,304 and Dimond Bros. believes the current year premium would rise similar to the Property and Casualty Policy. The College believes that it would be acceptable to move forward with the earthquake coverage as long as the proposed premium does not exceed a 20% increase over the prior year premium of \$22,304.

The main rationale for the increase in the Property and Casualty premium is a 7% increase on building value and a 4% increase on content values. In addition, the policy includes an increase of \$12.2 million in total insured building value with the largest increase of nearly \$6.0 million in the insured value of the Field House.

Our recommendation, along with Dimond Bros. is to accept the bid from Employers Mutual Casualty (EMC), as our Property and Casualty insurance provider for the upcoming year (policy runs 4/15/2023-4/15/2024) at a cost of \$207,471. Additionally, we recommend the Board approve the additional earthquake coverage with EMC, provided the earthquake coverage does not exceed a 20% increase over the prior year premium of \$22,304.

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

**LAKE LAND COLLEGE  
BOARD OF TRUSTEES  
HUMAN RESOURCES REPORT  
March 13, 2023**

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

Monti, Francesca	2/1/23-4/30/23
Taylor, Deb	1/26/23-4/21/23
Wahls, Dustha	12/20/22-12/20/23 Intermittent

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

Coordinator of Mental Health Services	Level 15
PATH Grant Project Manager	Level 13
Student Wellness Specialist	Level 12

**Additional Appointments**

**The following employees are recommended for additional appointments**

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Iheasi, Elfrieda	Newspaper Editor - Student Newspaper	2/23/23
	Primary Position Bookstore Rush Worker	
Jenkins, Elyse	Newspaper Editor - Student Newspaper	2/17/23
	Primary Position College Work Study	

**End Additional Appointments**

**The following employees are ending their additional appointment**

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Kaurin, Joy	Adj Reading Instructor	12/16/22
	Primary Position Perkins Specialist	

**New Hire-Employees**

**The following employees are recommended for hire**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Haskett, Hayley	Student Engagement Administrative Asst	3/27/23
<b>Part-time</b>		
Hammer, Donovan	Student Path Recipient	1/9/23
Mullenix, Caleb	Student Path Recipient	1/9/23
Rauschek, Kelly	Technical Support Assistant	2/27/23
Smith, Gregory	Basketball Scorers/Timers	1/9/23

**Terminations/Resignations****The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Darst-Smith, Corinne	Correctional Office Assistant	2/17/23
<b>Part-time</b>		
Costantino, Bianca	Police Officer	11/19/22
Davidson, Jo	Police Officer	10/22/22
Seiler, Trent	Police Officer	8/28/22

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

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Fraser, Brian	Information Security Specialist Transferring from Technical Support Specialist	3/20/23
Sines, James	System Administrator Transferring from Programmer Analyst	03/20/23
Winkleman, Christine	Correctional Office Assistant-Vienna Transferring from Correctional Office Assistant-Murphysboro	2/14/23
<b>Part-time</b>		
Czyzewski, Kennedy	TRIO Destination College Student Specialist Transferring from College Work-study-TRIO	2/3/23