

Lake Land College District No. 517

Board of Trustees
Agenda and Board Book
December 9, 2024
Regular Meeting No. 696



MISSION • VISION • VALUES

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

LAKE LAND
COLLEGE

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

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



Regular Meeting No. 696
Monday, December 9, 2024, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon
Agenda

Routine.

Call to Order.

Roll Call.

Consent Item.

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

1. Approval of Minutes of November 11, 2024, Regular Meeting.
2. Approval of Minutes of November 11, 2024, Closed Session.
3. Approval of Agenda of December 9, 2024, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.

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

5. Destruction of Tape Recording of the June 12, 2023, Closed Session.

Hearing of Citizens, Faculty and Staff.

Committee Reports.

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

Business Items.

Non-Action Items.

Topic	Board Book Page Number(s)
1. Monthly Data Point Discussion – Strategic Plan Bi-Annual Report and Key Performance Indicators Review.	
2. Navigator News Awards.	21
3. Post Issuance Tax Compliance Report.	22-23
4. Proposed Revisions to Board Policy 05.04.09 – <i>Leave for Jury Duty or Court Attendance.</i>	24-25
5. Calendar of Events.	26-27

Action Items.

Topic	Board Book Page Number(s)
1. Approval of Resolution No. 1224-013 – Resolution Providing for the Issue of not to Exceed \$5,100,000 General Obligation Community College Bonds of the District for the Purpose of Paying Claims against the District, Providing for the Levy of a Direct Annual Tax Sufficient to Pay the Principal and Interest on Said Bonds, and Authorizing the Proposed Sale of Said Bonds to the Purchaser Thereof.	28-61
2. Acceptance of October 2024 Financial Statements.	62-66
3. Approval of Resolution No. 1224-014 Abating the Tax Heretofore Levied for the Year 2024 to Pay Debt Service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517.	67-76
4. Approval of Resolution No. 1224-015 – Authorize Preparation of Tentative Budget.	77-79
5. Approval of Proposed Revisions to Board Policies: <ul style="list-style-type: none"> • 05.04.15 – <i>Absence Due to Inclement Weather.</i> • 11.03 – <i>Whistleblower and Fraud Reporting Protection Policy.</i> • 11.08.01 – <i>Employees' Records.</i> 	80-90
6. Approval of MOU between the College and AFSCME, Council 31, for Instructors at the Logan Correctional Center.	91-93
7. Approval of New Student Club – Fellowship of Christian Athletes at Lake Land College.	94-97

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|---|---------|
| 8. Approval of Purchase for Limo Classroom Combo from Moss Enterprises. | 98-99 |
| 9. Approval of Laker Connect Dual Credit Program and Associated Tuition and Fees Schedule and Waivers. | 100-101 |
| 10. Closed Session.
Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (21), closed session is called to discuss the appointment, employment, compensation, performance or dismissal of specific employees and to review the minutes of meetings lawfully closed under the Open Meetings Act. | |
| [Return to Open Session - Roll Call] | |
| 11. Approval of Release or Non-Release of Closed Session Minutes as Discussed in Closed Session. | |
| 12. Appointment of Division Chair of the Business and Technology Division as Discussed in Closed Session. | |
| 13. Approval of Human Resources Report as Discussed in Closed Session. | 102-103 |

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

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



Regular Board Meeting No. 695
Board and Administration Center, Room 011
Mattoon, IL
November 11, 2024

Minutes

Call to Order.

Chair Cadwell called the November 11, 2024, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board and Administration Center, Mattoon, IL. Chair Cadwell called for two minutes of silence in honor of the service and sacrifice of veterans on this Veteran's Day.

Roll Call.

Trustees Physically Present:

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

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

Others Present:

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

Approval of Consent Items.

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

1. Approval of Minutes of October 14, 2024, Regular Meeting.
2. Approval of Minutes of October 14, 2024, Closed Session.
3. Approval of Agenda of November 11, 2024, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	620,761.90
Building Fund	\$	101,125.18
Site & Construction Fund	\$	179,939.05
Bond & Interest Fund	\$	0
Auxiliary Services Fund	\$	69,368.89
Restricted Purposes Fund	\$	229,122.06
Working Cash Fund	\$	-
Audit Fund	\$	50,000.00
Liability Insurance Fund	\$	22,448.36
Student Accts Receivables	\$	408,288.61
Total	\$	1,681,054.05

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

5. Destruction of Tape Recording of the May 8, 2023, Closed Session and the May 4, 2023, Resource and Development Committee Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Conduct of a Public Hearing concerning the Intent of the Board of Trustees to Sell not to Exceed \$5,100,000 Funding Bonds for the Purpose of Paying Claims against the District.

6:02 p.m. - Chair Cadwell announced that a hearing was being held to receive comments regarding the District's intent to sell not to exceed \$5.1 million funding bonds to pay claims against the District.

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Chair Cadwell asked members of the Board for any further comments about the bond sale. There were no additional comments by Trustees.

Chair Cadwell asked the public for any written or oral testimony about the bond sale. There were none.

6:03 p.m. - Trustee Walk moved and Trustee Wright seconded to adjourn the public hearing concerning the intent of the Board of Trustees to sell not to exceed \$5.1 million funding bonds to pay claims against the District and resume to the regular Board meeting.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk said the Fall veto session kicks off tomorrow but since the Governor did not veto any pieces of legislation this year, there is not much anticipated activity for the veto session. Dr. Bullock and Ms. Jean Anne Highland, Chief of Staff, are working with the Illinois Community College Marketing Collaborative to be proactive with communications on the past successes of the PATH grant and dual credit. She said they are working to ensure that all community colleges in the state have common talking points to give to our legislatures on those successes and other needs that align with the statewide community college brand of "For Every Student, For Every Community."

Resource & Development.

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

Finance.

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

Buildings & Site.

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

Foundation.

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

- The Foundation is hosting a pizza party for our 2024-2025 scholarship recipients on November 6. We are excited to celebrate our recipients. We'll also be hosting our annual brunch with Sarah Bush on November 22 to celebrate the recipients of the Sarah Bush Lincoln Health Care Nursing Scholarship.
- On that same note, our FY26 scholarship application just opened and will remain open for the first cycle until January 31.
- We wish a huge congratulations to our 2024 Foundation & Alumni Award recipients and were honored to celebrate them on October 24 with a special event on campus. A special thanks to our outgoing Foundation Board members, Denise Bence, Renee Huckstead and Blake Pierce for their invaluable service! We're also excited to welcome our newest board members: Gary Philippi, Kurtis Rankin and Amy Shafer.

Student Report

Ms. Abbie Kelly, Student Trustee, reported that the Student Government Association and Student Life have partnered together to help those in our local community by hosting a toy drive for the One Stop Community Christmas. She said we are accepting donations throughout November. The One Stop Community Christmas will be held here at Lake Land College on Saturday, December 14. She said some gift ideas for ages 5-9 would be: Legos, barbies, stuffed animals & coloring supplies. Ms. Kelly said she, along with a few others from SGA, will be attending the Illinois Board of Higher Education administrators meeting here on Wednesday afternoon. In partnership with ISS, we are working to start a new student suggestion e-box via the Laker hub. She said it is similar to the employee's "leave your voice" program and we hope to have it ready by the spring 2025 semester. The sophomore members of SGA also did a mentor/mentee event to get to know the freshmen delegates and answer any questions they may have and help them out.

President's Report.

Dr. Bullock gave the following updates:

- The College received a payment in October from the Illinois Department of Corrections for \$1.6 million toward the FY 2025 outstanding balance. The IDOC is paid up to date.

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- The College received a payment in October from the Illinois Department of Juvenile Justice (IDJJ) for \$45,573 toward the FY 2025 outstanding balance. The IDJJ is paid up to date.
- In October, the College received payments from the State of Illinois for FY 2025 credit hour reimbursement of \$740,143 and equalization of \$574,383. A balance of \$3.6 million in credit hour reimbursement and \$4.6 million in equalization remains outstanding.
- The College received \$6.8 million in property tax payments in October.

Business - Non-action Items.

Presentation of National Trap Shooting Championships 2nd Place Award and Success of the Lake Land College Skeet and Trap Shooting Team and Team Members.

Trustees heard a presentation from Mr. Josh Fulk, Civil Engineering Technology Instructor/Coordinator and Coach of the College's Skeet and Trap Shooting Team, along with some members of the team, attended the meeting to present their 2nd place plaque from their participation at the National Trap Shooting Championships. Mr. Fulk highlighted the member of the College's team who was crowned the individual champion. Mr. Fulk also highlighted some of the team's additional successes since being approved as a College team in August 2023.

Monthly Data Point Discussion – Working Teams Master Plans and Annual Assessment Report.

Trustees heard a presentation from Ms. Lisa Cole, Director of Data Analytics, who highlighted this report and enhancements to our institutional assessment process. Trustees were provided with the latest annual assessment report that also highlighted all working teams' master plans.

Faculty Focus on Student Success – Improvements to the Emergency Services Program.

Trustees heard a presentation from Ms. Jasmine Ballard, Emergency Services Program Director & Clinical Coordinator, who highlighted improvements and updates for the Emergency Services Program.

Proposed Revisions to Board Policies:

- **05.04.15 – *Absence Due to Inclement Weather.***
- **11.08.01 – *Employees' Records.***

Mr. John Woodruff, Vice President of Business Services, presented recommendations for the Board to consider revising the above-referenced Policies. Trustees reviewed a memorandum

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from Ms. Dustha Wahls, Director of Human Resources, along with details of the proposed language for each Policy.

For Policy 05.04.15, Mr. Woodruff reported that effective January 1, 2025 Public Act 103-0749 requires payroll compensation if a campus is closed due to a city, county, or State declaration of a winter weather emergency. He noted that per the new legislation, employees who provide educational support services to the campus should be paid their daily, regular rate of pay and benefits if the closure precludes them from performing their regularly scheduled duties and the employee would have reported for work. He said that the pay related to the closure does not apply if the employee is given a rescheduled day and services are rendered. Trustees received the proposed revisions detailing the required aspects of the new law.

For Policy 11.08.01, Mr. Woodruff reported that effective January 1, 2025, Public Act 103-0727 amends the Illinois Personnel Record Review Act. He said the amendment refines the requirements for making a valid personnel record request. The proposed revisions included all details or pertinent aspects of the amendment.

Mr. Woodruff said the administration is submitting proposed revisions to these two policies as first reading, and we will bring these recommendations back to the Board for approval during the December 2024 regular Board meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Additionally, Dr. Bullock reminded the Board about the holiday luncheon set for December 4, 2024 and the special Board meeting on April 14, 2025, at 4:00 p.m. He also highlighted plans for November 20, 2024 in which the College will install Rotary Peace Poles at a location on the College's main campus.

Action Items.

Adoption of Board Policy 05.04.25 – Paid Parental Leave. (Roll Call Vote Required).

Dr. Bullock highlighted a request from Ms. Wahls for the Board to consider adopting the above-referenced Policy. Trustees received the details of the proposed revisions to Policy 05.04.25 – *Paid Parental Leave*. Dr. Bullock said that providing paid parental leave aligns with our strategic plan (focus area 3 – institutional and employee excellence) and our commitment to fostering a supportive workplace culture and enhancing employee well-being. The Policy language detailed eligible employees, effective January 1, 2025, would be able to receive four continuous calendar weeks of paid leave following the birth or adoption of a child. He said this leave must be taken within 12 weeks after the occurrence of a qualifying event.

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Dr. Bullock said we submitted this recommendation as first reading during the October 14, 2024 regular Board meeting. He said that since that time, we have received no additional requests for changes.

Trustee Walk moved and Trustee Curtis seconded to adopt as presented proposed revisions to Board Policy 05.04.25 – *Paid Parental Leave*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Acceptance of September 2024 Financial Statements.

Trustees reviewed the September 2024 Financial Statements and a memorandum from Mr. Woodruff that highlighted the Financial Statements and significant variances. Mr. Woodruff said some of the significant variances are timing related and should normalize by year's end.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the September 2024 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Part-Time Rates and Stipends.

Mr. Woodruff requested that the Board approve an updated chart of the Part-Time Rates and Stipends. He said this action item is normally brought to the Board at the beginning of each fiscal year, as was done this past summer, for rates effective July 1 or the start of the College's fiscal year. Mr. Woodruff said due to the state-mandated minimum wage increases effective January 1, 2025, this is being submitted for approval of new rates effective January 1, 2025, for positions impacted by the new minimum wage level of \$15.00 per hour.

Trustee Reynolds moved and Trustee Lilly seconded to approve the Part-Time Rates and Stipends for the period January 1, 2025 through June 30, 2025.

There was no further discussion.

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Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Workers Compensation Insurance Renewal.

Trustees heard a recommendation from Mr. Woodruff for the Board to approve the renewal of the College's Worker's Compensation Insurance Policy with the Illinois Public Risk Fund (IPRF) for calendar year 2025. Trustees learned the proposed renewal rate of \$164,918 reflects a \$1,370 (.8%) increase over our prior year's coverage. Mr. Woodruff said that with this renewal the College will again qualify to receive a Safety Grant from IPRF in the amount of \$18,777 to be used to enhance safety throughout campus. Trustees learned that acceptance of this grant will be brought to the Board for approval at a future meeting.

Trustee Wright moved and Trustee Lilly seconded to approve the renewal of the College's Worker's Compensation Insurance Policy with the Illinois Public Risk Fund through Dimond Bros. Insurance of Mattoon at a rate of \$164,918 for the period January 1, 2025 through December 31, 2025.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Declaration of Surplus Item(s) or Equipment.

Mr. Woodruff requested the Board declare as surplus various office printers/copiers and a production printer, items which have been used by the College's Print Shop or at various office locations and need to be replaced. If approved by the Board as surplus, then the College will receive trade-in values as part of the next agenda item for purchasing new equipment for the Print Shop.

Trustee Walk moved and Trustee Curtis seconded to declare as surplus and as presented various office printers/copiers and a production printer that have been used by the College's Print Shop and grant authorization to trade in the units as part of an order agreement with Konica Minolta for new equipment or dispose of these items in a manner most beneficial to the College.

There was no further discussion.

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Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Purchase of Equipment for the Print Shop.

Mr. Woodruff requested the Board approve spending \$155,112.99 for the purchase of 8 Konica/Minolta Bizhub units for use as office copiers/printers located throughout Lake Land College, the purchase of one Konica/Minolta 14000 production printer, a Duplo Creaser/splitter/cutter and a Horizon PF 40L Folder to be used in the Lake Land Print Shop. Mr. Woodruff reported this purchase price included receiving a trade in value for older equipment as detailed in the previous agenda item.

Mr. Woodruff noted that a bid is not needed per Board Policy 10.22 (4.f.).

Trustee Wright moved and Trustee Curtis seconded to approve spending \$155,112.99 for the purchase of 8 Konica/Minolta Bizhub units for use as office copiers/printers located throughout Lake Land college, the purchase of one Konica/Minolta 14000 production printer, a Duplo Creaser/splitter/cutter and a Horizon PF 40L Folder to be used in the Lake Land Print Shop. All machines will be purchased from Konica/Minolta.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Certificate of Tax Levy.

Trustees heard a recommendation from Trustee Storm that the Board approve the Certificate of Tax Levy for the 2024 levy year. Trustee Storm said the proposed taxing levy will not exceed a five percent increase over the prior year's extension. Therefore, a notice and a hearing will not be necessary. Trustees learned the College will not know the actual tax rate for the 2024 levy year until late spring when all of the EAV's are finally determined by the 15 individual counties in the Lake Land College district, but we are estimating that our rate of levy will decrease to approximately \$.5207 per \$100 EAV, a .29% decline from the prior levy year. Dr. Bullock said that for the individual taxpayer, Lake Land's tax is approximately 5% of the total bill and reflects Lake Land's low overall tax rate per \$100 EAV.

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Trustee Storm, Chair of the Finance Committee, said the Committee met on October 10, 2024 and reviewed the proposed 2024 tax levy. He said the Committee's consensus was to recommend to the Board approval of the tax levy as presented.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the 2024 tax levy and related certificate of compliance.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Bid for Construction for Phase Two at the Effingham Technology Center.

Trustees heard a request from Mr. Woodruff for the Board to award the bid from K. Wohltman Construction, Inc. of Effingham, in the amount of \$2,008,000, for construction work related to the upper level (Phase 2) of the Effingham Technology Center. Trustees received the bid tabulation sheet detailing K. Wohltman Construction submitting the lowest of two bids received. Mr. Woodruff reported the bid is for general contractor related activities including the removal, construction and/or remodel activities required to have the upper-level area ready for use before the Fall 2025 semester.

Trustee Lilly moved and Trustee Reynolds seconded to approve as presented the bid from K. Wohltman Construction, Inc. of Effingham, in the amount of \$2,008,000, for construction work related to the upper level (Phase 2) of the Effingham Technology Center.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Purchase of Furniture for Phase One / Level One of the Effingham Technology Center.

Mr. Woodruff presented a recommendation for the Board to approve the proposal for the purchase and installation of new furniture for phase one/level one of the ETC from Widmer

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Interiors at a total cost of \$258,099.60. Trustees received the proposal with details of all furniture items.

Mr. Woodruff noted that a bid is not needed since we would be utilizing state consortium pricing through Omnia Partners.

Trustee Wright moved and Trustee Walk seconded to approve as presented the proposal for the purchase and installation of new furniture for phase one/level one of the ETC from Widmer Interiors at a total cost of \$258,099.60.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Agreement with Dynamic Controls, Inc. of East Peoria, IL.

Trustees heard a recommendation from Mr. Woodruff requesting that the Board approve a two-year service agreement with Dynamic Controls, Inc. of East Peoria, Illinois, at a rate of \$50,289 per year, which is an increase of \$4,843 per year as compared to our previous agreement that expired on September 30, 2024. Trustees were provided with the service agreement.

Trustee Lilly moved and Trustee Walk seconded to approve as presented a two-year service agreement with Dynamic Controls, Inc. of East Peoria, Illinois, at a rate of \$50,289 per year, for the period October 1, 2024 through September 30, 2026.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Closed Session

6:52 p.m. – Trustee Curtis moved and Trustee Storm seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (8) to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College and to discuss security procedures and the use of personnel and

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equipment to respond to an actual, a threatened or a reasonably potential danger to the safety of employees, students, staff, the public or public property.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Return to Open Session - Roll Call

7:12 p.m.

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

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

Approval of Cyber Security Insurance Renewal as Discussed in Closed Session.

Trustee Walk moved and Trustee Curtis seconded to approve the renewal of the Cyber Liability Insurance with Dimond Brothers of Mattoon, IL, underwritten by Tokio Marine HHC of Chiyoda City, Tokyo, Japan, for the primary policy (\$2,000,000 coverage) and At-Bay Insurance Services LLC of Wilmington, DE, for an excess policy (\$3,000,000) for the period December 14, 2024, through December 14, 2025, at a total cost of \$39,449.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

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

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

Trustee Reynolds motioned and Trustee Wright seconded to approve as presented the following standard Human Resources Report. Chair Cadwell said this followed discussion on the topic held in closed session related only to the appointment of two full-time, tenure-track faculty employees.

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

Bell, Harry	10/7/24-2/29/24	Continual and Intermittent
Burrell, Krista	11/4/24-1/2/25	Continual and Intermittent
Olarge, Annabelle	10/29/24-	Intermittent
Taylor, Shelby	4/21/25-7/11/25	
Webster, Samantha	6/1/24-	Intermittent

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Carlin, Nathaniel	Student Services Intern	10/28/24
	Primary Position Newspaper Editor	
Craig, Bethany	CBI Trainer	10/22/24
	Primary Position Grants Writer and Coordinator	
Dickens-Montgomery, Amanda	Allied Health BNA Adjunct Faculty	10/21/24
	Primary Position Path Grant Support Services	
Nanjela, Lungowe	Community Learning Instructor	1/2/25
	Primary Position Bookstore Rush Worker	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Bierman, Kendra	Student Wellness Center Manager	1/2/25
Fournier, Derek	Correctional Construction Occ Instructor	10/21/24
Paige, Ashlyn	Dual Credit Events and Onboarding Spec	11/18/24
Poulin, Dylan	Custodian	11/14/24
Shedosky, Erin	Custodian	11/12/24

Full-time Tenure Track

Mayhaus, Danielle	Nursing Instructor	1/10/25
Panful, Benjamin	IT Instructor/Coordinator IT Programs	1/10/25

Part-time

Hendrickson, Jennifer	Community Learning Instructor	1/2/25
Kambobe, Pamela	International Student Ambassador	10/2/24
Msoni, McKay	International Student Ambassador	10/15/24

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Tabbert, Alexis	Community Learning Instructor	10/31/24
Yao, Wen Li	Community Learning Instructor	1/16/25

College Work Study

Baker, Abraham	College Work-Study	9/5/24
Childress, Faith	College Work-Study	10/14/24
Gentry, Wyatt	College Work-Study	10/14/24
Jones-Homann, Michaela	College Work-Study	10/15/24
Meinhart, Megan	College Work-Study	10/29/24

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Besch, Sierra	Child Care Lab Lead	10/31/24
Cunningham, Nancy	Correctional Career Technology Instructor	10/15/24
Garrett, Torie	Child Care Lab Assistant	10/31/24
Hawk, Laura	Early Childhood Education Coach/Mentor	10/31/24
Morrison, Lynae	Employment Specialist	10/25/24
Part-time		
Charles, Frantz	Institutional Equipment Assistant	8/30/24
Nelson, Gregory	Retiree Incentive Program	10/31/24
Van De List, Elizabeth	Kluthe Test Proctor	7/3/24

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Other Business. (Non-action)

Trustee Walk inquired about the lack of lighting for the driveway at the Effingham Technology Center. Mr. Woodruff said he would look into this issue.

There was no additional discussion.

Adjournment.

Trustee Curtis moved and Trustee Cadwell seconded to adjourn the meeting at 7:16 p.m.

There was no further discussion.

Lake Land College Board of Trustees
Minutes – November 11, 2024
Page 15 of 15

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/

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees; Jean Anne Highland Chief of Staff
FROM: Tim Stolz – Navigator News
CC: Lisa Shumard-Shelton
DATE: November 21, 2024
RE: Navigator News Awards

The staff of the Navigator News recently attended the Illinois Community College Journalism Awards (ICCJA) presentation at Moraine Valley Community College in Palos Hills, IL. Several staff members attended, and it was a good event to attend because Lake Land College won a number of awards for their work and reporting during the 2023-2024 year. This year, The Navigator brought home the following awards:

1st Place Awards:

Best Page Design (Viv Ard; Darrius Frazier); Best Editorial Cartoon (Brett Sawyer)

2nd Place Awards:

Best News Photo (Faisal Tariq); Mike Foster General Excellence Award (All Staff)

3rd Place Awards:

Best Student Media (website design)

Honorable Mention:

Best Front Page Design (Viv Ard)

We are very proud of the staff members on their amazing work, and we are looking forward to continuing to provide this award-winning level of local journalism for Lake Land College!

STATE OF ILLINOIS)
) SS
 COUNTY OF COLES)

POST-ISSUANCE TAX COMPLIANCE REPORT

To: Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois

Pursuant to my responsibilities as the Compliance Officer as set forth in a Bond Record Keeping Policy (the “*Policy*”) adopted by the Board of Trustees (the “*Board*”) of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois (the “*District*”), on the 9th day of December, 2024, I have prepared a report reviewing the District’s contracts and records to determine whether the Tax Advantaged Obligations (as defined in the Policy), comply with the applicable federal tax requirements. In accordance with the proceedings and agreements under which the Tax Advantaged Obligations were issued, the District has covenanted generally to take all action necessary to comply with the applicable federal tax rules and regulations relating to the Tax Advantaged Obligations, including covenants necessary to preserve the excludability of interest on the Tax Advantaged Obligations from gross income for federal income taxation purposes. The following sets forth a summary demonstrating the District’s compliance with such covenants and expectations.

(a) *Records.* I have in my possession all of the records required under the Policy.

(b) *Arbitrage Rebate Liability.* I have reviewed the agreements of the District with respect to each issue of the Tax Advantaged Obligations. At this time, the District does not have any rebate liability to the U.S. Treasury

(c) *Contract Review.* I have reviewed copies of all contracts and agreements of the District, including any leases, with respect to the use of any property owned by the

District and acquired, constructed or otherwise financed or refinanced with the proceeds of the Tax Advantaged Obligations and other records. At this time, each issue of the Tax Advantaged Obligations complies with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans.

(d) *IRS Examinations or Inquiries.* The Internal Revenue Service (the “IRS”) has not commenced an examination of any issue of the Tax Advantaged Obligations. The IRS has not requested a response to a compliance check, questionnaire or other inquiry.

Based upon the foregoing, I believe that the District is currently in compliance with the applicable tax law requirements and no further action is necessary at this time. This report will be entered into the records of the District and made available to all members of the Board at the next regular meeting thereof.

Respectfully submitted this ____ day of _____, 20__.

By _____
John Woodruff, Vice President for Business Services
College Treasurer

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: John Woodruff, Vice President for Business Services

DATE: November 11, 2024

RE: Proposed Revisions to Board Policy 05.04.09 – *Leave for Jury Duty or Court Attendance*

In order to clarify the intent of the policy, we are seeking to modify the policy to indicate it is applicable for full-time employees. In addition, in instances where we would not be renumrating payment to the full-time employee, they would have the option to utilize any existing vacation or personal time they might have.

I am submitting the proposed revisions as a first reading and will plan to bring this back to the Board for approval at its January 2025 regular board meeting.

05.04.09

Leave for Jury Duty or Court Attendance

Full-time ~~E~~mployees who are summoned to court to perform jury duty shall be granted leave with pay. Full-time ~~E~~mployees who are subpoenaed to attend court or board hearings to testify in matters in which they have no personal or monetary interest shall be granted leave with pay. Any remuneration received for jury duty or for testifying before a court or a board shall be refunded to the college, excluding mileage. Employees who attend court as parties to lawsuits or who have a personal or monetary interest therein will be granted leave without pay unless personal or vacation benefits are utilized. In any case, leave for jury duty shall not be charged to sick leave. Employees are expected to report to their work assignment during a normal work day when their presence is not required in the court.

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

Adopted November 9, 1998
Revised July 14, 2003
Revised February 12, 2018

Calendar of Events

Monday, December 9, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, January 9, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, January 13, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, February 6, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, February 10, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, March 6, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, March 10, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, April 10, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, April 14, 2025	4 p.m. – Special Board Meeting – Retreat to Prepare for HLC Visit 5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Monday and Tuesday, April 28-29, 2025	Higher Learning Commission (HLC) Site Visit
Thursday, May 8, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting

	10 a.m. – Board and Administration Center, 011
Monday, May 12, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Friday, May 16, 2025	6 p.m. – Commencement Field House

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, held in Room 011 of the Board and Administration Center, 5001 Lake Land Boulevard, Mattoon, Illinois, in said Community College District at 6:00 o'clock P.M., on the 9th day of December, 2024.

* * *

The meeting was called to order by the Chair, and upon the roll being called, Gary Cadwell, the Chair, and the following Trustees were physically present at said location: _____

_____ and _____ (non-voting student trustee).

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

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

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

The Chair announced that the next item for consideration was the issuance of not to exceed \$5,100,000 general obligation bonds to be issued by the District pursuant to Article 3A of the Public Community College Act for the purpose of paying claims against the District, and that the Board of Trustees would consider the adoption of a resolution

providing for the issue of said bonds and the levy of a direct annual tax sufficient to pay the principal and interest thereon. The Chair then explained that the resolution sets forth the parameters for the issuance of said bonds and sale thereof by designated officials of the District and summarized the pertinent terms of said parameters, including the specific parameters governing the manner of sale, length of maturity, rates of interest, purchase price and tax levy for said bonds.

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

Lake Land College Board of Trustees



RESOLUTION providing for the issue of not to exceed \$5,100,000 General Obligation Community College Bonds of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, for the purpose of paying claims against said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

RESOLUTION NUMBER: 1224-013

DATE: 12-9-24

* * *

WHEREAS, Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois (the "*District*"), is a duly organized and existing community college district created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Public Community College Act of the State of Illinois, as amended (the "*Act*"), and all laws amendatory thereof and supplementary thereto, including the Local Government Debt Reform Act of the State of Illinois, as amended (the "*Debt Reform Act*"); and

WHEREAS, the Board of Trustees (the "*Board*") of the District has by resolution (the "*Intent Resolution*") declared its intention to, pursuant to Article 3A of the Act, issue funding bonds of the District in the aggregate principal amount of \$5,100,000 as therein

provided for the purpose of paying outstanding and unpaid claims against the District, the same being the District's outstanding General Obligation Debt Certificates (Limited Tax), Series 2024, dated October 10, 2024 (the "Claims" or the "Prior Certificates"); and

WHEREAS, pursuant to and in accordance with the provisions of said article of the Act and the provisions of Section 5 of the Debt Reform Act, notice of intention to issue said bonds was published in the *Journal Gazette*, the same being a newspaper having general circulation within the District, an affidavit evidencing the publication of such notice of intention, together with a newspaper clipping of such notice as published attached thereto, having heretofore been presented to the Board and made a part of the permanent records of the Board; and

WHEREAS, at least thirty (30) days have expired since the date of the publishing of such notice of intention to issue said bonds, and no petition with the requisite number of valid signatures thereon has been filed with the Secretary of the Board requesting that the proposition to issue said bonds be submitted to the legal voters of the District; and

WHEREAS, the Claims are presently outstanding and unpaid and are binding and subsisting legal obligations of the District; and

WHEREAS, there are no funds on hand and available to apply toward the payment of any part of the Claims in the aggregate amount of \$5,100,000; and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, on the 14th day of October, 2024, the Board adopted a resolution calling a public hearing (the "Hearing") for the 11th day of November, 2024, concerning the intent of the Board to sell said bonds; and

WHEREAS, notice of the Hearing was given (i) by publication at least once not less than seven (7) nor more than thirty (30) days before the date of the Hearing in the *Journal*

Gazette, the same being a newspaper of general circulation in the District, and (ii) by posting at least 72 hours before the Hearing a copy of said notice at the principal office of the Board, which notice was continuously available for public review during the entire 72-hour period preceding the Hearing; and

WHEREAS, the Hearing was held on the 11th day of November, 2024, and at the Hearing, the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the Hearing was finally adjourned on the 11th day of November, 2024; and

WHEREAS, the Board hereby finds that it is authorized at this time to issue said bonds in the aggregate amount of \$5,100,000 for the purpose of paying the Claims; and

WHEREAS, the Board deems it advisable, necessary and for the best interests of the District that not to exceed \$5,100,000 of said bonds be issued at this time; and

WHEREAS, it is necessary and in the best interests of the District that the Prior Certificates be called for redemption in advance of their maturity, and it is necessary and desirable to make such call for the redemption of the Prior Certificates on their earliest possible call date, and provide for the giving of proper notice to the registered owners of the Prior Certificates:

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

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

Section 2. Authorization. It is hereby found and determined that the Board has been authorized by law to borrow the sum of \$5,100,000 upon the credit of the District and as evidence of such indebtedness to issue the bonds of the District in said amount, the proceeds of said bonds to be used for paying the Claims, and it is necessary and for the best interests of the District that there be issued at this time not to exceed \$5,100,000 of said bonds.

Section 3. Bond Details. There be borrowed on the credit of and for and on behalf of the District the sum of not to exceed \$5,100,000 for the purpose aforesaid; and that bonds of the District (the "*Bonds*") shall be issued to said amount and shall be designated "General Obligation Community College Bonds, Series 202[___]" with such additional series designations and descriptions as may be necessary to properly identify the Bonds (as set forth in the Bond Notification (as hereinafter defined)). The Bonds, if issued, shall be dated the date of the issuance thereof (as set forth in the Bond Notification) and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$5,000 each or authorized integral multiples thereof (unless otherwise set forth in the Bond Notification) (but no single Bond shall represent installments of principal maturing on more than one date), or such other denominations as may be set forth in the Bond Notification, and shall be numbered 1 and upward. The Bonds shall become due and payable serially (without option of prior redemption) on December 1 of each of the years (not later than 2026), in the amounts (not exceeding

\$5,100,000 per year) and bearing interest at the rates per annum (not exceeding 5.50% per annum) as set forth in the Bond Notification.

The Bonds shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Bonds is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable semi-annually commencing with the first interest payment date as set forth in the Bond Notification, and on June 1 and December 1 of each year thereafter to maturity.

Interest on each Bond shall be paid by check or draft of the bond registrar and paying agent, (which shall be the Purchaser (as hereinafter defined), the Treasurer of the Board or a bank or financial institution authorized to do business in the State of Illinois) as set forth in the Bond Notification (the "*Bond Registrar*"), payable upon presentation in lawful money of the United States of America, to the person in whose name such Bond is registered at the close of business on the 15th day of the month next preceding the interest payment date. The principal of the Bonds shall be payable in lawful money of the United States of America at the principal office or principal corporate trust office, as appropriate (the "*Principal Office*"), of the Bond Registrar.

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

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

Section 4. Registration of Bonds; Persons Treated as Owners. (a) *General.* The District shall cause books (the "*Bond Register*") for the registration and for the transfer of the Bonds as provided in this Resolution to be kept at the Principal Office of the Bond Registrar, which is hereby constituted and appointed the registrar of the District. The District is authorized to prepare, and the Bond Registrar shall keep custody of, multiple Bond blanks executed by the District for use in the transfer and exchange of Bonds.

Upon surrender for transfer of any Bond at the Principal Office of the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Bond Registrar and duly executed by, the registered owner or his or her attorney duly authorized in writing, the District shall execute and the Bond Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Bond or Bonds of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Bond or

Bonds may be exchanged at said office of the Bond Registrar for a like aggregate principal amount of Bond or Bonds of the same maturity of other authorized denominations. The execution by the District of any fully registered Bond shall constitute full and due authorization of such Bond and the Bond Registrar shall thereby be authorized to authenticate, date and deliver such Bond, *provided, however*, the principal amount of outstanding Bonds of each maturity authenticated by the Bond Registrar shall not exceed the authorized principal amount of Bonds for such maturity less previous retirements.

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Bond and ending at the opening of business on such interest payment date.

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

No service charge shall be made for any transfer or exchange of Bonds, but the District or the Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Bonds.

(b) *Global Book-Entry System.* If so requested by the Purchaser, the following provisions shall apply: The Bonds shall be initially issued in the form of a separate single

fully registered Bond for each of the maturities of the Bonds determined as described in Section 3 hereof. Unless otherwise requested by the Purchaser, upon initial issuance, the ownership of each such Bond shall be registered in the Bond Register in the name of Cede & Co., or any successor thereto ("*Cede*"), as nominee of The Depository Trust Company, New York, New York, and its successors and assigns ("*DTC*"). All of the outstanding Bonds shall be registered in the Bond Register in the name of Cede, as nominee of DTC, except as hereinafter provided. The Chair and Secretary of the Board and the chief business official of the District and the Bond Registrar are each authorized to execute and deliver, on behalf of the District, such letters to or agreements with DTC as shall be necessary to effectuate such book-entry system (any such letter or agreement being referred to herein as the "*Representation Letter*"), which Representation Letter may provide for the payment of principal of or interest on the Bonds by wire transfer.

With respect to Bonds registered in the Bond Register in the name of Cede, as nominee of DTC, the District and the Bond Registrar shall have no responsibility or obligation to any broker-dealer, bank or other financial institution for which DTC holds Bonds from time to time as securities depository (each such broker-dealer, bank or other financial institution being referred to herein as a "*DTC Participant*") or to any person on behalf of whom such a DTC Participant holds an interest in the Bonds. Without limiting the immediately preceding sentence, the District and the Bond Registrar shall have no responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede or any DTC Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any DTC Participant or any other person,

other than a registered owner of a Bond as shown in the Bond Register, of any amount with respect to the principal of or interest on the Bonds. The District and the Bond Registrar may treat and consider the person in whose name each Bond is registered in the Bond Register as the holder and absolute owner of such Bond for the purpose of payment of principal and interest with respect to such Bond, for the purpose of giving notices of redemption and other matters with respect to such Bond, for the purpose of registering transfers with respect to such Bond, and for all other purposes whatsoever. The Bond Registrar shall pay all principal of and interest on the Bonds only to or upon the order of the respective registered owners of the Bonds, as shown in the Bond Register, or their respective attorneys duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the District's obligations with respect to payment of the principal of and interest on the Bonds to the extent of the sum or sums so paid. No person other than a registered owner of a Bond as shown in the Bond Register, shall receive a Bond evidencing the obligation of the District to make payments of principal and interest with respect to any Bond. Upon delivery by DTC to the Bond Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede, and subject to the provisions in Section 3 hereof with respect to the payment of interest to the registered owners of Bonds at the close of business on the 15th day of the month next preceding the applicable interest payment date, the name "Cede" in this resolution shall refer to such new nominee of DTC.

In the event that (i) the District determines that DTC is incapable of discharging its responsibilities described herein and in the Representation Letter, (ii) the agreement among the District, the Bond Registrar and DTC evidenced by the Representation Letter shall be terminated for any reason or (iii) the District determines that it is in the best

interests of the beneficial owners of the Bonds that they be able to obtain certificated Bonds, the District shall notify DTC and DTC Participants of the availability through DTC of certificated Bonds and the Bonds shall no longer be restricted to being registered in the Bond Register in the name of Cede, as nominee of DTC. At that time, the District may determine that the Bonds shall be registered in the name of and deposited with such other depository operating a universal book-entry system, as may be acceptable to the District, or such depository's agent or designee, and if the District does not select such alternate universal book-entry system, then the Bonds may be registered in whatever name or names registered owners of Bonds transferring or exchanging Bonds shall designate, in accordance with the provisions of Section 4(a) hereof.

Notwithstanding any other provisions of this resolution to the contrary, so long as any Bond is registered in the name of Cede, as nominee of DTC, all payments with respect to principal of and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, in the name provided in the Representation Letter.

Section 5. Form of Bond. The Bonds shall be in substantially the following form; *provided, however,* that if the text of the Bond is to be printed in its entirety on the front side of the Bond, then paragraph [2] and the legend, "See Reverse Side for Additional Provisions", shall be omitted and paragraphs [6] through [9] shall be inserted immediately after paragraph [1]:

[Form of Bond - Front Side]

REGISTERED
No. _____

REGISTERED
\$ _____

UNITED STATES OF AMERICA

STATE OF ILLINOIS

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

COMMUNITY COLLEGE DISTRICT NO. 517

GENERAL OBLIGATION COMMUNITY COLLEGE BONDS, SERIES 202[___]

See Reverse Side for
Additional Provisions

Interest Maturity Dated
Rate: ___% Date: December 1, 20__ Date: _____, 202__ [CUSIP: 193810 ___]

Registered Owner:

Principal Amount:

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

in lawful money of the United States of America upon presentation and surrender hereof at the principal [corporate trust] office of _____, as bond registrar and paying agent (the "*Bond Registrar*"). Payment of the installments of interest shall be made to the Registered Owner hereof as shown on the registration books of the District maintained by the Bond Registrar at the close of business on the 15th day of the month next preceding each interest payment date and shall be paid by check or draft of the Bond Registrar, payable upon presentation in lawful money of the United States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Bond Registrar. For the prompt payment of this Bond, both principal and interest at maturity, the full faith, credit and resources of the District are hereby irrevocably pledged.

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

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Bond did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of bonds of which this is one, does not exceed any limitation imposed by law; and that provision has been made for the collection of a direct annual tax sufficient to pay the interest hereon as it falls due and also to pay and discharge the principal hereof at maturity.

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

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

signature of the Treasurer of said Board of Trustees, all as of the Dated Date identified above.

SPECIMEN
Chair, Board of Trustees

SPECIMEN
Secretary, Board of Trustees

Registered, Numbered and Countersigned:

SPECIMEN
Treasurer, Board of Trustees

Date of Authentication: _____, 20__

CERTIFICATE
OF
AUTHENTICATION

Bond Registrar and Paying Agent:

This Bond is one of the Bonds described in the within mentioned resolution and is one of the General Obligation Community College Bonds, Series 202[], of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois.

as Bond Registrar

By _____
SPECIMEN
Authorized Officer

[Form of Bond - Reverse Side]

COMMUNITY COLLEGE DISTRICT NO. 517

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

GENERAL OBLIGATION COMMUNITY COLLEGE BOND, SERIES 202[]

[6] This Bond is one of a series of bonds issued by the District to pay claims against the District, in full compliance with the provisions of the Public Community College Act of the State of Illinois, and the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and is authorized by said Board of Trustees by resolutions duly and properly adopted for that purpose, in all respects as provided by law.

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

[8] The Bonds are issued in fully registered form in the denomination of \$_____ each or authorized integral multiples thereof. This Bond may be exchanged at the principal [corporate trust] office of the Bond Registrar for a like aggregate principal amount of Bonds of the same maturity of other authorized denominations, upon the terms set forth in the authorizing resolution. The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on

the 15th day of the month next preceding any interest payment date on such Bond and ending at the opening of business on such interest payment date.

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

(ASSIGNMENT)

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

(Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and appoint _____

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

Dated: _____

Signature guaranteed: _____

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

Section 6. Sale of Bonds. Either the Chair or Vice Chair of the Board and either the President or Vice President for Business Services of the District (the "Designated Representatives") are hereby authorized to proceed not later than the earlier of the reorganization of the Board following the consolidated election on the 1st day of April, 2025 (if changes in Board membership occur) or the 9th day of June, 2025 (if no changes in Board membership occur), without any further authorization or direction from the

Board, to sell the Bonds upon the terms as prescribed in this Resolution. The Bonds hereby authorized shall be executed as in this Resolution provided as soon after the delivery of the Bond Notification as may be, and thereupon be deposited with the Treasurer, and, after authentication thereof by the Bond Registrar, be delivered by the Treasurer to the purchaser or purchasers thereof (the "Purchaser"), upon receipt of the purchase price therefor, the same being not less than 99.0% of the principal amount of the Bonds (exclusive of original issue discount, if any), plus accrued interest to date of delivery, if any.

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

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

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

Upon the sale of the Bonds, as evidenced by the execution and delivery of the Bond Notification by the Designated Representatives, the Chair, Vice Chair, Secretary and Treasurer of the Board and the Vice President for Business Services or any officer of the District, as shall be appropriate, shall be and are hereby authorized and directed to

approve or execute, or both, such documents of sale of the Bonds as may be necessary, including, without limitation, the contract for the sale of the Bonds between the District and the Purchaser (the "*Purchase Contract*"). Prior to the execution and delivery of the Purchase Contract, the Designated Representatives shall find and determine that no person holding any office of the District, either by election or appointment, is in any manner interested, directly or indirectly, in his own name or in the name of any other person, association, trust or corporation, in the Purchase Contract.

The Bonds before being issued shall be registered, numbered and countersigned by the Treasurer, such registration being made in a book provided for that purpose, in which shall be entered the record of the resolution authorizing the Board to borrow said money and a description of the Bonds issued, including the number, date, to whom issued, amount, rate of interest and when due.

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

Section 7. Tax Levy. In order to provide for the collection of a direct annual tax sufficient to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity, there be and there is hereby levied upon all the taxable property within the District a direct annual tax for each of the years while the Bonds or

any of them are outstanding, in amounts sufficient for that purpose, and that there be and there is hereby levied upon all of the taxable property in the District, the following direct annual tax, to-wit:

FOR THE YEAR	A TAX SUFFICIENT TO PRODUCE THE SUM OF:	
2024	\$5,350,000	for interest and principal up to and including June 1, 2026
2025	\$5,350,000	for interest and principal

Principal or interest maturing at any time when there are not sufficient funds on hand from the foregoing tax levy to pay the same shall be paid from the general funds of the District, and the fund from which such payment was made shall be reimbursed out of the taxes hereby levied when the same shall be collected.

The District covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to levy and collect the foregoing tax levy and the District and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended and collected as provided herein and deposited in the fund established to pay the principal of and interest on the Bonds.

To the extent that the taxes levied above exceed the amount necessary to pay debt service on the Bonds as set forth in the Bond Notification, the Chair, Secretary and Treasurer of the Board are hereby authorized to direct the abatement of such taxes to the extent of the excess of such levy in each year over the amount necessary to pay debt service on the Bonds in the following bond year. Proper notice of such abatement shall be filed with the County Clerks of The Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery,

Moultrie and Shelby, Illinois (the "*County Clerks*"), in a timely manner to effect such abatement.

Section 8. Filing of Resolution. Forthwith upon the passage of this Resolution, the Secretary is hereby directed to file a certified copy of this Resolution with the County Clerks, and it shall be the duty of the County Clerks to annually in and for each of the years 2024 to 2025, inclusive, ascertain the rate necessary to produce the tax herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in each of said years for community college purposes, in order to raise the respective amounts aforesaid and in each of said years such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general educational purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of a special fund to be designated "Bond and Interest Fund of 202[___]" (the "*Bond Fund*"), which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds; and a certified copy of this resolution shall also be filed with the Treasurer.

Section 9. Use of Bond Proceeds. The District and the Board hereby covenant that all of the proceeds of the Bonds shall be used in strict compliance with all the requirements of the Act. Accrued interest received on the delivery of the Bonds is hereby appropriated for the purpose of paying first interest due on the Bonds and is hereby ordered deposited into the Bond Fund. Proceeds of the Bonds in an amount set forth in the Bond Notification (not to exceed \$400,000), if any, are hereby appropriated for the purpose of paying interest due on the Bonds and are hereby ordered deposited into

the Bond Fund. The balance of the principal proceeds of the Bonds and any premium received on the delivery of the Bonds are hereby appropriated to pay the costs of issuance of the Bonds and for the purpose of paying and canceling the Claims, and that portion thereof not needed to pay such costs shall be used solely and only to pay and cancel the Claims.

For the purpose of paying the Claims, the portion of the proceeds of the Bonds being used to pay and cancel the Claims shall be deposited with the paying agent for the Claims.

At the time of the issuance of the Bonds, the costs of issuance of the Bonds may be distributed by PMA, the Purchaser or the Bond Registrar on behalf of the District from the proceeds of the Bonds.

Section 10. Non-Arbitrage and Tax-Exemption. The District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Internal Revenue Code of 1986, as amended (the "Code"), or would otherwise cause the interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District acknowledges that, in the event of an examination by the Internal Revenue Service (the "IRS") of the exemption from Federal income taxation for interest paid on the Bonds, under present rules, the District may be treated as a "taxpayer" in such examination and agrees that it will respond in a commercially reasonable manner to any inquiries from the IRS in connection with such an examination.

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

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

Section 11. Designation of Issue. The District hereby designates each of the Bonds as a "qualified tax-exempt obligation" for the purposes and within the meaning of Section 265(b)(3) of the Code.

Section 12. Registered Form. The District agrees that it will not take any action to permit the Bonds to be issued in, or converted into, bearer or coupon form.

Section 13. List of Bondholders. The Bond Registrar shall maintain a list of the names and addresses of the holders of all Bonds and upon any transfer shall add the name and address of the new Bondholder and eliminate the name and address of the transferor Bondholder.

Section 14. Call of the Claims. In accordance with the redemption provisions of the respective resolution authorizing the issuance of a series of the Claims, the District by the Board does hereby make provision for the payment of and does hereby call (subject only to the delivery of the Bonds) the Claims or any portion thereof as set forth in the Bond Notification, on the date or dates, if any, set forth in the Bond Notification.

Section 15. Duties of Bond Registrar. If requested by the Bond Registrar, the Chair and Secretary are authorized to execute the Bond Registrar's standard form of agreement between the District and the Bond Registrar with respect to the obligations and duties of the Bond Registrar hereunder which may include the following:

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

Section 16. Continuing Disclosure Undertaking. The Chair of the Board is hereby authorized, empowered and directed to execute and deliver a Continuing Disclosure

Undertaking under Section (b)(5) of Rule 15c2-12 adopted by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as amended (the "*Continuing Disclosure Undertaking*"). When the Continuing Disclosure Undertaking is executed and delivered on behalf of the District as herein provided, the Continuing Disclosure Undertaking will be binding on the District and the officers, employees and agents of the District, and the officers, employees and agents of the District are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Continuing Disclosure Undertaking as executed. Notwithstanding any other provision of this Resolution, the sole remedy for failure to comply with the Continuing Disclosure Undertaking shall be the ability of the beneficial owner of any Bond to seek mandamus or specific performance by court order to cause the District to comply with its obligations under the Continuing Disclosure Undertaking.

Section 17. Municipal Bond Insurance. In the event the payment of principal and interest on the Bonds is insured pursuant to a municipal bond insurance policy (the "*Municipal Bond Insurance Policy*") issued by a bond insurer (the "*Bond Insurer*"), and as long as such Municipal Bond Insurance Policy shall be in full force and effect, the District and the Bond Registrar agree to comply with such usual and reasonable provisions regarding presentment and payment of the Bonds, subrogation of the rights of the Bondholders to the Bond Insurer upon payment of the Bonds by the Bond Insurer, amendment hereof, or other terms, as approved by the Chair of the Board on advice of counsel, his or her approval to constitute full and complete acceptance by the District of such terms and provisions under authority of this Section.

Section 18. Record-Keeping Policy and Post-Issuance Compliance Matters. On November 11, 2013, the Board adopted a record-keeping policy (the "*Policy*") in order to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the debt obligations of the District, the interest on which is excludable from "gross income" for federal income tax purposes or which enable the District or the holder to receive federal tax benefits, including, but not limited to, qualified tax credit bonds and other specified tax credit bonds. The Board and the District hereby reaffirm the Policy.

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

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

Adopted December 9, 2024.

Chair, Board of Trustees

Secretary, Board of Trustees

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

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

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

The following Trustees voted NAY: _____

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

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

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

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
 COUNTY OF COLES)

CERTIFICATION OF MINUTES AND RESOLUTION

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

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

RESOLUTION providing for the issue of not to exceed \$5,100,000 General Obligation Community College Bonds of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, for the purpose of paying claims against said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

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

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

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

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
 COUNTY OF COLES)

FILING CERTIFICATE

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

RESOLUTION providing for the issue of not to exceed \$5,100,000 General Obligation Community College Bonds of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, for the purpose of paying claims against said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

duly adopted by the Board on the 9th day of December, 2024, and that the same has been deposited in the official files and records of my office.

I do further certify that the description of the outstanding General Obligation Debt Certificates (Limited Tax), Series 2024, dated October 10, 2024, of the District set forth in the preambles to said resolution is accurate, and that said certificates are presently outstanding and unpaid and are binding and subsisting legal obligations of the District and have never been refunded by the District.

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

Treasurer, Board of Trustees



MEMO

TO: Dr. Josh Bullock, President

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

DATE: December 3, 2024

RE: October FY25 Financial Statement Summary

Please find below a summary of October actual results to the approved budget. We have now completed the first 4 months of the 2025 fiscal year. At this time there are no results/budgetary areas of concern and no indication, that I'm aware of, that would create cause for concern in the near future as we progress in FY25.

October - Noteworthy Events Impacting Results

- Excess Revenue over Expenditures – We finished October favorable at \$4,126,785.
- Revenue – Revenue for October was favorable by \$2.8M. Local resources exceeded budget by \$2.564M as a result of property tax payments from Effingham County. We had \$8,600 of gift in kind revenue recognized in October.
- Expenditures – Expenditures for October finished favorable by \$1.321M. YTD we are \$3.12M favorable to budget. Salary and wages finished October favorable at \$991K.

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

	August		YTD	
	Actual V. Budget		Actual V. Budget	
Total Revenue	\$2,806,005	●	\$29,158	●
Local Services	\$2,563,975	●	\$68,779	●
ICCB Credit Hour Grant	(\$57,008)	●	(\$131,363)	●
ICCB Equalization Grant	(\$0)	●	(\$0)	●
Other State Sources	\$780	●	(\$55,348)	●
Tuition & Fees	\$267,086	●	\$131,686	●
Other Revenue	\$22,573	●	\$4,304	●
Total Expenditures	\$1,320,780	●	\$3,094,918	●
Salaries & Wages	\$991,083	●	\$1,145,185	●
Employee Benefits (overall)	\$30,600	●	(\$164,891)	●
Instructional	\$581,988	●	\$512,420	●
Academic Support	\$51,013	●	\$93,980	●
Student Services	\$127,654	●	\$227,833	●
Public Service/Continuing Education	\$44,243	●	\$165,942	●
Operations & Maintenance	\$288,654	●	\$331,785	●
Institutional Support	\$248,143	●	\$2,101,231	●

● Favorable

● Unfavorable - No Concerns at this time.

● Unfavorable - Concerned

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

Current Month	Current Month	Variance		Current YTD	Current YTD	Current YTD
	Budget			Actual	Budget	Budget Variance
1,734,900.64	2,725,983.28	991,082.64	Salary and Wages	6,403,100.33	7,548,285.30	1,145,184.97
366,586.00	397,185.87	30,599.87	Employee Benefits	1,758,059.73	1,593,168.86	(164,890.87)
247,202.18	185,857.44	(61,344.74)	Contractual Services	926,299.99	1,391,107.06	464,807.07
139,129.94	189,244.78	50,114.84	General Materials and Supplies	915,886.21	1,996,829.68	1,080,943.47
25,920.61	64,560.83	38,640.22	Travel and Meeting Expenses	114,925.49	309,801.83	194,876.34
13,372.01	15,012.50	1,640.49	Fixed Charges	68,304.25	242,283.91	173,979.66
8,509.34	166,596.04	158,086.70	Utilities	410,068.29	622,650.62	212,582.33
23,834.69	5,000.00	(18,834.69)	Capital Outlay	287,561.62	161,107.50	(126,454.12)
34,398.30	156,522.00	122,123.70	Contingency Funds	327,829.32	453,555.50	125,726.18
41,329.14	50,000.00	8,670.86	Other Expenditures	362,961.70	351,125.00	(11,836.70)
2,635,182.85	3,955,962.74	1,320,779.89	Total	11,574,996.93	14,669,915.26	3,094,918.33

Lake Land College

FY2025 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2024 Budgeted	FY25 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$3,949,034	\$4,165,103	\$216,069	\$10,660,542	\$10,696,673	\$10,660,542	(\$36,131)
Salary and Wages - Acad. Support	\$249,803	\$268,497	\$18,694	\$526,799	\$707,725	\$526,799	(\$180,926)
Salary and Wages - Stud. Svcs	\$756,804	\$900,109	\$143,304	\$2,702,692	\$2,220,533	\$2,702,692	\$482,159
Salary and Wages - Public Svc.	\$166,851	\$244,675	\$77,824	\$706,838	\$628,314	\$706,838	\$78,524
Salary and Wages - Maintenance	\$393,556	\$571,459	\$177,904	\$1,654,418	\$1,212,400	\$1,654,418	\$442,018
Salary and Wages - Inst. Support	\$887,053	\$1,398,443	\$511,390	\$4,039,579	\$3,980,226	\$4,039,579	\$59,353
Total Salary and Wages	\$6,403,100	\$7,548,285	\$1,145,185	\$20,290,868	\$19,445,871	\$20,290,868	\$844,997

Employee Benefits	Year to Date			FY2024 Budgeted	FY25 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$832,016	\$760,123	(\$71,893)	\$2,433,060	\$1,692,455	\$2,433,060	\$740,605
Employee Benefits - Acad. Support	\$72,361	\$63,710	(\$8,652)	\$4,776	\$138,889	\$4,776	(\$134,113)
Employee Benefits - Stud. Svcs	\$248,011	\$234,048	(\$13,963)	\$514,830	\$484,081	\$514,830	\$30,749
Employee Benefits - Public Svc.	\$31,278	\$25,999	(\$5,280)	\$79,937	\$92,956	\$79,937	(\$13,019)
Employee Benefits - Maintenance	\$131,157	\$153,455	\$22,298	\$471,834	\$380,796	\$471,834	\$91,038
Employee Benefits - Inst. Support	\$443,236	\$355,835	(\$87,401)	\$1,113,707	\$1,248,072	\$1,113,707	(\$134,365)
Total Employee Benefits	\$1,758,060	\$1,593,169	(\$164,891)	\$4,618,144	\$4,037,249	\$4,618,144	\$580,895

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President
John Woodruff, Vice President for Business Services

FROM: Madge Shoot, Comptroller

CC:

DATE: November 15, 2024

RE: Alternative Revenue Bond Abatement

At the time of the \$1,450,000 General Obligation Refunding Bonds (Alternative Revenue Source) issue a levy was filed with the County Clerks. This bond issue was for the construction of the new Fitness Center and will be repaid with a \$1.50 per credit hour service fee.

This Alternate Bond levy needs to be abated in its entirety prior to the County Clerk's deadline in March. I recommend the Trustees approve the attached resolution. Should you have questions I am available.

Recommended motion: Approve as presented the resolution abating the tax heretofore levied for the year 2024 to pay debt service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517.

Attachment

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, held in Board & Administration Center Room 011, 5001 Lake Land Boulevard, Mattoon, Illinois, in said Community College District at 6:00 o'clock P.M., on the 9th day of December, 2024.

* * *

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

_____ and _____ (non-voting student trustee).

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

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

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

The Chairman announced that the next item of business before the Board of Trustees was the consideration of a resolution abating the tax heretofore levied for the year 2024 to pay debt service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of the District.

Whereupon Member _____ presented and the Secretary read by title a resolution as follows, copies of which were made available to all in attendance at said meeting who requested a copy:

Lake Land College Board of Trustees



RESOLUTION abating the tax heretofore levied for the year 2024 to pay debt service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois.

RESOLUTION NUMBER: 1224-014

DATE: 12-9-24

* * *

WHEREAS, the Board of Trustees (the "*Board*") of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois (the "*District*"), by resolution adopted on the 14th day of December, 2015, as supplemented by a direction for abatement of taxes (the "*Bond Resolution*"), did provide for the issue of \$1,450,000 General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B (the "*Bonds*"), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS, the Board has determined and does hereby determine that Pledged Revenues (as defined in the Bond Resolution) or other funds have been deposited in the Alternate Bond and Interest Fund of 2016 (as defined in the Bond Resolution) in an amount sufficient to pay the principal of and interest on the Bonds when due in the next

bond year, so as to enable the abatement of the Pledged Taxes (as defined in the Bond Resolution) levied for the same; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2024 to pay principal and interest on the Bonds be abated:

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

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

Section 2. Abatement of Tax. The tax heretofore levied for the year 2024 in the Resolution is hereby abated in its entirety.

Section 3. Filing of Resolution. Forthwith upon the adoption of this Resolution, the Secretary of the Board shall file a certified copy hereof with the County Clerks of the Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby, Illinois, and it shall be the duty of said County Clerks to abate said tax levied for the year 2024 in accordance with the provisions hereof.

Section 4. Effective Date. This resolution shall be in full force and effect forthwith upon its adoption.

Adopted December 9, 2024.

Chairman, Board of Trustees

Secretary, Board of Trustees

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

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

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

NAY: _____

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

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

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

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
 COUNTY OF COLES)

CERTIFICATION OF RESOLUTION AND MINUTES

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

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

RESOLUTION abating the tax heretofore levied for the year 2024 to pay debt service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois.

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

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting, that said agenda contained a separate specific item concerning the proposed adoption of said resolution, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board in the passage of said resolution.

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

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF COLES)

Copy Sent to Each County Clerk

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of Coles County, Illinois, and as such official I do further certify that on the ____ day of _____, 20__, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2024 to pay debt service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois.

duly adopted by the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, on the 9th day of December, 2024, and that the same has been deposited in the official files and records of my office.

I do further certify that the tax heretofore levied for the year 2024 for the payment of General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, as described in said resolution will be abated in its entirety as provided in said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 20__.

County Clerk of The County of Coles,
Illinois

(SEAL)

Lake Land College Board of Trustees



RESOLUTION NUMBER: 1224-015

DATE: 12-09-24

RESOLUTION TO AUTHORIZE PREPARATION OF TENTATIVE BUDGET

WHEREAS, the statutes (Illinois Revised Statutes, Chapter 122, Section 103.20.1) require that the board of each community college district shall within or before the first quarter of each fiscal year, adopt an annual budget which it deems necessary to defray all necessary expenses and liabilities of the district, and in such annual budget shall specify the objects and purposes of each item and amount needed for each object or purpose; and

WHEREAS, the board of each community college district shall fix a fiscal year. If the beginning of the fiscal year of a district is subsequent to the time that the tax levy for such fiscal year shall be made, then such annual budget shall be adopted prior to the time such tax levy shall be made; and

WHEREAS, such budget shall be prepared in tentative form by some person or persons designated by the Board, and in such tentative form shall be made conveniently available to public inspection for at least 30 days prior to final action thereon.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Community College #517 hereby authorizes and directs the President and such other members of the administrative staff as he designates to prepare a tentative budget for the Fiscal Year 2026 which begins on July 1, 2025, and ends on June 30, 2026, providing it in such form as conforms to the statutes and making such budget conveniently available for public inspection.

IT IS FURTHER RESOLVED that the Board authorizes and directs that the President may maintain the current rate of expenditures beyond July 1, 2025, until such time as the new budget for Fiscal Year 2026 is presented to and adopted by the Board of Trustees.

ADOPTED this 9th day of December, 2024 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution to Authorize Preparation of Tentative Budget is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 9th day of December, 2024.

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

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

Secretary, Board of Trustees

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: John Woodruff, Vice President for Business Services

DATE: November 12, 2024

RE: Proposed Revisions to Board Policy 05.04.15 – *Absence Due to Inclement Weather*

Effective January 1, 2025 Public Act 103-0749 requires payroll compensation if a campus is closed due to a city, county, or State declaration of a winter weather emergency.

Per the new legislation, employees who provide educational support services to the campus should be paid their daily, regular rate of pay and benefits if the closure precludes them from performing their regularly scheduled duties and the employee would have reported for work. Pay related to the closure does not apply if the employee is given a rescheduled day and services are rendered. The employee will be compensated for the rescheduled hours not in addition to hours not worked because of the declared closure.

Recommended motion: Approve as presented the recommended updates to Board Policy 05.04.15 – *Absence Due to Inclement Weather*.

05.04.15

Absence Due to Inclement Weather

To ensure consistency in reporting absenteeism during inclement weather periods, the following provisions will be followed.

If the College is officially closed because of the weather, full-time employees shall designate the date on the timecard as an "Official Closing" and credit the day as eight (8) hours worked.

If the President authorizes a shortening of hours because of existing or anticipated inclement weather conditions, the employee shall designate the time in attendance on the timecard, followed by "College Closed" and credit the remaining hours of the employee's shift. Employees who had taken the day off will have that day subtracted from their accrued benefit leave as would have occurred had the shortening of hours not happened.

An employee who is unable to report during the hours or portions of days that the College is open will have the following options:

1. Vacation and/or personal leave may be used in not less than one hour increments.
2. Compensatory release time may be used.
3. Employees who do not have available leave time or earned compensatory time will receive a corresponding deduction in pay.

All absences must be recorded on the employee's timesheet.

Overtime will not be paid for any work that is completed at home during the period the College is closed.

All Campus Police officers, because of the nature of their responsibilities, will report to duty at their regularly scheduled shift and will be paid at a rate of time-and-one-half.

City, County, or State declaration of Winter Weather Emergency

If the College campus is closed due to a city, county, or state declaration of a winter weather emergency, the College will pay its employees who provide educational support services to the campus if the closure prevents them from performing their regularly scheduled duties unless the day is rescheduled.

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

Adopted November 9, 1998
Revised May 10, 1999
Revised April 10, 2017
Revised February 12, 2018
Revised April 12, 2021

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: John Woodruff, Vice President for Business Services

DATE: November 11, 2024

RE: Proposed Revisions to Board Policy 11.03 – *Whistleblower & Fraud Reporting Protection*

Effective January 1, 2025 modifications were made to the Illinois Whistleblower Act. The Illinois Whistleblower Act provides an employee with a broad statutory remedy for wrongful termination or retaliation short of termination such as a suspension or demotion, including constructive discharge.

The Act's section on retaliation for protected disclosures was also expanded to include disclosures to others including **supervisors and board members**, not just courts, administrative hearings, or other legal proceedings. We are updating the Board Policy to reflect these legislative changes with the added note that reports that are in good faith, will be provided adverse action protection.

We are seeking a first and second reading of this policy in order to comply with the January 1st implementation date.

Recommended Motion: Adopt as presented proposed revisions to Board Policy 11.03 – *Whistleblower and Fraud Reporting Protection Policy*.

Whistleblower and Fraud Reporting Protection Policy

Statement of Intent

In conducting its operations in compliance with Federal and State laws and regulations, including the Illinois Whistleblower Act (740 ILCS 174) and the Illinois State Officials and Employees Ethics Act (5 ILCS 430/15), Lake Land College is committed to the highest level of ethical behavior. To ensure that this standard of ethics is maintained, individuals are encouraged to report or disclose allegations of internal wrongdoing. The use of an external, independent party will be provided for reporting purposes, and any report may be made by telephone or online in order to ensure confidentiality and anonymity.

Definition of Wrongdoing

Wrongdoing may include, but shall not be limited to, the following activities:

1. Crimes or violations of the law or governmental regulations.
2. Fraud or financial irregularity.
3. Improper use of College funds, property or assets.
4. Corruption, bribery or blackmail.
5. Endangering the health or safety of an individual.
6. Harming College property.

Protection of Whistleblowers

The College will not tolerate harassment of, retaliation against (includes adverse employment action), or threats of retaliation against whistleblowers for their engagement in acts of reporting and disclosure in good faith, including, but not limited to: disclosing information in court, an administrative hearing, before a legislative commission or committee, or in any other proceeding; disclosing information to a government law enforcement agency; disclosures to others including supervisors and board members; and refusing to participate in the activity that is complained of and would result in violation of a State or federal law, rule, or regulation.

11.03

Confidentiality of the whistleblower's identity will be maintained to the extent practicable within the limitations of the law, College policy, and the legitimate needs of the investigation.

Ethics Officer

An Ethics Officer will be assigned by the President, with the consent of the Board of Trustees, and will have overall responsibility for the maintenance and operation of the program, as well as investigations into reported violations of this Policy. If no other designation is made, the regularly retained attorney of the Board of Trustees will serve as Ethics Officer.

The Ethics Officer shall provide guidance to the officers and employees concerning the interpretation of and compliance with the provisions of this Policy, the Ethics Policy, the Ethics Act, the Whistleblower Act, and other State ethics laws. The Ethics Officer shall perform such other duties as may be delegated by the Board of Trustees.

11.03

When a complaint involves the Ethics Officer or the immediate staff, an external provider will submit a report to the President. The Ethics Officer or the external provider will maintain a record of reported incidents and related outcomes.

If a complaint of wrongdoing involves the President of the College, the Ethics Officer will immediately notify the Chair of the Board of Trustees. If a complaint of wrongdoing involves a Board of Trustees member, the President immediately will bring the complaint to the attention of the entire Board of Trustees membership.

Violations of this Policy

Any wrongdoer who is found to have violated this Policy by the Ethics Commission, Hearing Officer, or external provider may face appropriate disciplinary action. Additionally, any such wrongdoer may also face appropriate legal action. In the event the investigating party determines that the conduct does not rise to a level which violates this Policy, but nonetheless constitutes misconduct, appropriate discipline may be issued.

Confidential Reporting Procedures

Procedures for confidential reporting will be listed on the College intranet and updated and maintained by the Ethics Officer.

Adopted March 13, 2006
Revised December 11, 2023
Revised

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: John Woodruff, Vice President for Business Services

DATE: October 23, 2024

RE: Proposed Revisions to Board Policy 11.08.01 – *Employees' Records*

Effective January 1, 2025, Public Act 103-0727 amends the Illinois Personnel Record Review Act. The amendment refines the requirements for making a valid personnel record request. This amendment clarifies that any request by an employee to inspect, copy, or receive their personnel records must be in writing. In addition, there are amendments that expand the definition of what counts as a record that the employee is entitled to receive. Employers will now have 7 working days after the employee makes the request.

Recommended motion: Approve as presented the recommended updates to Board Policy 11.08.01 – *Employees' Records*.

11.08.01

Employees' Records

The negotiated agreements with the Lake Land College Faculty Association, Lake Land College Paraprofessional Union, Lake Land College Custodial Association, and the American Federation of State, County, and Municipal Employees specifically state the conditions for the maintenance of employee personnel files. These documents are legally binding upon the College and the Board of Trustees for the period of their duration.

For all other employees of the institution not covered by these agreements, personnel records shall be maintained under the following conditions:

1. A copy of all personnel records relating to any employee will be maintained in an official personnel file which is located in the Human Resources Office.
2. All personnel records shall be in writing and kept in paper format or electronically. Written material relative to an employee's conduct or service shall be placed in the personnel file. An employee has the right to review such material. The employee shall acknowledge that they have read such material by affixing their signature to the actual copy to be filed, but it shall be understood that such signature merely signifies that they have read the material in question. Such signature indicates neither agreement nor disagreement with its content. If the employee refuses to sign the copy to be filed, then the administrator shall, with a third party as witness, state in the file the above refusal.
3. The employee shall have the right to answer in writing any material filed in their personnel file, and their answer shall be attached to the file copy.
- ~~4. Upon request by an employee, the employee shall be given access to the non-confidential documents in their file. Confidential documents are those materials used to evaluate a person's qualification prior to~~

~~employment, to which the individual waived the right to access (placement credentials, letters of reference, etc.).~~ At their written request, each employee shall be furnished, without cost, a copy of any material in their file. No items may be removed from the employee's file, except for brief inspection or copying. Letters of reference for that employee or external peer review documents are an exception to these requests (820 ILCS 40/10). The College shall grant at least two requests per calendar year. The College will comply with the employee's request within 7 working days of receipt of the request.

- 5.4. No material will be duplicated or released to any external party without a subpoena, court order, or written authorization from the employee and the Vice President for Business Services.
- 6.5. It is the employee's responsibility to see that grade transcripts or certificates for job related training courses are given to the Human Resources Office for inclusion in the employee's file. The Human Resources Office will provide written acknowledgment to the employee of receipt and filing of such documents in the employee's file if requested.

Board Policy

11.08.01

Revised January 8, 2018

Page 2 of 2

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President
FROM: Dustha Wahls, Director of Human Resources
CC: John Woodruff, Vice President for Business Services
DATE: November 27, 2024
RE: MOU for AFSCME 31 Regarding Logan Correctional Center

I would like to request that the Board of Trustees accept the Memorandum of Understanding for AFSCME 31. Since the ratification of the collective bargaining agreement, AFSCME petitioned the Illinois Educational Labor Relations Board for inclusion of instructors of Logan Correctional Center to be covered under their collective bargaining agreement, which has been approved. This MOU will clarify those positions at Logan that will now be under the collective bargaining agreement.

Please let me know if I can answer any questions. Thanks!

Recommended motion: Approve as presented the Memorandum of Understanding for AFSCME 31 for inclusion of instructors of Logan Correctional Center to be covered under the collective bargaining agreement.

MEMORANDUM OF UNDERSTANDING

This agreement is by and between Lake Land College ("College") and the American Federation of State, County, and Municipal Employees, Council 31, AFL-CIO ("Union").

Whereas, the Union has won the right to be the sole and exclusive bargaining agent for the vocational instructional employees at the Illinois Department of Corrections (DOC) facility at Logan.

Now, therefore, the College and the Union agree to amend the "**AGREEMENT**" section of the parties' collective bargaining agreement as follows:

"THIS AGREEMENT has been made and entered into by and between the Board of Trustees for Lake Land College (hereinafter referred to interchangeably as either the "Board," "College" or "Employer") and the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES COUNCIL 31, AFL-CIO, (hereinafter referred to as the "Union") for and an behalf of its affiliated locals and the employees in the collective bargaining unit described below and in Article I.

The Union has been duly certified by the State of Illinois, Illinois Educational Labor Relations Board, as the exclusive representative for the purpose of collective bargaining of a unit composed of full-time employees in the following classifications: Administrative Assistant, Auto Body Instructor, Automotive Technology Instructor, , Commercial Cooking Instructor, Commercial Warehouse Instructor, Commercial Custodian Instructor, Construction Occupations Instructor, Cosmetology Instructor, Horticulture Instructor, Career Technology Instructor, Manufacturing Skills Instructor, Office Assistant, Remedial Bridge Instructor, Welding, and Vocational Instructor at the following institutions: Big Muddy River Correctional Center, Dixon Correctional Center, East Moline Correctional Center, Graham Correctional Center, Hill Correctional Center, Illinois River Correctional Center, Jacksonville Correctional Center, Lawrence Correctional Center, Lincoln Correctional Center, Logan Correctional Center, Pinckneyville Correctional Center, Robinson Correctional Center, Shawnee Correctional Center, Sheridan Correctional Center, Southwestern Correctional Center, Taylorville Correctional Center, Vienna Correctional Center, Western Correctional Center and IYC-St. Charles.

This unit excludes all other employees of Lake Land College and all supervisors, managerial employees, confidential employees and short term employees as defined in the Act and applicable IELRB opinions and orders."

This memorandum shall be entirely non-binding and non-precedential on future matters of dispute between the parties and may only be used for the enforcement of its specific terms.

In Witness Whereof, the Parties have executed this Memorandum of Understanding on the dates set forth below:

Gary Cadwell, Chair of the Board of Trustees, Lake Land College

Date



David Beck, Regional Director, AFSCME Council 31

11/27/24
Date

LAKE LAND COLLEGE

MEMO

TO: Jean Anne Highland, Chief of Staff

FROM: Lisa Shumard-Shelton, Director of Student Life

CC: Dr. Josh Bullock (President), Lake Land College Board of Trustees

DATE: December 4, 2024

RE: SGA Request for Board of Trustees Approval of Fellowship of Christian Athletes at Lake Land College

The Judicial Committee and the full board of the Lake Land College Student Government Association (SGA) has approved the completed constitution of a new proposed club for Lake Land College Students. This club is open to any current Lake Land College student who wish to join. The proposed club is as follows:

Fellowship of Christian Athletes at Lake Land College. The purpose of this club is to provide a place where student athletes and other students can worship and speak truth freely without fear and judgment.

Advisor, Stacey Hakman, Academic Scheduling Coordinator

The proposed club constitution is attached to this memo. It has been reviewed by Lisa Shumard-Shelton, Director of Student Life, and approved by the Judicial Committee of SGA, as well as the full board on December 4, 2024. We are asking the Board of Trustees to approve this club as presented so they can officially be added to the roster of approved clubs through the Student Life Office.

Thank you.

Constitution Guidelines

Article I. Name

- A.** Fellowship of Christian Athletes at Lake Land College (FCA)

Article 11. Purpose

- A.** To provide a place where student athletes and other students to worship and speak truth freely without fear or judgement

Article III. Membership

- A.** Membership in this club shall be open to all current Athletes of Lake Land College and any other students, regardless of race, color, religion, natural origin, sex or age. Other members of the College community may be affiliated with the club as non-voting members, but may not serve as officers in the club. Examples could be Lake Land College Alumni or staff members who are not designated as advisors. To be considered a voting member, students must pay dues.

Article IV. Quorum Requirements

- A.** Meeting shall occur bi-weekly unless a meeting is called by the President. Meetings must consist of a majority of all voting members as defined in Article III

Article V. Election of Officers

- A.** Candidates will be nominated and voted upon by secret ballot. The President will not vote except to break a tie. The person receiving the majority of the votes shall be entitled to assume the office to which they were elected. Any unopposed candidates shall be elected by majority of aye/nay votes

Article VI. Executive Board {The Executive Board must include, but is not limited to a President, Vice President, Secretary and Treasurer.}

- A.** President To Organize, preside at all meetings, plan and run things surrounding the club, enforce observance of the constitution and bylaws
- B.** Vice President shall assume the duties of the President in the absence of the latter, Assist the President with whatever duties, and the Vice President will assume the roll of the President if the president vacates the position
- C.** Secretary will keep a contact list of all the members and to assist with needs of the club
- D.** Treasurer To keep track of membership fees and other funds and pay all orders that they are instructed to pay
- E.** Advisor shall be present at all meetings or arrange for another eligible person to serve as advisor

Article VII. Dues and Finances

- A. Dues shall be collected in the amount of \$1 per semester for each active member, payable at the start of each semester for each active member

Article VIII. Fundraising

- A. Members will select a fundraiser and/or service activity and all club members are encouraged to participate. Fundraising and service activities may consist of bake sales, food drives, product sales, etc... that have been pre-approved through the Student Life Office. Recipients of fundraising and services activities may include Lake Land College district community agencies and organizations as well as scholarship monies for a member

Article IX. Method for Conducting Meetings

- A. Robert's Rules of Order, newest edition, will be used for conducting all meetings. The meetings shall consist of a simple majority of active members. The President, the advisors or majority of the members may call special meetings

Article X. Methods for Amending the Constitution

- A. All amendments of this Constitution shall be presented in writing, read and voted on at a regular meeting. The amendments must be passed by majority of votes.

Article XII. Identification of Standing Committees

- A. The Executive Team Staff consist of four officers to withhold the Constitution and the reputation of the club.
- B. 11/18/2024

REQUEST FOR CHARTER OF CAMPUS CLUB

Lake Land College Student Life

Name of proposed Club: **Fellowship of Christian Athletes at Lake Land College**

Purpose of proposed Club: **To Provide a Place where Student Athletes and other students can worship and speak truth freely and without fear or judgement**

Date submitted: **11/18/2026**

Charter Membership List

(Minimum of 10 currently enrolled students)

Attach additional sheet if necessary

NAME	STUDENT ID
1. See Attached	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

FACULTY ADVISOR(\$)

(Signature)

(Signature)

A copy of the proposed club constitution must be submitted to the S.G.A. through the Student Life Office along with this form and the club membership form. Email studentlife@lakeandcollege.edu.



MEMO

TO: Board of Trustees

FROM: Bonnie Moore, Director to Center for Business & Industry

CC: John Woodruff, Vice President for Business Services

DATE: December 3, 2024

RE: Proposed Purchase of Limo Classroom Combo

Purpose of the Purchase

I am pleased to present the proposal (attached) for the purchase of the SES Limo Classroom Combo from Moss Enterprises for \$29,700.00. This purchase will be funded entirely through the Perkins Leadership Grant, with grant outcomes focused on advancing career exploration and technical education for middle school students.

Justification and Utilization

The SES Limo Classroom Combo will be utilized in our Teens with Tools program in Summer 2025. Additionally, it may be utilized for Flex Tech Friday applications and will directly support Perkins-pending programs in Mechanical Electrical Technology and IT Programming.

This asset will empower Lake Land College faculty and staff to:

- Provide hands-on training for middle school students in robotics, covering critical skills such as independent navigation, obstacle avoidance, route planning, simultaneous localization, and mapping.
- Incorporate a simulation package enabling students to test model applications in realistic scenarios, enhancing their learning experience.

Comprehensive Training and Resources

The package includes a robust ROS (Robot Operating System) training platform and a suite of comprehensive materials, such as:

- Study guides and teaching presentations.
- Study resources and code samples.
- These resources simplify both teaching and learning, ensuring optimal educational outcomes.

Delivery Timeline

The SES Limo Classroom Combo is scheduled for delivery prior to December 31, 2024, ensuring timely implementation for the following academic year. We believe this purchase represents a strategic investment in the development of our middle school programs and aligns closely with Lake Land College's mission to improve lifelong educational needs in technical and career education.

Moss Enterprises
 5408 NW 88th St., Ste 120
 Johnston, IA 50131
 +18008224048
 dana@mossent.com

**ADDRESS**

Lake Land College
 Attn: Bonnie Moore
 5001 Lake Land Blvd
 Mattoon, IL 61938

Quote 527T**DATE 11/15/2024****EXPIRATION DATE 12/16/2024****EDUCATION SPECIALIST**

Brian Wagaman

ITEM #	DESCRIPTION	QTY	RATE	AMOUNT
SES LIMO CP	SES LIMO CP - Limo Classroom Combo Includes Simulation Table and 4 Limo ROS2 Robots DOES NOT INCLUDE REMOTE CONTROLLER	1	28,000.00	28,000.00
SES RC CONTROL	Limo remote controller Compatible for one Limo. A controller is required for remote control operation.	1	1,700.00	1,700.00
Shipping Included	***Shipping Included in price***			

If you any questions about this quotation, please contact your Education Specialist at (800) 822-4048.

SUBTOTAL 29,700.00
 TAX 0.00

When ready to invest in your next educational solution, contact Dana Buster at (800) 822-4048 or email purchase order to dana@mossent.com.

TOTAL \$29,700.00

Accepted By

Accepted Date



MEMO

TO: Dr. Josh Bullock, President

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

CC: Ike Nwosu, Vice President for Academic Services

DATE: December 4, 2024

RE: Laker Connect

After extensive research and work with various stakeholders, the College is committed to transforming the dual credit experience to address low matriculation rates among dual credit students, and providing an intentional academic pathway for a seamless transition to the College. By removing barriers for students, fostering intentionality in course selection, streamlining dual credit processes, and providing direct access to college counselors, we aim to empower students with the tools, guidance, and opportunities necessary to view Lake Land as their first choice. This initiative reflects our vision to building a bridge between high school and Lake Land College, creating a stronger, more purposeful pathway to their academic success.

We are requesting your approval for the re-envisioned dual credit program to be named the Laker Connect.

For school districts that sign a Laker Connect intergovernmental agreement, the following rates would apply for Dual Credit students:

Dual Credit with signed Intergovernmental Agreement (IGA)

DUAL 1 Pathway	Free
DUAL 2	\$50 per student per credit hour, minimum of 10 students.
DUAL 3	Regular tuition
Course No Pathway	\$50 per student per course

For school districts that do not sign the intergovernmental agreement, the following rates apply for Dual Credit students:

Dual Credit with NO signed Intergovernmental Agreement (IGA)

DUAL 1 Pathway	\$50 per student per course
DUAL 2	\$100 per student per credit hour
DUAL 3	regular tuition
Course No Pathway	\$100 per student per course

It is anticipated that the Laker Connect program will increase annual credit hour enrollment among dual credit students by 10 percent, or approximately 1,200 credit hours annually, through the end of the two-year pilot period.

More importantly, the Laker Connect program is strategically designed to catalyze an increase in the matriculation rates of dual credit students to Lake Land College following high school graduation. On average, roughly 33 percent of students taking dual credit through Lake Land College matriculate after graduation. The Laker Connect program aims to increase the matriculation rate to 37 percent by the end of the second year while emphasizing the deliberate and strategic approach to dual credit course utilization.

Students from schools with a signed IGA who meet the established Laker Connect requirements will receive a tuition waiver, encouraging them to choose Lake Land College as their next step after graduation:

Level 1

\$250 Tuition & Fee waiver to Lake Land College upon completion of 6 dual credit hours in a pathway or completion of the CCPE endorsement

Level 2

\$500 Tuition and Fee waiver to Lake Land College upon completion of the *Engagement Checklist and Level 1*

With the given assumptions and considering current retention rates for Lake Land College students, tuition and fee rates, and credit hour reimbursement rates, the program would recover all costs associated with the program, including the overall reduction in dual credit fee revenue and the increase in costs associated with the new tuition waiver for Laker Connect and CCPE enrollees.

More importantly, it will support our district schools in the implementation of their required College and Career Pathway Endorsements (CCPE) framework and provide additional pathways for students into programs of study leading to gainful employment within the district and ensuring a skilled labor force for area employers.

The Dual Credit Program, once again, respectfully requests that the Lake Land College Board of Trustees approve as presented Laker Connect program with its associated fees effective fall 2025.

Recommended Motion: Approval of the Laker Connect Program as presented, including the associated fees and tuition waivers for a two-year pilot for FY2026 and FY2027.

Your consideration of this request is greatly appreciated.

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

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

Burrell, Bryan	11/4/24-1/2/25	Intermittent and continuous
Hunter, Kim	12/12/24-3/6/25	intermittent and continuous
Jones, Rashawn		4/14/25-7/7/25
Nugent, Sue	10/2/24-10/2/25	Intermittent and Continuous
Pearce, Clark		11/21/24-2/13/25

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Black, Gabriel	Basketball Scorers/Timers Primary position Print Shop Technician Ast	11/12/24
Mtonga, Natasha	Student Services Intern Primary Position Laker Mascot Talent	11/14/24
Schout, Nellie	Student Services Intern Primary Position Tutor	11/20/24

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid		
Hammond-Lawyer, Stephanie	Dual Credit Instructor	11/13/24
Shoemaker, Christine	Dual Credit Instructor	11/18/24

Full-time

Bridges, Stephanie	Custodian	1/5/25
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Full-time Grant Funded

Arndt, James	Correctional Construction Occupations Inst	11/12/24
Donaldson, Douglas	Correctional Manufacturing Skills Instructor	11/18/24
Huelsmann, Allan	Correctional Construction Occupations Inst	11/18/24
Lange, Patrick	Correctional Commercial Custodial Instructor	11/25/24

Part-time

Bohac, Autumn	Adjunct Faculty Allied Health Division	1/13/25
Carr, William	Adjunct Faculty Business Division	1/13/25
Knoblett, Morgan	Newspaper Editor - Student Newspaper	11/20/24
Ndjoku, Gradi	International Student Ambassador	9/18/24
Robb, Rylee	Student Services Intern	11/21/24

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Shoot, James	Groundskeeper	12/31/24
Whitacre, Deborah	WIOA Financial Operations Coordinator	10/25/24
Part-time		
Bishop, Jerik	Bookstore Rush Worker	5/30/24
Cook, Jason	Web Developer	10/25/24
de Kovachich, Sean	Mailroom Assistant	5/9/24
Gross, Jacqueline	Adjunct Faculty Humanities Division	12/8/23
Phiri, Fred	Bookstore Rush Worker	5/9/24
Silva, Vanessa	Bookstore Rush Worker	5/16/24
Stamps, Ian	Adj Reading Instructor	12/8/23
Tozer, Michel	Adjunct Faculty Social Science Division	5/8/23
Yeakel, Kaylee	Bookstore Rush Worker	5/16/24

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Bowling, Emily	Wide Format Specialist	1/2/25
Strader, Wyatt	Transferring from Print Shop Technician Ast	12/10/24
	Infrastructure Analyst	
	Transferring from Technical Support Specialist	
Full-time Tenure Track		
Hinds, Kambri	Cosmetology Instructor	1/10/25
	Transferring from Cosmetology Clinical Instructor	
Full-time - Grant Funded		
Hawkins, Anna	Correctional Commercial Cooking Inst	12/9/24
	Transferring from Correctional Off Assistant	