

Lake Land College District No. 517

Board of Trustees
Agenda and Board Book
February 10, 2025
Regular Meeting No. 698



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. 698
Monday, February 10, 2025, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon
Agenda

Routine.

Call to Order.

Roll Call.

Consent Item.

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

1. Approval of Minutes of January 13, 2025, Regular Meeting.
2. Approval of Minutes of January 13, 2025, Closed Session.
3. Approval of Agenda of February 10, 2025, 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 August 14, 2023 Closed Session.

Hearing of Citizens, Faculty and Staff.

Committee Reports.

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

Business Items.

Non-Action Items.

Topic	Board Book Page Number(s)
1. Faculty Focus on Advancing Student Success – An Update from Allied Health and the Junior Laker Camp.	
2. Monthly Data Point Discussion – End of Term Enrollment and Spring 2025 - 10 th Day Enrollment Report.	
3. Student Services Lakers Works Program.	
4. Calendar of Events.	21-23

Action Items.

Topic	Board Book Page Number(s)
1. Approval of Recommendations from the Advisory Committee for Naming Rights, Including: <ul style="list-style-type: none"> • Naming of the Nursing Simulation Lab, Neal Hall Room 109, in Honor of Sarah Bush Lincoln Health Center. • Naming of the New Athletic Practice Facility in Memory of Tom Grunloh's Parents, Clifford and Marian Grunloh. 	24-27
2. Approval of Planned Retirement Requests.	28
3. Acceptance of December 2024 Financial Statements.	29-39
4. Approval of Tuition Waivers Program for Students Who Have Completed the Illinois High School Diploma in the College's Adult Education Classes or are Enrolled in the College's English Language Acquisition Coursework.	40
5. Approval of Purchase of Equipment, Curriculum and Instructor Training from Legacy EV for Use by the Technology Division.	41
6. Approval of Establishing Bank Account with First Mid Bank and Trust for Parking Lot B Project with CDB.	42-45
7. Approval of Proposed Revisions to Board Policy 07.28.02 - <i>Academic Integrity Code</i> .	46-49
8. Approval of Purchase of Associate Degree Nursing (ADN) Educational Support Bundles from Assessment Technologies Institute, LLC of Chicago.	50-52
9. Approval of Furniture Purchase for Northwest Building Labs/Classrooms and Phase 2 of the Effingham	53-93

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Technology Center (ETC).

10. Approval of Recipients for the Following Awards:

- Distinguished Service Award;
- Alumnus Achievement Award;
- Pacesetter Award.

11. Acceptance of ICCB Grants.

12. Closed Session.

Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), closed session is called to discuss the appointment, employment, compensation, performance, discipline or dismissal of specific employees of the College.

[Return to Open Session - Roll Call]

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

94-95

Other Business. (Non-action)

Adjournment.

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



Regular Board Meeting No. 697
Board and Administration Center, Room 011
Mattoon, IL
January 13, 2025

Minutes

Call to Order.

Chair Cadwell called the January 13, 2025, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board and Administration Center, Mattoon, IL.

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

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1. Approval of Minutes of December 9, 2024, Regular Meeting.
2. Approval of Minutes of December 9, 2024, Closed Session.
3. Approval of Agenda of January 13, 2025, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	267,144.35
Building Fund	\$	52,465.27
Site & Construction Fund	\$	183,294.02
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	62,665.43
Restricted Purposes Fund	\$	251,790.21
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	15,026.24
Student Accts Receivables	\$	45,197.40
Total	\$	877,582.92

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 July 10, 2023, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk said that at the ICCTA November board meeting the Trustees approved the 2025 Legislative Initiatives listed below.

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- Pursue Community College Workforce Degrees.
- Enhance Student Transfer and Articulation Policies.
- Prepare Illinois Future Workers.

Trustee Walk highlighted their adopted core legislative values, including:

- Remain responsive to the Community college district.
 - Preserve the ability of these institutions to make decisions that best serve their communities.
- Receive equitable funding for college operations.
- Champion equity in higher education.

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

- The Foundation is excited to be hosting the first Community Partners Breakfast on Jan. 23 which will launch the Community Partners Program for 2025. So far, we have 13 businesses committed to date, raising over \$67,000. The program is a sponsorship opportunity where businesses engage with campus, students and events throughout the year.
- Financial Aid, Student Life and the Foundation offices are teaming up Jan. 22-23 for the Subs & Scholarships event to let students know about Foundation Scholarships and assist with questions. The 2024-2025 Foundation scholarship application closes for the first cycle January 31. The 2nd cycle will reopen the month of August.
- The Foundation is hosting our 5th annual Love A Laker Giving Day on February 14. We will seek one-time donations from employees, board members, alumni and community members on this day.

Student Report

Ms. Abbie Kelly, Student Trustee, offered a few highlights from the Student Government Association's accomplishments last semester. The SGA hosted a successful Red Cross Blood Drive, assisted with the Special Olympics Family Festival, organized several fun and engaging events while fielding student suggestions to enhance campus life, and ended the semester teaming up with the Lake Land College Student Activity Board and The Navigator News hosting a Toy Drive benefiting the One Stop Community Christmas. The SGA collaborated with the Collegiate Farm Bureau, Ag Transfer Club & the Broadcasting Club to raise nearly \$700. Ms. Kelly said the new Navigator News is out. The SGA had a mid-semester selection to bring on 4 new students. She also said the student life scholarships were awarded to 20 students, each student receiving between \$100 to \$500.

President's Report.

Dr. Bullock gave the following updates:

- The College received no payments in December from the Illinois Department of Corrections or from the Illinois Department of Juvenile Justice (IDJJ) for the FY 2025 outstanding balance. A balance of \$1.3 million remains outstanding with IDOC and \$62,095 with IDJJ.
- In December, the College received payments from the State of Illinois for FY 2025 credit hour reimbursement of \$352,776 and equalization of \$574,383. A balance of \$2.9 million in credit hour reimbursement and \$3.4 million in equalization remains outstanding.
- The College received \$6,337 in property tax payments in December.

Business - Non-action Items.

Quarterly Investment Report.

Mr. Joseph Fearday, financial advisor with SC3F Wealth Management (formerly Wells Fargo), presented the Quarterly Investment Report for the period ending December 31, 2024.

Updated Report on the Guided Pathways Strategic Enrollment Management Plan.

Ms. Pam Hartke, Associate Dean of Recruitment and Enrollment Management, highlighted progress being made with the Guided Pathways Strategic Enrollment Management Plan. Trustee Reynolds commended the work of the group and their accomplishments and Chairman Cadwell praised their commitment to recruitment efforts.

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Monthly Data Point Discussion – State and Federal Funds Supporting Our Students.

Dr. Lynn Breer, Director of Institutional Research and Reporting, highlighted two reports featuring state and federal funding that supports and directly impacts our students.

Update on College's Aspirational Goals for the Illinois Business Enterprise Program.

Mr. Dylan Cole, Assistant Comptroller & Purchasing Coordinator, presented on the College's progress in meeting the aspirational goals set by the Illinois Business Enterprise Program which was created in 1989 to increase the amount of State procurement dollars towards majority-owned businesses by women, minorities, persons with disabilities and veterans. The report also detailed how Lake Land's progress toward meeting the current aspirational goal of 30% aligns with all other community colleges in the state.

Update on Disposition of Surplus Items or Equipment since January 2024.

Mr. John Woodruff, Vice President for Business Services and Treasurer, summarized the dispensation of surplus items or equipment since January 2024. He said Ms. Madge Shoot, Comptroller, reported that several items were dispensed of via an auction, netting \$54,360.87 for the College after Bauer Auction Services fees. Mr. Woodruff also said some items were donated or transferred to other community partners or used as trade in value for new equipment purchases. Trustee Storm asked if there was any value to selling the turbine. Trustees learned the College paid \$7,046 to Grunloh Construction Inc. of Effingham to take down and remove the decommissioned wind turbine.

Proposed Revisions to Board Policy 07.28.02 – *Academic Integrity Code*.

Dr. Ike Nwosu, Vice President for Academic Services, highlighted a request from Ms. Sarah Hill, Director of Library Services, on behalf of the Academic Services Artificial Intelligence (AI) Task Force, for the Board to approve proposed revisions to Board Policy 07.28.02 – *Academic Integrity Code*.

Proposed revisions were submitted as first reading, and the administration will plan to bring this recommendation back to the Board of Trustees for approval during the February 2025 regular meeting.

Trustee Lilly commented that he believes the College has a duty to help students appropriately learn how to use AI, and that he hopes our faculty embrace AI for the teaching and learning opportunities that it presents. He said he would like to see the proposed revisions to this Policy

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be updated to reflect those teaching and learning opportunities and that the proposed language change not just be punitive in nature. Trustees Walk and Reynolds concurred.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Additionally, Dr. Bullock reminded the Board about the special Board meeting on April 14, 2025, at 4:00 p.m., a special board meeting on April 24, 2025, to conduct the annual organization meeting and hold a retreat for strategic discussions and effective board governance training. Dr. Bullock also reminded Trustees about the May 16, 2025, Commencement.

Action Items.

Approval of Annual Schedule of Board of Trustees Meetings.

Trustees reviewed the proposed schedule of regular Board meetings to be held in 2025. Ms. Jean Anne Highland, Chief of Staff, recommended that the Board approve the 2025 schedule of Board of Trustees meetings and said that regular Board meetings have traditionally been held on the second Monday of each month. Ms. Highland said that is what we are recommending for all months in 2025 except for August 2025. For this month, she said the administration is recommending holding the regular monthly meeting on the third Monday due to anticipated timing requirements for presenting the FY 2026 budget at the July 2025 meeting and waiting at least 30 days to approve the budget at the August 2025 meeting.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the 2025 Schedule of Board of Trustees Meetings.

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 November 2024 Financial Statements.

Trustees reviewed the November 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 Curtis moved and Trustee Storm seconded to approve as presented the November 2024 Financial Statements.

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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 Faculty Seniority Listing.

Trustees heard a request from Dr. Ike Nwosu, Vice President for Academic Services, for the Board to approve the Faculty Seniority Listing effective January 13, 2025. He said that Chapter 22 of the Illinois Revised Statutes, paragraph 103B-5, requires each community college district to establish a faculty seniority list no later than February 1 of each year and that this list must then be distributed to appropriate employee representatives. He also said Division Chairs and administrators have reviewed the list and believe it is in compliance with the Act.

Trustee Reynolds moved and Trustee Lilly seconded to approve as presented the Faculty Seniority Listing effective January 13, 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.

Approval of Resolution No. 0125-016 to Transfer Funds to the Designated Insurance Fund Balance.

Mr. Woodruff said that, per the request of the College's auditor, the College has established a designated insurance fund balance to record excess and shortfalls in our insurance spent throughout the year. He requested the Board approve the above-referenced Resolution and that by doing so the Treasurer will be authorized to transfer insurance funds between Fund 01 - Education Fund and the designated insurance fund balance to remunerate expenditures.

Trustee Curtis moved and Trustee Walk seconded to approve as presented Resolution No. 0125-016 to transfer funds to the designated insurance fund balance. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

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No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Acceptance of John Ullrich Foundation Grant Award.

Trustees heard a recommendation from Dr. Nwosu that the Board accept grant funds from the John Ullrich Foundation. Trustees learned the grant funds will be used to provide individual scholarships to support students majoring in agriculture who are from Coles, Douglas, Macon, Piatt, and Moultrie counties. Dr. Nwosu said grant funds will also be used to support a variety of instructional supplies and materials for the Agriculture Division, including, but not limited to, replacement hand tools for student boxes, a drone camera, a hydraulic flow meter, and a tissue sampler.

Dr. Nwosu said dollar amounts have been removed to comply with the Foundation's confidentiality guidelines and that the authority to issue a press release on this award rests solely with the John Ullrich Foundation.

Trustee Wright moved and Trustee Reynolds seconded to accept as presented the John Ullrich Foundation grant award for FY2025.

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 Maintenance Agreement for Liquidware.

Mr. Woodruff presented a recommendation from Mr. David Stewart, Chief Information Officer, for the Board to approve a two-year renewal maintenance agreement with Liquidware Labs, Inc. of Alpharetta, Georgia, at a total amount of \$68,110 or \$34,055 per year, for streamlined software setups, applications and enhanced cybersecurity. Trustees received the detailed quote from Liquidware Labs for the proposed service timeframe of March 6, 2025 through March 6, 2027.

Mr. Woodruff said that these services and supplies are exempt from bidding requirements per the Illinois Public Community College Act 110 ILCS 805/3-27.1 or Board Policy 10.22 (#4. F.).

Trustee Walk moved and Trustee Curtis seconded to approve as presented a two-year renewal maintenance agreement with Liquidware Labs, Inc. of Alpharetta, Georgia, at a total amount of \$68,110 or \$34,055 per year, for the period March 6, 2025 through March 6, 2027.

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

Dr. Bullock requested the Board consider proposed revisions to policy 05.04.09 – *Leave for Jury Duty or Court Attendance.*

Dr. Bullock said the administration submitted proposed revisions to this policy as first reading during the December 2024 regular meeting, and the administration now respectfully requests Board approval during the January 2025 regular Board meeting. He said that since presenting this as first reading in December 2024, the administration has not received any additional feedback or requested modifications.

Trustee Wright moved and Trustee Curtis seconded to approve as presented proposed revisions to Board Policy 05.04.09 – *Leave for Jury Duty or Court Attendance.*

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.

Waive First Reading and Approve Proposed Revisions to Board Policies 06.24 – *Attendance in the Classroom* and 07.39 – *Student Call to Military Duty.*

Dr. Ike Nwosu requested the Board waive first reading and approve proposed revisions to the two above-referenced Policies. Trustees received the details of the proposed revisions. Dr. Nwosu reported that these revisions are needed in order for the College to be in compliance with legislation - HB 5655 - National Guard/Reserve Classwork, now Public Act 103-0871, effective January 1, 2025.

Dr. Nwosu said this new law requires that the governing board of each public institution of higher education adopt a policy to allow a student who is a member of the National Guard to

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submit classwork and complete any other class assignments missed due to the student participating in a drill or other military obligation required as a member of the National Guard or the reserve component. He said the policy revisions address this new law and allow the two Policies to operate congruently.

Trustee Reynolds moved and Trustee Lilly seconded to approve as presented proposed revisions to Board Policies 06.24 – *Attendance in the Classroom* and 07.39 – *Student Call to Military Duty*.

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 that the Board declare as surplus the following two items:

- Planmeca ProOne Panoramic Dental X-Ray Machine (Serial # PRO0752957) – This panoramic dental X-ray machine and related software/printer were donated to the College and are no longer utilized by the dental program. This is old technology/equipment.
- Planmeca Intra Traditional Dental X-Ray (Serial # ITHC74115) – This traditional dental X-ray machine was also donated to the College and is no longer being utilized based on the age of the technology/equipment.

Mr. Woodruff stated that if the Board declares these items as surplus, then the administration will work to dispose of these items in a manner most beneficial to the College.

Trustee Lilly moved and Trustee Curtis seconded to declare as surplus the following two items so they may be disposed of in a manner most beneficial to the College:

- Planmeca ProOne Panoramic Dental X-Ray Machine (Serial # PRO0752957) – This panoramic dental X-ray machine and related software/printer were donated to the College and are no longer utilized by the dental program. This is old technology/equipment.
- Planmeca Intra Traditional Dental X-Ray (Serial # ITHC74115) – This traditional dental X-ray machine was also donated to the College and is no longer being utilized based on the age of the technology/equipment.

There was no further discussion.

Roll Call Vote:

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

No: None.

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Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Acceptance of ICCB Grants.

Ms. Highland gave a recommendation for the Board to accept the following Illinois Community College Board (ICCB) Grants:

- Rev Up Electric Vehicles (EV) Round 3 Grant in the amount of \$311,155.
- Taking Back the Trades Round 3 Grant in the amount of \$90,108.
- Noncredit Workforce Initiative Grant in the amount of \$103,660.
- Mental Health Early Action on Campus Support Grant in the amount of \$71,295.

Ms. Highland noted how various College departments will utilize the grant funds. Trustees reviewed the ICCB-approved Budgets for each grant.

Trustee Wright moved and Trustee Curtis seconded to accept the following Illinois Community College Board (ICCB) Grants:

- Rev Up Electric Vehicles (EV) Round 3 Grant in the amount of \$311,155.
- Taking Back the Trades Round 3 Grant in the amount of \$90,108.
- Noncredit Workforce Initiative Grant in the amount of \$103,660.
- Mental Health Early Action on Campus Support Grant in the amount of \$71,295.

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

7:07 p.m. – Trustee Walk moved and Trustee Curtis seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

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Motion carried.

Return to Open Session - Roll Call

7:11 p.m.

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

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

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 Curtis motioned and Trustee Reynolds seconded to approve as presented the following standard Human Resources Report. Chair Cadwell said this followed discussion on the topic held in closed session related only to the request for a general leave of absence without pay as detailed on the HR Report.

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

Dragovan, Nate	1/2/25-3/27/25
Rickey, Constance	3/28/25-6/20/25
Williams, Tiffany	12/4/24-Intermittent
Winkleman, Christine	9/1/24-5/31/25 Intermittent
Winkleman, Jason	9/1/24-5/31/25 Intermittent

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

Winson, Diana	12/3/24-2/2/25
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Kasera, Noella	Student Services Intern	12/12/24
	Primary Position Bookstore Rush Worker	
Musonda, Mulowa	Student Services Intern	10/10/24
	Primary Position Newspaper Ed Student News	
Olenge, Joseph	College Work-Study	1/6/25

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Tawdros, Nermine Primary Position International Stu Ambassador
 Adjunct Faculty Business Division 1/13/25
 Primary Position Data Analyst & Assessment

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Considine, Kerry	Community Learning Instructor	4/24/24
Dal Pozzo, Thomas	Adjunct Faculty Allied Health Division Sub	10/30/22
Huston, Ruby	Community Learning Instructor	2/18/24
Moore, Tina	Community Learning Instructor	2/27/24

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Parker, Lisa	Dual Credit Instructor	12/9/24
Smedley, Stacy	Dual Credit Instructor	12/9/2024

Full-time

Allsop, Lesa	Apprenticeship Coordinator	3/10/25
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Full-time Grant Funded

Wood, April	Correctional Office Assistant	12/9/2024
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Part-time

Bushue, Kate	Head Men & Women's Cross Country Coach	1/2/25
Flach, Rachel	Bookstore Rush Worker	12/9/24
Haarmann, Jamie	Adjunct Faculty Allied Health Division	1/13/25
Manisa, Benjamin	Student Services Intern	12/3/24
Meseke, Lori	Adjunct Faculty Business Division	1/13/25
Ramert, Halle	Allied Health BNA Clinical Instructor (hourly)	1/13/25
Seaton, Kurt	Adjunct Faculty Technology Division	1/13/25
Spitz, Jacob	Basketball Scorers/Timers	12/13/24
Zuber, Vanessa	Bookstore Rush Worker	1/2/25

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Branson, Gary	Kluthe Site Technician (Retired)	12/31/24
Hamilton, Eric	Institutional Equipment Tech (Retired)	12/31/24
Part-time		
Bahney, Ethan	Bookstore Rush Worker	6/20/24
Banton, Andrea	Community Learning Instructor	3/23/24

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Bok, Grace	Perkins Student Worker	4/26/24
Elliott, Audrey	Agriculture Education Intern	6/21/24
Ferris, Sara	Community Learning Instructor	3/23/24
Foreman, Kay	Allied Health PTA Clinical Instructor (hourly)	4/30/24
Gonzalez, Adriana	Special Needs Note Taker	5/7/24
Heider, John	Community Learning Instructor	5/18/24
Hughes, Maisy	Marketing and Public Relations Intern	5/15/24
Knerr, Alexis	Agriculture Education Intern	6/21/24
Kocher, Kylie	Agriculture Education Intern	6/21/24
Lane, Emma	Agriculture Education Intern	6/21/24
Nickles, Jonika	Agriculture Education Intern	6/21/24
Pritchard, Ava	Agriculture Education Intern	6/21/24
Putnam, Karley	Agriculture Education Intern	6/21/24
Schertz, Jacqueline	Agriculture Education Intern	3/28/24
Therault, Emma	Perkins Student Worker	5/9/24

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time - Grant Funded		
Hawkins, Anna	Correctional Commercial Cooking Instructor Transferring from Correctional Office Asst - Decatur	12/9/24

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)

Chair Cadwell shared a printed copy of a report recently published by the Illinois Board of Higher Education (IBHE) which highlights disparities in educational attainment in Illinois by geography (rural vs. urbanicity), race and ethnicity. He asked Trustees to review the publication for future discussions.

There was no additional discussion.

Adjournment.

Trustee Walk moved and Trustee Curtis seconded to adjourn the meeting at 7:14 p.m.

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There was no further discussion.

Motion carried by unanimous voice vote.

Approved by:

Board Chair

Board Secretary

*Note – See Board of Trustees web page for any referenced attachments to these minutes.
https://www.lakelandcollege.edu/col/board_minutes/

Calendar of Events

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 – Board and Administration Center, 011 5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, April 24, 2025	1 p.m. – 5 p.m. – Special Board Meeting: Retreat for Strategic Discussions and Effective Board Governance Training
Monday and Tuesday, April 28-29, 2025	Higher Learning Commission (HLC) Site Visit
Thursday, May 8, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, May 12, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Friday, May 16, 2025	6 p.m. – Commencement Field House
Thursday, June 5, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011

Monday, June 9, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, July 10, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, July 14, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Wednesday, July 30, 2025	3- 7 p.m. – Lake Land College Effingham Technology Center Grand Opening ETC – Effingham, IL
Thursday, August 14, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, August 18, 2025	5 p.m. – Board Dinner – Effingham Technology Center, Effingham, IL 6 p.m. – Board Meeting – Effingham Technology Center, Effingham, IL
Thursday, September 4, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, September 8, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 9, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, October 13, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, November 6, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011

Monday, November 10, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 4, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, December 8, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011



MEMO

TO: Board of Trustees

FROM: Dr. Josh Bullock, President

DATE: January 14, 2025

RE: Recommendation for Naming of Nursing Simulation Lab, Neal Hall Room 109

On September 26, 2024 the College Foundation submitted a recommendation to me for the naming of the Nursing Simulation Lab, Neal Hall Room 109, in honor of Sarah Bush Lincoln Health Center for a period of 20 years to recognize their pivotal role in advancing our mission and enhancing the future of healthcare education at our institution. Please find attached a memo from Ms. Christi Donsbach, Executive Director for College Advancement, on behalf of the College Foundation which highlights the basis for this naming recommendation. Most notably, in 2021, Sarah Bush Lincoln made a significant donation to the College to upgrade equipment and renovate the space for the Nursing Simulation Lab in Neal Hall.

Per Board Policy 11.10, the Board of Trustees has the legal responsibility for officially naming, when appropriate, all properties and structures under its jurisdiction. The process requires that the Board Chair appoint an advisory committee composed of three Trustees, with the College President and the Executive Officer of the College Foundation serving as ex-officio members, for the purpose of reviewing recommendations for the naming of physical components at the College. During the Buildings and Site Committee meeting held October 10, 2024, Board Chair Cadwell appointed the members of the Buildings and Site Committee as the Trustee members of the Naming Advisory Committee to consider this naming request. After an in-depth review during a Committee meeting held on that same date, the Naming Advisory Committee voted to recommend to the Board approval of this naming request and subsequently submitted this recommendation to the Board as a non-action item during the October 14, 2024, regular Board meeting.

Per Policy 11.10, the required waiting period for the Board to vote on a naming recommendation will have been met by the date of the February 10, 2025, regular Board meeting. Thus, it is respectfully requested the Board approve the naming of the Nursing Simulation Lab, Neal Hall Room 109, in honor of Sarah Bush Lincoln Health Center for a period of 20 years during its February 10, 2025 Board meeting.

Attachment



MEMO

TO: Dr. Josh Bullock & Board of Trustee Members

FROM: Christi Donsbach, CFRE - Executive Director for College Advancement

CC:

DATE: September 26, 2024

RE: Foundation Recommendation for Naming of Nursing Simulation Lab Neal Hall Room 109

To honor the remarkable generosity and efforts of Sarah Bush Lincoln Health Center, The Lake Land College Foundation respectfully recommends naming the Nursing Simulation Lab in their name, recognizing their pivotal role in advancing our mission and enhancing the future of healthcare education at our institution.

The Lake Land College Foundation is happy to share that funds were received and designated to be used to upgrade equipment for the Nursing Simulation Lab, Neal Hall Rm #109 by a significant gift from Sarah Bush Lincoln Health Center. The contribution was received in December of 2021. Upgrades to the space including room renovations and equipment purchases have taken place since the original donation. We are pleased to share the renovations are now complete.

Lake Land College greatly values our long-standing partnership with Sarah Bush Lincoln, a neighboring non-profit organization employing nearly 3,000 people. Not only have they invested financially into the Allied Health programs, Sarah Bush currently employs many nursing and allied health alumni, and we know our graduates employed at Sarah Bush Lincoln demonstrate the excellent level of education delivered at Lake Land College. Many alumni and non-alumni representatives of Sarah Bush Lincoln volunteer at the College, ranging from advisory council members to guest lecturers to formal boards. We are proud to be partners with Sarah Bush Lincoln in providing educational and employment opportunities in the communities we serve. Financial support from Sarah Bush Lincoln is, therefore, extremely impactful and very appreciated.

The generosity of Sarah Bush Lincoln Health Center on Lake Land College will be felt by Allied Health students, alumni, staff and faculty at Lake Land College for many years. Therefore, in accordance with Lake Land College Board of Trustee Policy 11.10, along with 2024 Lake Land College Updated Named Spaces Planner, the Lake Land College Foundation recommends naming the Nursing Simulation Lab, Neal Hall Room #109 in honor of Sarah Bush Lincoln Health Center. According to policy 11.10.07, the corporate naming shall generally be for a period of ten years upon approval. The Board may, at its discretion, extend the ten-year period. The Foundation recommends a minimum of a 20-year naming due to the significant amount exceeding the required amount per the Named Spaces Planner.

Thank you for your consideration, and please feel free to let me know if you have any questions.



MEMO

TO: Board of Trustees
FROM: Dr. Josh Bullock, President
DATE: January 14, 2025
RE: Recommendation for Naming of New Athletic Practice Facility

On September 26, 2024 the College Foundation submitted a recommendation for the naming of the new Athletic Practice Facility in memory of Tom Grunloh's parents, Clifford and Marian Grunloh. Please find attached a memo from Ms. Christi Donsbach, Executive Director for College Advancement, on behalf of the College Foundation which highlights the basis for this recommendation.

Per Board Policy 11.10, the Board of Trustees has the legal responsibility for officially naming, when appropriate, all properties and structures under its jurisdiction. The process requires that the Board Chair appoint an advisory committee composed of three Trustees, with the College President and the Executive Officer of the College Foundation serving as ex-officio members, for the purpose of reviewing recommendations for the naming of physical components at the College. During the Buildings and Site Committee meeting held October 10, 2024, Board Chair Cadwell appointed the members of the Buildings and Site Committee as the Trustee members of the Naming Advisory Committee to consider this naming request. After an in-depth review during a Committee meeting held on that same date, the Naming Advisory Committee voted to recommend to the Board approval of this naming request and subsequently submitted this recommendation to the Board as a non-action item during the October 14, 2024, regular Board meeting.

Per Policy 11.10, the required waiting period for the Board to vote on a naming recommendation will have been met by the date of the February 10, 2025, regular Board meeting. Thus, it is respectfully requested the Board approve the naming of the new Athletic Practice Facility in memory of Tom Grunloh's parents, Clifford and Marian Grunloh, during its February 10, 2025 Board meeting.

Attachment



MEMO

TO: Dr. Josh Bullock & Board of Trustee Members

FROM: Christi Donsbach, CFRE - Executive Director for College Advancement

CC:

DATE: September 26, 2024

RE: Foundation Recommendation for Naming of Athletic Practice Facility

Tom Grunloh, a 1982 business administration alum and strong supporter of Lake Land College has pledged his support for the naming of the new Athletic Practice Facility in memory of his parents, Clifford and Marian Grunloh.

Tom planned to join the family construction business, but knew he wanted an education, and Lake Land College was the perfect fit for him. And at 6 foot 7 inches, he was a perfect fit for the Lake Land College basketball team. Tom stayed connected with Lake Land College over the years, and now runs a large successful construction firm. He also serves on several for-profit and non-profit boards, and supports many organizations like Lake Land College financially. He established the Tom Grunloh/Grunloh Construction Endowment that is awarded annually to Lake Land College students pursuing a degree in building construction technology, computer aided drafting or computer aided design technology.

Tom hires Lake Land graduates and regularly brings some of them to play in the Foundation Golf Classic each year. Tom served on the Foundation Board of Directors from 2015-2022 where he served as President, Vice President and Secretary. Tom is a member of the Lake Land College Distinguished Alumnus Society and also received the Lake Land College Foundation Outstanding Philanthropist Award and Crystal Swan Award.

Over the years, Mr. Grunloh has made significant contributions to our institution, both through generous financial support and ongoing engagement. His commitment to our mission and his family's enduring connection to Lake Land College make this memorial naming a fitting tribute, honoring not only his parents' legacy but also the lasting impact Tom has made on the future of our athletics and broader community.

Therefore, in accordance with Lake Land College Board of Trustee Policy 11.10, along with 2024 Lake Land College Updated Named Spaces Planner, the Lake Land College Foundation recommends naming the Athletic Practice Facility in memory of Clifford and Marian Grunloh, Tom's parents.

Thank you for your consideration, and please feel free to let me know if you have any questions.

MEMO

TO: Dr. Jonathan Bullock, President

FROM: John Woodruff, Vice President for Business Services

CC:

DATE: January 15, 2025

RE: Planned Retirement Requests

The following requests have been received from employees wishing to participate in the Lake Land College Planned Retirement Program:

Administration (by seniority)	Effective Date
Kelly Allee	April 30, 2029
Chris Strohl	December 31, 2028
Faculty (by seniority)	Effective Date
Matthew Greider	August 31, 2029
Charles Jarrell	August 30, 2029
Lisa Earp	August 29, 2029
Kimberly Davis	August 30, 2029
Supervisory (by seniority)	Effective Date
Michelle Gill	December 31, 2029
Paraprofessional (by seniority)	Effective Date
Angela Parr	January 1, 2029
Support (by seniority)	Effective Date
Rebecca Earp	March 1, 2029

All of the above have had noted in all oral and written communication to them that the Planned Retirement Program is not a four-year employment contract and their request must adhere to current Board Policy.

As provided in Article II, Section H of the Faculty Contract, at the direction of the Board of Trustees, the number of resignations accepted in advance may be limited to fifteen percent (15%) of employees qualified. If this option should be invoked, resignations will be accepted on a seniority basis within employee group with Lake Land College.

I recommend the Board of Trustees accept all of the above people into the Planned Retirement Program.



MEMO

TO: Dr. Josh Bullock, President

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

DATE: February 4, 2025

RE: December FY25 Financial Statement Summary

Please find below a summary of December actual results to the approved budget. We have now completed the first six months so we are 50% through 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.

December - Noteworthy Events Impacting Results

- Excess Revenue over Expenditures –We finished December unfavorable at \$460,493.
- Revenue – Revenue for December was unfavorable by \$972K. The second property tax payment from Effingham County was recognized in November versus December as budgeted. –
- Expenditures – Expenditures for December finished favorable by \$512K. YTD we are \$3.543M favorable to budget. Mid-year this is a good position to be in but given the potential uncertainty around Federal legislation/direction, it is imperative we remain financially focused the second half of this fiscal year.

Funds – Noteworthy Events – YTD

- Fund 3 – Fund 3 now contains the proceeds of \$4.6M related to the debt certificate proceeds as a result of the completed bond process. We did recognize ~\$1M in ETC construction spend. Total expenditures are running behind anticipated budget. With both levels of ETC in construction, will recognize increased spend over the next three months.
- Fund 5 – Fund 5 is favorable to budget by \$639K.

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

	December		YTD	
	Actual V. Budget		Actual V. Budget	
Total Revenue	(\$972,256)	●	(\$492,462)	●
Local Services	(\$948,798)	●	(\$115,529)	●
ICCB Credit Hour Grant	(\$14,247)	●	(\$163,356)	●
ICCB Equalization Grant	(\$0)	●	(\$0)	●
Other State Sources	(\$1,005)	●	(\$76,888)	●
Tuition & Fees	(\$9,314)	●	(\$272,010)	●
Other Revenue	\$1,108	●	\$124,221	●
Total Expenditures	\$511,763	●	\$4,043,708	●
Salaries & Wages	\$110,603	●	\$1,362,175	●
Employee Benefits (overall)	\$24,324	●	\$65,766	●
Instructional	\$320,355	●	\$1,002,572	●
Academic Support	(\$49,387)	●	\$220,409	●
Student Services	\$23,962	●	\$299,410	●
Public Service/Continuing Education	\$20,114	●	\$217,523	●
Operations & Maintenance	\$5,328	●	\$356,680	●
Institutional Support	\$192,784	●	\$2,285,937	●

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

Other Funds	YTD - FY25		YTD - FY25		YTD - FY25	
	Revenues		Expenditures		Net Excess	
Fund 03 - Op. & Maint. Restricted Fund	\$4,844,769	●	\$5,826,017	●	\$10,670,786	●
Fund 04 - Bond & Interest Fund	\$153,601	●	(\$6,254,448)	●	(\$6,100,847)	●
Fund 05 - Auxiliary & Enterprise Fund	\$394,349	●	\$244,918	●	\$639,267	●
Fund 06 - Restricted Fund	(\$6,135,132)	●	\$6,374,115	●	\$238,983	●
Fund 11 - Audit Fund	\$3,183	●	\$2,991	●	\$6,174	●
Fund 12 - Tort Fund	\$25,608	●	(\$131,998)	●	(\$106,390)	●

* Note - Financial amounts noted are the variance of actuals to budget.

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY24 Final Audited Numbers	FY25 Annual Budget
Revenues:										
39,116	987,914	(948,798)	Local Sources	11,403,645	11,519,174	(115,529)	-1.00%		11,748,084	12,255,978
250,988	265,235	(14,247)	ICCB Credit Hour Grant	2,057,123	2,220,479	(163,356)	-7.36%		4,911,960	4,440,957
574,383	574,383	(0)	ICCB Equalization Grant	3,446,300	3,446,300	(0)	0.00%		7,054,330	6,892,600
49,615	50,620	(1,005)	Other State Sources	507,235	584,123	(76,888)	-13.16%		1,020,389	1,272,246
448,150	455,182	(7,032)	Tuition	7,873,276	7,853,526	19,750	0.25%		7,871,510	8,186,725
226,220	228,501	(2,281)	Fees	3,650,704	3,942,464	(291,760)	-7.40%		4,001,134	1,685,452
101,772	100,664	1,108	Other Revenue	914,452	790,231	124,221	15.72%		2,139,472	3,915,729
-	-	-	Gift in Kind	11,100	-	11,100	0.00%		227,623	-
1,690,244	2,662,500	(972,256)	Total Revenues	29,863,834	30,356,296	(492,462)	-1.62%	-	38,974,502	38,649,687
Expenditures:										
Instructional										
890,151	947,554	57,403	Salary and Wages	5,884,972	6,208,830	323,858	5.22%		11,590,569	10,660,542
169,855	190,031	20,176	Employee Benefits	1,090,269	1,140,185	49,916	4.38%		2,186,614	2,433,060
6,884	92,050	85,166	Contractual Services	66,463	181,054	114,591	63.29%		448,616	669,937
18,026	160,027	142,002	General Materials and Supplies	309,500	728,645	419,595	57.59%		758,016	875,650
6,292	8,006	1,714	Travel and Meeting Expenses	39,562	94,826	55,264	58.28%		84,029	177,139
-	14,600	14,600	Fixed Charges	1,545	38,700	37,155	0.00%		55,410	99,375
3,042	2,335	(707)	Capital Outlay	5,942	19,235	13,293	69.11%		139,191	31,735
-	-	-	Other Expenditures	-	-	-	0.00%		-	-
-	-	-	Gift in Kind	11,100	-	(11,100)	0.00%		-	-
1,094,249	1,414,604	320,355	Total Instructional	7,408,903	8,411,475	1,002,572	11.92%	-	15,262,445	14,947,438
Academic Support										
66,751	47,846	(18,905)	Salary and Wages	382,967	364,189	(18,778)	-5.16%		667,665	526,799
16,962	15,927	(1,035)	Employee Benefits	98,649	95,565	(3,084)	-3.23%		155,882	4,776
-	-	-	Contractual Services	-	-	-	0.00%		-	-
46,148	-	(46,148)	General Materials and Supplies	185,126	427,100	241,974	56.66%		211,727	458,500
(1)	16,400	16,401	Travel and Meeting Expenses	16,102	16,400	298	1.82%		35,588	13,500
-	300	300	Fixed Charges	-	-	-	0.00%		-	-
-	-	-	Capital Outlay	-	-	-	0.00%		-	-
-	-	-	Gift in Kind	-	-	-	0.00%		-	-
129,861	80,474	(49,387)	Total Academic Support	682,844	903,254	220,409	24.40%	-	1,070,862	1,003,575
Student Services										
187,910	200,344	12,434	Salary and Wages	1,130,976	1,300,797	169,821	13.06%		2,144,939	2,702,692
52,384	57,781	5,397	Employee Benefits	327,046	349,610	22,565	6.45%		546,565	514,830
-	-	-	Contractual Services	10,465	11,365	900	7.92%		10,906	13,477
6,617	3,887	(2,729)	General Materials and Supplies	56,214	112,962	56,748	50.24%		107,167	176,604
890	17,250	16,360	Travel and Meeting Expenses	43,923	93,300	49,377	52.92%		99,089	104,435
-	-	-	Fixed Charges	-	-	-	0.00%		-	15,000
7,500	-	(7,500)	Other Expenditures	7,500	7,500	-	100.00%		14,850	-
255,300	279,262	23,962	Total Student Services	1,576,123	1,875,534	299,410	15.96%	-	2,923,515	3,527,038
Public Service/Cont Ed										
40,289	54,372	14,083	Salary and Wages	248,033	353,419	105,385	29.82%		472,854	706,838
7,808	6,500	(1,308)	Employee Benefits	42,550	38,998	(3,552)	-9.11%		56,217	79,937
-	6,500	6,500	Contractual Services	7,606	34,000	26,394	77.63%		64,382	68,000
12,648	12,195	(453)	General Materials and Supplies	48,084	119,586	71,502	59.79%		108,832	223,239
1,032	2,292	1,261	Travel and Meeting Expenses	10,051	25,927	15,876	61.24%		20,631	47,404
9,207	9,238	31	Fixed Charges	64,145	65,995	1,850	2.80%		104,500	119,290
-	-	-	Capital Outlay	14,933	15,000	67	0.45%		17,571	15,000
-	-	-	Other	-	-	-	0.00%		-	-
-	-	-	GIK	-	-	-	0.00%		-	-
70,983	91,096	20,114	Total Public Service/ Cont Ed	435,402	652,925	217,523	33.32%	-	844,987	1,259,708
Operations & Maintenance										
89,053	127,253	38,200	Salary and Wages	570,666	825,965	255,299	30.91%		1,180,744	1,654,418
30,394	38,364	7,969	Employee Benefits	175,513	230,182	54,669	23.75%		384,727	471,834
27,152	9,888	(17,264)	Contractual Services	288,769	194,554	(94,215)	-48.43%		502,268	388,827
21,620	2,500	(19,120)	General Materials and Supplies	152,605	126,500	(26,105)	-20.64%		314,848	252,000
257	-	(257)	Travel and Meeting Expenses	257	6,145	5,888	95.81%		501	7,290
1,100	750	(350)	Fixed Charges	13,034	7,000	(6,034)	-86.20%		122,282	104,000
143,155	134,194	(8,961)	Utilities	671,573	891,039	219,466	24.63%		1,413,447	1,764,078
-	-	-	Capital Outlay	174,917	91,958	(82,960)	100.00%		10,800	-
-	5,112	5,112	Contingency Funds	-	30,672	30,672	100.00%		820	245,259
-	-	-	GIK	-	-	-	0.00%		-	-
312,732	318,061	5,328	Total Operation and Maint	2,047,334	2,404,014	356,680	14.84%	-	3,930,438	4,887,706
Institutional Support										
304,431	311,819	7,388	Salary and Wages	1,997,632	2,022,080	24,448	1.21%		4,127,416	4,039,579
95,036	88,160	(6,876)	Employee Benefits	594,902	540,154	(54,747)	-10.14%		1,104,149	1,113,707
(1,835)	43,336	45,171	Contractual Services	680,674	1,190,125	509,450	42.81%		1,602,266	1,612,503
70,526	114,587	44,061	General Materials and Supplies	551,277	1,142,143	590,866	51.73%		999,183	1,935,520
5,634	8,375	2,741	Travel and Meeting Expenses	73,972	155,528	81,556	52.44%		146,392	272,059
434	1,825	1,391	Fixed Charges	12,424	182,954	170,530	93.21%		15,940	194,004
-	125,000	125,000	Capital Outlay	95,449	162,250	66,801	100.00%		728,741	263,450
2,610	17,375	14,765	Contingency Funds	332,420	461,157	128,737	27.92%		1,661,929	591,061
-	1,125	1,125	Other	-	152,250	152,250	100.00%		564,066	49,175
41,982	-	(41,982)	Strategic Initiatives	86,096	200,000	113,904	100.00%		367,958	-
-	-	-	One Time Budget Requests	-	-	-	0.00%		-	-
-	-	-	GIK	-	-	-	0.00%		-	-
518,818	711,602	192,784	Total Institutional Support	4,424,846	6,208,641	1,783,795	28.73%	-	11,318,039	10,071,058
1,392	-	(1,392)	Scholarships, grants, waivers	338,823	-	(338,823)	100.00%	-	553,838	1,287,566
2,383,336	2,895,098	511,763	Total Expenditures	16,914,275	20,455,842	3,541,567	17.31%	-	35,904,124	36,984,089
(693,092)	(232,598)	(460,493)	Revenue Less Expenditures	12,949,559	9,900,454	3,049,105	30.80%	-	3,070,378	1,665,598
-	-	-	Transfers Out:	-	-	-	0.00%	-	2,047,014	1,665,598
(693,092)	(232,598)	(460,493)	Excess of Revenues over Expenditures & Transfers	12,949,559	9,900,454	3,049,105	30.80%	-	1,023,364	-

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance
1,578,584.89	1,689,187.78	110,602.89	Salary and Wages	10,215,246.38	11,075,279.68	860,033.30
372,439.08	396,762.79	24,323.71	Employee Benefits	2,328,928.00	2,394,694.43	65,766.43
32,201.19	151,774.52	119,573.33	Contractual Services	1,053,976.94	1,611,096.70	557,119.76
175,584.76	293,196.59	117,611.83	General Materials and Supplies	1,302,356.68	2,656,935.79	1,354,579.11
14,104.07	52,323.00	38,218.93	Travel and Meeting Expenses	183,867.04	392,125.86	208,258.82
10,740.97	26,712.50	15,971.53	Fixed Charges	91,148.34	294,648.91	203,500.57
143,155.08	134,194.27	(8,960.81)	Utilities	671,573.06	891,039.16	219,466.10
3,041.59	127,335.00	124,293.41	Capital Outlay	291,240.75	288,442.50	(2,798.25)
2,609.75	22,487.00	19,877.25	Contingency Funds	332,419.92	491,829.20	159,409.28
50,874.56	1,125.00	(49,749.56)	Other Expenditures	443,518.37	359,750.00	(83,768.37)
2,383,335.94	2,895,098.45	511,762.51	Total	16,914,275.48	20,455,842.23	3,541,566.75

Lake Land College
FY2025 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2024 Budgeted
	Actual	Budgeted	Variance	
Salary and Wages - Instructional	\$5,884,972	\$6,208,830	\$323,858	\$10,660,542
Salary and Wages - Acad. Support	\$382,967	\$364,189	(\$18,778)	\$526,799
Salary and Wages - Stud. Svcs	\$1,130,976	\$1,300,797	\$169,821	\$2,702,692
Salary and Wages - Public Svc.	\$248,033	\$353,419	\$105,385	\$706,838
Salary and Wages - Maintenance	\$570,666	\$825,965	\$255,299	\$1,654,418
Salary and Wages - Inst. Support	\$1,997,632	\$2,022,080	\$24,448	\$4,039,579
Total Salary and Wages	\$10,215,246	\$11,075,280	\$860,033	\$20,290,868

Employee Benefits	Year to Date			FY2024 Budgeted
	Actual	Budgeted	Variance	
Employee Benefits - Instructional	\$1,090,269	\$1,140,185	\$49,916	\$2,433,060
Employee Benefits - Acad. Support	\$98,649	\$95,565	(\$3,084)	\$4,776
Employee Benefits - Stud. Svcs	\$327,046	\$349,610	\$22,565	\$514,830
Employee Benefits - Public Svc.	\$42,550	\$38,998	(\$3,552)	\$79,937
Employee Benefits - Maintenance	\$175,513	\$230,182	\$54,669	\$471,834
Employee Benefits - Inst. Support	\$594,902	\$540,154	(\$54,747)	\$1,113,707
Total Employee Benefits	\$2,328,928	\$2,394,694	\$65,766	\$4,618,144

Dec-24	Operations & Maint Restricted--Fund 03				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Sources	1,998,875	1,969,705	29,170	2,211,911	1,995,000
Bond Proceeds			-		
Debt Cert Proceeds	4,625,000		4,625,000		
Investment Income	190,599		190,599		
Total Revenues	6,814,474	1,969,705	4,844,769	2,211,911	1,995,000
Expenditures:					
Student Center Renovations : Buildi			-		
Construction Proj : Site Improvemen	2,522,614	8,375,000	5,852,386	3,056,524	16,750,000
PHS Projects : Site Improvements			-		
New Site: Site Improvements			-		
Other	26,369		(26,369)		
Total Expenditures	2,548,983	8,375,000	5,826,017	3,056,524	16,750,000
Excess of Revenues over Expenditures & Transfers	4,265,491	(6,405,295)	10,670,786	(844,613)	(14,755,000)

Dec-24	Bond and Interest--Fund 04				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
General : Local Taxes	6,668,118	6,513,849	154,269	6,734,226	6,597,500
General : Investment Income	(669)		(669)		
General : Transfer from Other Funds			-		166,250
Total Revenues	6,667,450	6,513,849	153,601	6,734,226	6,763,750
Expenditures:					
Work Cash Bonds : Debt Principal Pa			-		
Work Cash Bonds : Interest on Debt			-		
Work Cash Bonds : Other Fixed Charg			-		
Funding Bonds : Debt Principal Paym	5,991,294	6,185	(5,985,109)	5,885,003	6,185,000
Funding Bonds : Interest on Debt	557,713	287,875	(269,838)	508,890	575,750
Funding Bonds : Other Fixed Charges	1,000	1,500	500	500	3,000
Funding Bonds : Bond Is			-		
Administration : Intere			-		
Total Expenditures	6,550,008	295,560	(6,254,448)	6,394,393	6,763,750
Excess of Revenues over Expenditures & Transfers	117,442	6,218,289	(6,100,847)	339,833	-

Dec-24	Auxillary Enterprise Fund--Fund 05				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Ag Judging Activity Fees	-	-	-		7,150
Ag Judging Transfer	-	-	-		31,260
Auto Shop	-	7,750	(7,750)		15,500
Athletics	-	-	-		1,112,748
Fitness Center	32,297	55,000	(22,703)	32,807	55,000
Bookstore	345,243	395,542	(50,299)	321,250	771,084
Print Shop	632,923	510,000	122,923	588,272	969,000
Food Service	8,338	8,400	(62)	6,190	16,800
College Farm	125,247	30,000	95,247	116,486	140,000
Comm Choir	-	-	-		5,100
Student Life	256,995	-	256,995	163,133	315,185
WLKL Radio Activity fees	-	-	-		1,210
Transfer for Tuition Waivers	-	-	-		630,000
Total Revenues	1,401,041	1,006,692	394,349	1,228,138	4,070,037
Expenditures:					
Ag Judging	21,306	21,430	124	20,252	37,760
Auto Shop	-	7,750	7,750	-	15,500
Athletics	506,549	675,113	168,564	522,533	1,098,248
Fitness Center	31,034	49,500	18,466	28,096	69,500
Bookstore	371,362	699,742	328,380	320,855	1,088,870
Print Shop	492,272	501,077	8,804	590,118	928,436
Food Service	4,798	4,798	0	4,237	9,659
College Farm	30,092	53,484	23,392	16,727	94,249
Comm Choir	-	2,550	2,550	-	5,100
Student Life	191,107	190,649	(458)	140,679	374,837
WLKL Radio	160	-	(160)	159	1,100
Tuition Waivers	312,496	-	(312,496)	295,380	630,000
Total Expenditures	1,961,175	2,206,093	244,918	1,939,037	4,353,259
Excess of Revenues over Expenditures & Transfers	(560,134)	(1,199,401)	639,267	(710,899)	(283,222)

Dec-24	Restricted Purposes Fund--Fund 06				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Adult Ed	467,513	342,761	124,753	123,449	615,459
Pathways	-	-	-	68,776	-
Perkins	240,896	284,003	(43,107)	228,566	516,076
WIOA	732,091	1,746,932	(1,014,841)	1,115,248	3,436,864
College Work Study	22,923	32,500	(9,577)	-	65,000
GAST	20,000	20,000	-	20,000	20,000
IL Cooperative Work Study	-	-	-	18,005	-
IPRF Grant	51,277	44,000	7,277	40,402	88,000
Veterans Services	22,565	260,000	(237,435)	30,441	520,000
ISAC MAP	857,500	760,000	97,500	807,696	1,520,000
Department Of Education	3,038,031	5,449,016	(2,410,985)	2,566,753	10,898,031
Direct loans	408,628	1,034,000	(625,372)	514,036	2,068,000
Corrections	4,649,757	6,852,103	(2,202,346)	2,939,288	13,704,206
CARES Funds-Students	-	-	-	-	-
CARES Funds-Institutional	-	-	-	-	-
Privately Funded Grant	764,896	492,203	272,693	1,361,126	812,752
TRIO SSS	119,898	158,819	(38,921)	133,191	325,137
TRIO DC	134,289	189,061	(54,772)	202,773	378,123
Total Revenues	11,530,266	17,665,398	(6,135,132)	10,169,750	34,967,649
Expenditures:					
Adult Ed	284,668	342,761	58,092	315,671	615,459
Pathways	-	-	-	284,174	-
Perkins	321,227	284,003	(37,224)	228,566	516,076
WIOA	732,091	1,746,932	1,014,841	1,302,198	3,436,864
College Work Study	26,714	32,500	5,786	14,149	65,000
GAST	-	20,000	20,000	-	20,000
IL Cooperative Work Study	-	-	-	18,005	-
IPRF Grant	7,247	44,000	36,753	5,475	88,000
Veterans Services	50,293	260,000	209,707	61,869	520,000
ISAC MAP	857,500	760,000	(97,500)	-	1,520,000
Department of Education	3,036,502	5,449,016	2,412,514	2,566,753	10,898,031
Direct loans	418,562	1,034,000	615,438	532,630	2,068,000
Corrections	4,858,220	6,852,103	1,993,883	4,689,933	13,704,206
CARES Funds-Students	-	-	-	-	-
CARES Funds-Institutional	-	-	-	-	-
Privately Funded Grant	398,058	492,203	94,145	617,152	812,752
TRIO SSS	138,229	158,819	20,590	147,414	325,137
TRIO DC	161,972	189,061	27,089	188,551	378,123
Total Expenditures	11,291,283	17,665,398	6,374,115	10,972,540	34,967,649
Excess of Revenues over Expenditures & Transfers	238,983	-	238,983	(802,790)	-

Dec-24	Audit Fund--Fund 11				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	148,319	145,136	3,183	187,141	147,000
Total Revenues	148,319	145,136	3,183	187,141	147,000
Expenditures:					
Admin Staff Ful	13,569.46	14,112	543	13,048	28,224.40
Support Staff F	8,630.54	15,944	7,314	8,299	31,888.27
Medical Benefit	4,000.44	7,033	3,033	3,808	14,065.98
Life Insurance	13.58	16	2	14	31.05
Audit Services	78,400.00	70,000	(8,400)	68,000	70,000.00
Printing	-	500	500	-	500.00
Total Expenditures	104,614	107,605	2,991	93,168	144,710
Excess of Revenues over Expenditures & Transfers	43,705	37,531	6,174	93,973	2,290

Dec-24	Tort Fund--Fund 12				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	1,447,350	1,421,742	25,608	1,128,120	1,440,000
Misc Income			-		
Total Revenues	1,447,350	1,421,742	25,608	1,128,120	1,440,000
Expenditures:					
Student Services	60,210	46,044	14,167	28,891	93,972
Operations and Maintenance	111,409	116,136	(4,728)	104,046	237,989
Police Dept	327,758	309,438	18,320	322,611	568,175
Institutional Support	180,240	180,011	229	171,657	370,903
Fixed Charges-ins	446,690	342,679	104,011	389,573	820,179
Total Expenditures	1,126,306	994,308	(131,998)	1,016,779	2,091,218
Excess of Revenues over Expenditures & Transfers	321,044	427,434	(106,390)	111,341	(651,218)



MEMO

TO: Dr. Josh Bullock, President

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

DATE: February 3, 2025

RE: Adult Education Tuition Waivers Request

Lake Land College is deeply committed to providing accessible education and opportunities for all individuals, regardless of their background or prior educational experience. In line with this mission, our Adult Education Programs have seen notable enrollment growth across our High School Equivalency (HSE) and English Language Acquisition (ELA) courses.

In FY 21, enrollment in these programs stood at 33 ELA and 189 students HSE students, with 36 graduates. By FY 24, this number had risen significantly, with 199 students enrolled in ELA and 228 in HSE, resulting in 101 graduates. Currently, for FY 25, our enrollment remains strong, with 179 ELA and 136 HSE students and 27 graduates thus far.

While our programs are accessible, we recognize that even with low tuition costs, financial barriers can still prevent students from advancing into higher education. To address this, we propose a three-credit-hour tuition waiver to assist students as they transition to further academic pursuits, enhancing their chances of success. We request that this tuition waiver be implemented beginning with the Summer Term 2025 and continue for three years, ending in the Spring Term 2028.

At the current tuition rate of \$113.50 per credit hour, the three-credit-hour waiver would amount to \$340.50 per student. Students would still be responsible for all associated fees. We anticipate offering 25-40 waivers annually, resulting in an estimated total benefit ranging from \$8,512.50 to \$13,620.00 over the duration of the program.

Therefore, I respectfully request that the Board approve a three-credit-hour tuition waiver for all GED graduates and English Language Acquisition students who meet the necessary skill level required for college coursework.

Recommended Motion:

Any High School Equivalency student who completes all Illinois High School Diploma requirements or any English Language Acquisition student meeting the skill level required for college coursework will be eligible for one three-credit-hour tuition waiver during the semester following their completion or mastery of skills.



MEMO

To: Dr. Josh Bullock, President
From: Madge Shoot, Comptroller
Date: January 22, 2025
Subject: Approval of Technology Rev Up Electric Vehicle (EV)
Round 3 Grant Equipment, Curriculum and Instructor
Training Purchases

During the FY2025 fiscal year, our Technology Division was awarded the Rev Up EV Round 3 grant through ICCB. In order to move forward with grant activities and goals, the automotive technology program would like to purchase equipment, curriculum and instructor training from Legacy EV. Legacy EV is the sole provider of specialized electric vehicle (EV) educational tools, including proprietary instructional aids and curriculum exclusively designed to enhance automotive training programs at academic institutions.

The automotive technology program is requesting to purchase a variety of equipment, curriculum and instructor training including, but not limited to: 3 registrations for EV Fundamentals Certification Bootcamp training for instructors for \$15,000, 2 Top Kart MSTEM3 electric go karts for \$23,000, 2 user accounts for Introduction to E-Mobility Curriculum for \$9,000, 1 EV Personal Protective Equipment (PPE) bundle for \$2,284.16, 2 100V EV Training Test Benches for \$70,000, 2 user accounts for EV Tech Curriculum for \$28,000, 1 EV Tech Premium PPE & Safety Equipment Bundle for \$2,180, and 1 EV Tech Premium Wire & Tooling Bundle for \$3,850. Shipping for the Top Kart MSTEM3 electric go karts is \$1,750. Shipping for the 100 EV Training Test Benches is approximately \$3,000. The Rev Up EV Round 3 grant has \$158,064.16 for the purchase of these items.

Since Legacy EV is the only provider that produces and offers this equipment, curriculum and instructor training, the bidding process will not be necessary to purchase these items. I have also included the sole source letter from Legacy EV. I respectfully request your approval to issue payment to Legacy EV for these grant items.

I will be available for questions.

LAKE LAND COLLEGE

MEMO

TO: John Woodruff, Vice President for Business Services

FROM: Madge Shoot, Comptroller

DATE: January 15, 2025

RE: Trust Agreement

When embarking on a construction project in conjunction with the Capital Development Board, the college is required to create a trust account and deposit their part of the estimated costs into it. This is the first step in the process to begin Capital Development Project #810-058-034, the replacement of Parking Lot B.

I respectfully request the Board approve the attached Trust Agreement between the College, First Mid Bank and Trust and the Capital Development Board. I would also request the Board's approval to open the trust account at First Mid Bank and Trust.

Recommended motion: Approve as presented the proposed Trust Agreement for the replacement of Parking Lot B (Capital Development Project #810-058-034) and opening of trust account at First Mid Bank and Trust.

Attachment

TRUST AGREEMENT

This Agreement is made and entered into by and between the Lake Land College whose address is 5001 Lake Land Boulevard, Mattoon, IL 61938 hereinafter called the Using Educational Agency, and a Bank First Mid Bank and Trust whose address is 1515 Charleston Avenue, Mattoon, IL 61938 hereinafter called Bank.

WITNESSETH

WHEREAS the USING EDUCATIONAL AGENCY is required by law to pay a contribution to that certain project, known as Capital Development Board project number *CDB project # (810-058-034)*, in the amount of six hundred thousand dollars; and

WHEREAS, the USING EDUCATIONAL AGENCY may elect to deposit the contribution under a Trust Agreement, with an Illinois Bank of the Using Educational Agency's choice, pursuant to 71 Illinois Administrative Code 30.110, as amended October 1, 1984.

NOW THEREFORE, the parties do hereby agree:

1. That the USING EDUCATIONAL AGENCY does simultaneously with execution hereof deposit with Bank funds totaling six hundred thousand dollars (\$600,000).
2. That the funds so deposited with the Bank shall be described as the "contribution" and shall be held by the Bank in trust according to the terms of this agreement.
3. That the USING EDUCATIONAL AGENCY shall receive any interest thereon.
4. That earnings on the trust corpus shall be paid by the BANK to the USING EDUCATIONAL AGENCY not less frequently than quarterly.
5. That the Executive Director (in his or her official capacity) or the Administrator of Fiscal Management (in his or her official capacity) of the Capital Development Board are the only persons authorized to direct the BANK to make payment out of the trust, other than payment of earnings to the USING EDUCATIONAL AGENCY in accordance with Section 4 hereof.
6. The right of the Executive Director or the Administrator of Fiscal Management of the Capital Development Board to direct payment is restricted in that any such funds so directed shall be made payable only to: "The Order of State Treasurer of Illinois, Capital Development Board, Contributory Trust Fund".

7. That the BANK shall pay such funds within two (2) working days upon the receipt of the written direction of the Executive Director or the Administrator of Fiscal Management of the Capital Development Board, and that any agreement between the BANK and the USING EDUCATIONAL AGENCY, shall, in no way, affect the duty of the BANK to so pay upon demand.

8. That the BANK, as Trustee, shall invest in securities of the type utilized to collateralize deposits by the Treasurer of the State of Illinois, or time deposits, open accounts, certificates of deposit, savings accounts or enter into a re-purchase agreement; however, all time deposits, open accounts, certificates of deposit, savings accounts shall be covered by a pledge of securities to cover the difference between the FDIC insurance and the total unsecured amount (of the type listed in Paragraph 2, below) on deposit with the depositor bank of the Trustee Bank. A "safekeeping receipt" for such deposits shall be submitted to the USING EDUCATIONAL AGENCY covering the securities pledged, and a certified statement to the effect that all monies invested have been adequately protected, shall be submitted to CDB by the BANK. Should the re-purchase agreement cover securities other than those listed in Paragraph 2 of this Section, such agreements shall also be subject to the pledge of securities provision as described in this Section. The term "securities of the type utilized to collateralize deposits by the Treasurer of the State of Illinois" means: direct obligations of the United States Government; general obligations of the State of Illinois; notes, bonds, debentures or participation certificates of the Federal Mortgage Association, Federal Intermediate Credit Bank, Federal Home Loan Bank, Federal Land Bank, Illinois Building Authority, Illinois Toll Highway Commission of Illinois State Toll Highway Authority; Public Housing Authority Notes; obligations of the Export-Import Bank of Washington, D.C.; general obligations municipal bonds (including school districts) within the State of Illinois rated "A" or better by Moodys; and Farmers Home Administration Insured Notes provided such notes are quoted and are non-amortized.

9. That the USING EDUCATIONAL AGENCY shall be responsible for obtaining the written execution of the Trust Agreement by the BANK. Any costs or service fees of the BANK shall be borne by the USING EDUCATIONAL AGENCY.

10. That when the total amount of the contribution has been paid from the account in accordance with the directions of the Executive Director or the Administrator of Fiscal Management of the Capital Development Board, this Agreement shall be terminated and any accumulated interest or earnings thereon shall be paid over to the Using Educational Agency.

IN WITNESS WHEREOF the parties have hereunder set their hands and seals this
 _____ day of _____, 20_____.

USING EDUCATIONAL AGENCY

Name of School Phone number

By: _____
Printed Name Title

Signature ATTEST: _____

BANK

First Mid Wealth Management 217-258-0633
Name of Bank Phone number

By: _____
Printed Name Laura M Reichert Title Trust Officer

ATTEST: _____
Signature

**Acknowledgment of Receipt
Funds in the Amount**

\$ _____

Bank Representative/Printed Name

By: _____
Signature Title

Nicholas Klein Acting Administrator of Fiscal Management
CAPITAL DEVELOPMENT BOARD



MEMO

To: Ike Nwosu & the Cabinet

From: Academic Services AI Taskforce
Chair Sarah Hill, Director of Library Services
Tara Blaser, Philosophy/English Instructor
Scott Harley, John Deere Technology Instructor
Logan Smith, Dental Hygiene Instructor
David Stewart, Chief Information Officer
David Turnbull, Biological Science Instructor
Jessica Wohlschlaeger, Instructional Designer
Molly Yeske, Director of Medical Assistant Program

Date: February 4, 2025

RE: Task Force Recommendations for Spring 2025

The Lake Land College Academic Services AI Task Force is proactively addressing the challenges and opportunities presented by AI. Through policy development, resource creation, and open dialogue, we aim to create an environment that fosters the ethical and practical use of AI for teaching and learning.

After the initial draft of the policy was presented to the Cabinet, the Board, and the campus community, a revision was made to enhance the College's future-oriented focus. The task force recommends that the following change be made to Board Policy 07.28.02 Academic Integrity Code.

07.28.02**Academic Integrity Code**

Lake Land College is committed to the fundamental values of preserving academic integrity as defined in this policy. It is assumed that students will honor the tradition of academic honesty. Promoting and protecting academic honesty and integrity are the responsibility of every member of the College community. As such, students have the responsibility to:

1. Be fully knowledgeable of the Academic Integrity Code;
2. Produce their own work; and
3. Encourage academic honesty among their fellow students.

Academic dishonesty is a serious offense that is investigated and sanctioned through Board Policy 07.28.01, Student Code of Conduct and Disciplinary Procedures.

Acts of academic dishonesty include but are not limited to:

1. Cheating: Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
As such, no student shall, during the course of a graded academic exercise, (1) offer information of any kind to another student; (2) receive information of any kind from another student or from the responses made by another student; or (3) have in their possession any tool, written material, or other device which may be of assistance to them in completing the exercise and which has not been authorized by the instructor or person proctoring the academic exercise. No student shall procure, possess, or provide in any unauthorized manner any materials or pieces of materials which contain the questions or answers to any graded academic exercise scheduled to be given to any individual or group enrolled in any course of study by the College. No student shall submit the same assignment in more than one class without instructor approval.
~~Inappropriate use of artificial intelligence (AI) can be deemed as cheating. The use of generative or agentic AI tools to produce or assist in the completion of academic work, unless explicitly authorized by the instructor, is prohibited.~~

Board Policy 07.28.02

2. **Plagiarism:** Representing the words or ideas of another as one's own in any academic exercise.
As such: No student shall submit as their own material to an instructor any work which contains ideas or materials taken from another without full acknowledgment of the author and the source including appropriate citations and documentation. This includes submitting a paper, or portions of a paper, obtained from a professional service ~~or~~, **website, AI**, or written by another individual.
3. **Fabrication:** Falsification of information or citation of an academic exercise.
No student shall seek credit for a group assignment in which they did not participate or claim that an assignment was submitted when it was not. No student shall fabricate sources or misrepresent secondary sources within a paper.
4. **Unauthorized Collaboration:** Sharing or working together in an academic exercise without approval.
No student shall work with another student to complete a graded assignment without prior approval from the course instructor. Work completed through authorized collaboration must clearly identify the contributions of each individual.
5. **Facilitating Academic Dishonesty:** Helping or attempting to help another student to violate any provision of this Code.

Use of Artificial Intelligence (AI)

At Lake Land College, we recognize the increasing use of artificial intelligence in different fields and everyday applications. While we encourage the use of AI, we expect compliance with this policy on the ethical use of this evolving technology.

1. Students must adhere to the instructor's policies (found in the course syllabus) on using AI-generated content in their work.
2. Students must check any AI content for accuracy and bias. Students are responsible for the integrity of all AI-generated content used.
3. Students must not use AI to cheat or plagiarize by submitting AI-generated content as original work.

Procedures Following Academic Dishonesty

1. The instructor who has witnessed academic dishonesty or who has evidence that academic dishonesty has occurred will contact the student to inform the student of the allegation and the instructor's intended actions.

2. The instructor may assign the student a reduced or failing grade on the assignment or in the course. The instructor will submit an Academic Integrity Incident Report to the Vice President for Student Services describing the incident and the intended actions.
3. Additional disciplinary sanctions may be imposed in accordance with the Student Code of Conduct and Disciplinary Procedures.

(See Policy 07.28.01.) The student will be provided written notification of the charges and actions to be taken and be given ten (10) calendar days to notify the Vice President for Student Services if the student wishes to dispute the charges.

4. If a student disputes the allegation of academic dishonesty, a hearing will be provided according to the Student Code of Conduct and Disciplinary Procedures.
5. A student accused of academic dishonesty in a course may not drop the course until such time as disciplinary action, if any, is imposed. If a grade of "W" is recorded for the course, it may be changed to reflect the disciplinary sanctions imposed as a result of academic dishonesty. In the event that the alleged violation occurs at the end of a term, an incomplete grade shall be assigned pending conclusion of the disciplinary process.

Lake Land College may contract with an electronic service to detect originality of materials submitted by students. By registering for courses offered by Lake Land College, students consent that all assignments are subject to submission for textual originality reviewed by an electronic service. Assignments submitted to an electronic service source may be included in the service's restricted database solely for the purpose of detecting plagiarism.



MEMO

TO: Ike Nwosu, Vice President for Academic Services

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

CC: Madge Shoot, Comptroller

DATE: February 3, 2025

RE: Board of Trustee Approval for ATI Instructional Products

Students enrolled in Lake Land College Nursing Programs utilize multiple products through Assessment Technologies Institute (ATI). ATI products are designed to support student achievement in course and program outcomes. They further aim to promote success on NCLEX examination.

I respectfully request Board of Trustee approval for the amount of \$70,656.25 to cover the following two installments for Associate Degree Nursing graduates:

ADN May 2025: \$32,500

ADN May 2026: \$38,156.25

Please note that a bid is not required per Board Policy since the products are from ATI Instructional Products who are sole source provider of the proprietary assessment software and support. This will be paid out of funds already budgeted for this product in our FY25 budget.

Recommended Motion: Approve as presented the purchase of ADN educational support bundles for May 2025 and May 2026 in the respective amounts of \$32, 500 and \$38,156.25 from Assessment Technologies Institute, LLC, of Chicago, for use by the Allied Health Nursing Programs.

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



Invoice

Invoice	S-C001041-C07
Date	12/17/2024
Customer ID	7973
Total	\$32,500.00
Installment	Payment 4 of 4
Description	0525
Page	1/1

You can find your cohort Product ID by going to www.atitesting.com
 On the left menu choose Product > Cohort > Apply > Far Right (key) - Generate Memo
 Provide the instructional pdf to students for product_access

Bill To:

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

Ship To:

Lake Land College ADN
 5001 Lake Land Blvd
 Mattoon IL 61938

Purchase Order No.	Customer ID	Shipping Method	Payment Terms
CASSANDRA PORTER	7973	FEDEX GROUND	Net 30
Product	Quantity	Price	Ext. Price
Optimal Bundle - RN --ATI Enhanced or Remote Proctoring --ATI Essentials - Assessment Module Proctored --ATI Essentials RN - Module A --ATI Essentials RN - Module B --ATI Essentials RN - Module C --ATI Essentials RN- Assessment Module --Engage Adult Medical Surgical RN --Multi Pay Option --RN ATI Comprehensive Live NCLEX Review --RN BoardVitals --RN e-books --RN Review Modules --Rounding Error Discrepancy --Setup Fee	50	\$650.00	\$32,500.00
Tax Group Summary			
Digital Goods	\$318.50		
Education Services	\$3,246.00		
Online Solutions	\$28,935.50		

Subtotal	\$32,500.00
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$32,500.00

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

For ACH Payments
 Bank of America ph: (888)-715-1000
 [REDACTED]

Remittance Only Address for Check Payments
 Assessment Technologies Institute, LLC
 62277 Collection Center Drive
 Chicago, IL 60693-0622

Please include invoice number(s) on remittance
 Please send remittance advice for all ACH payments to: Accounts.Receivable@AscendLearning.com

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

EIN: 32-0222868 | GST#: 802290502 RT0001

For questions or invoice copies: aticredit@ascendlearning.com



Invoice

Invoice	S-C007998-C02
Date	12/17/2024
Customer ID	7973
Total	\$38,156.25
Installment	Payment 2 of 4
Description	0526
Page	1/1

Bill To:

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

Ship To:

Lake Land College ADN
5001 Lake Land Blvd
Mattoon IL 61938

Purchase Order No.	Customer ID	Shipping Method	Payment Terms
CASSANDRA PORTER	7973	FEDEX GROUND	Net 30
Product	Quantity	Price	Ext. Price
Optimal Bundle - RN --ATI Enhanced or Remote Proctoring --ATI Essentials - Assessment Module Proctored --ATI Essentials RN - Module A --ATI Essentials RN - Module B --ATI Essentials RN - Module C --ATI Essentials RN- Assessment Module --Engage Maternal Newborn RN --Engage Pediatrics RN --Multi Pay Option --RN ATI Comprehensive Live NCLEX Review --RN BoardVitals --RN e-books --RN Review Modules --Rounding Error Discrepancy --Setup Fee	55	\$693.75	\$38,156.25
Tax Group Summary			
Digital Goods	\$389.40		
Education Services	\$5,128.20		
Online Solutions	\$32,638.65		

Subtotal	\$38,156.25
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$38,156.25

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

For ACH Payments
Bank of America ph: (888)-715-1000

Remittance Only Address for Check Payments
Assessment Technologies Institute, LLC
62277 Collection Center Drive
Chicago, IL 60693-0622

Please include invoice number(s) on remittance
Please send remittance advice for all ACH payments to: Accounts.Receivable@AscendLearning.com

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

EIN: 32-0222868 | GST#: 802290502 RT0001

For questions or invoice copies: aticredit@ascendlearning.com

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: John Woodruff, Vice President for Business Services

DATE: January 16, 2025

RE: Purchase of Furniture for Northwest Labs/Classrooms and Phase 2 - ETC

The proposed furniture plans and purchase are for the remodel of the labs and classrooms in the Northwest building and the Phase 2/second floor classrooms at the Effingham Technology Center.

The total furniture cost proposed and summarized is not to exceed \$336,285.48 detailed as follows:

- \$280,158.33 – This includes the furniture for all classrooms, common areas and offices on the second floor as part of the phase 2 ETC build-out. The furniture will match current Lake Land color specifications and classroom mobility requirements and would allow repurposing in any Lake Land location. The new furniture will fill the gap between what was left from Patterson and the needs of the new areas/rooms. Ordering the furniture at this time will keep us on schedule for the July 30th open house.
- \$56,127.15 – This furniture replacement/upgrade is in conjunction with the remodel of the Northwest Labs scheduled to start in May following commencement and conclude July 31st. This will provide the Fall semester and future students with a first-class education experience in chemistry classroom/labs in definite need of remodel/upgrade.

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

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

Recommended motion: Approve as presented the proposal for the purchase and installation of new furniture for the Northwest labs/classrooms and Phase 2 – ETC from Widmer Interiors at a total cost not to exceed \$336,285.48.



Sarah Dean




2203 E. Empire Street
Suite A
Bloomington IL 61704

Prepared For:

Kimberly Wellbaum
Lake Land College
1201 Althoff Drive
Effingham IL 62401
217-234-5284 kwellbau@lakelandcollege.edu

Date: 2/3/2025**Project Name:** ETC Phase 2 (2nd Floor)**Project Number:****Contract:** HON 476626**Ship To/Install Address:**

Kimberly Wellbaum
Lake Land College
1201 Althoff Drive
Effingham IL 62401






Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
1	HON	1	HNL3072BUEP	72x30x29-1/2 Bullet Peninsula w/end panel	213 Office	\$ 580.39	\$ 580.39
							
				Select Edge Detail .G Smooth Flat			
				Edgeband Color Selection N Mahogany			
				Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .N Mahogany			
				Select Chassis Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
2	HON	1	HPC190X	Park Ave Support Column for Bullet Jetty Boomerng Pen	213 Office	\$ 100.11	\$ 100.11
							
				Select Column Paint \$(P1) P1 Paint Opts			
				Select Core Paint .P Black			
3	HON	1	HNLRC2454	54W x 24D Rectangle Worksurface	213 Office	\$ 222.79	\$ 222.79
							
				Select Edge Detail .G Smooth Flat			
				Edgeband Color Selection N Mahogany			
				Select Grommet Color .P Black			
				Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .N Mahogany			
4	HON	1	HNLMP5428	54W x 27-7/8H Modesty / Back Panel	213 Office	\$ 175.39	\$ 175.39
				Select Grommet Color .X No Grommet			
				Select Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
5	HON	1	HNLEP2428L	1-1/8Wx23-1/8Dx28-1/2H End Panel for 24D Left	213 Office	\$ 152.73	\$ 152.73
				Select Grommet Color .X No Grommet			
				Select Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
6	HON	1	H10502	10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D	213 Office	\$ 469.27	\$ 469.27
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
7	HON	1	H10504	10500 Series Floorstnding Full Ht Ped F/F 15-5/8W x 22-3/4D	213 Office	\$ 469.27	\$ 469.27
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
8	HON	1	H10524	10500 Series Access Strip	213 Office	\$ 121.67	\$ 121.67
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
9	HON	1	H875LS	Brigade 800 Series Lat File 2-Drawer w/Storage Case 30W	213 Office	\$ 876.40	\$ 876.40
				Lock Opts .L Standard Random Key Lock			
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
10	HON	4	HF23B	Black Removable Lock Core Kit	213 Office	\$ 20.80	\$ 83.20
				Select Key Number .X120E 120E			
						Subtotal: \$ 3,251.22	
11	HON	1	HNL3072BUPEP	72x30x29-1/2 Bullet Peninsula w/end panel	214 Share Office	\$ 580.39	\$ 580.39


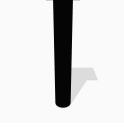


Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Select Edge Detail	.G	Smooth Flat	
				Edgeband Color Selection	N	Mahogany	
				Select Top Laminate Color	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.N	Mahogany	
				Select Chassis Laminate Color	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	
12	HON	1	HPC190X	Park Ave Support Column for Bullet Jetty Boomerng Pen	214 Share Office	\$ 100.11	\$ 100.11
				Select Column Paint	\$(P1)	P1 Paint Opts	
				Select Core Paint	.P	Black	
13	HON	1	HNLRC2454	54W x 24D Rectangle Worksurface	214 Share Office	\$ 222.79	\$ 222.79
				Select Edge Detail	.G	Smooth Flat	
				Edgeband Color Selection	N	Mahogany	
				Select Grommet Color	.P	Black	
				Select Top Laminate Color	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.N	Mahogany	
14	HON	1	HNLMP5428	54W x 27-7/8H Modesty / Back Panel	214 Share Office	\$ 175.39	\$ 175.39
				Select Grommet Color	.X	No Grommet	
				Select Laminate Color	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	
15	HON	1	HNLMP2428R	1-1/8Wx23-1/8Dx28-1/2H End Panel for 24D Right	214 Share Office	\$ 152.73	\$ 152.73
				Select Grommet Color	.X	No Grommet	
				Select Laminate Color	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	
16	HON	1	H10502	10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D	214 Share Office	\$ 469.27	\$ 469.27
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
17	HON	1	H10504	10500 Series Floorstnding Full Ht Ped F/F 15-5/8W x 22-3/4D	214 Share Office	\$ 469.27	\$ 469.27
				Select Laminate \$(L1STD) Grd L1 Standard Laminates Select Grade 1 Laminate Finish .S Charcoal			
18	HON	1	H10524	10500 Series Access Strip	214 Share Office	\$ 121.67	\$ 121.67
				Select Laminate \$(L1STD) Grd L1 Standard Laminates Select Grade 1 Laminate Finish .S Charcoal			
19	HON	1	H875LS	Brigade 800 Series Lat File 2-Drawer w/Storage Case 30W	214 Share Office	\$ 876.40	\$ 876.40
				Lock Opts .L Standard Random Key Lock Select Paint Color \$(P1) P1 Paint Opts Select Grade 1 Paint .S Charcoal			
20	HON	4	HF23B	Black Removable Lock Core Kit	214 Share Office	\$ 20.80	\$ 83.20
				Select Key Number .X121E 121E			
Subtotal:						\$ 3,251.22	
21	HON	1	HNL3072BUEP	72x30x29-1/2 Bullet Peninsula w/end panel	215 Share Office	\$ 580.39	\$ 580.39
				Select Edge Detail .G Smooth Flat Edgeband Color Selection N Mahogany Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Grade 1 Laminate Finish .N Mahogany Select Chassis Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Grade 1 Laminate Finish .S Charcoal			
22	HON	1	HPC190X	Park Ave Support Column for Bullet Jetty Boomerng Pen	215 Share Office	\$ 100.11	\$ 100.11
				Select Column Paint \$(P1) P1 Paint Opts Select Core Paint .P Black			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
23	HON	1	HNLRC2454	54W x 24D Rectangle Worksurface	215 Share Office	\$ 222.79	\$ 222.79
				Select Edge Detail .G Smooth Flat			
				Edgeband Color Selection N Mahogany			
				Select Grommet Color .P Black			
				Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .N Mahogany			
24	HON	1	HNLMP5428	54W x 27-7/8H Modesty / Back Panel	215 Share Office	\$ 175.39	\$ 175.39
				Select Grommet Color .X No Grommet			
				Select Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
25	HON	1	HNL2428L	1-1/8Wx23-1/8Dx28-1/2H End Panel for 24D Left	215 Share Office	\$ 152.73	\$ 152.73
				Select Grommet Color .X No Grommet			
				Select Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
26	HON	1	H10502	10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D	215 Share Office	\$ 469.27	\$ 469.27
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
27	HON	1	H10504	10500 Series Floorstnding Full Ht Ped F/F 15-5/8W x 22-3/4D	215 Share Office	\$ 469.27	\$ 469.27
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
28	HON	1	H10524	10500 Series Access Strip	215 Share Office	\$ 121.67	\$ 121.67
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			






Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
29	HON	1	H875LS	Brigade 800 Series Lat File 2-Drawer w/Storage Case 30W	215 Share Office	\$ 876.40	\$ 876.40
							
				Lock Opts .L Standard Random Key Lock			
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
30	HON	4	HF23B	Black Removable Lock Core Kit	215 Share Office	\$ 20.80	\$ 83.20
							
				Select Key Number .X122E 122E			
Subtotal: \$ 3,251.22							
31	HON	1	HNL3072BUEP	72x30x29-1/2 Bullet Peninsula w/end panel	216 Share Office	\$ 580.39	\$ 580.39
							
				Select Edge Detail .G Smooth Flat			
				Edgeband Color Selection N Mahogany			
				Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .N Mahogany			
				Select Chassis Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
32	HON	1	HPC190X	Park Ave Support Column for Bullet Jetty Boomerng Pen	216 Share Office	\$ 100.11	\$ 100.11
							
				Select Column Paint \$(P1) P1 Paint Opts			
				Select Core Paint .P Black			
33	HON	1	HNLRC2454	54W x 24D Rectangle Worksurface	216 Share Office	\$ 222.79	\$ 222.79
							
				Select Edge Detail .G Smooth Flat			
				Edgeband Color Selection N Mahogany			
				Select Grommet Color .P Black			
				Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .N Mahogany			
34	HON	1	HNLMP5428	54W x 27-7/8H Modesty / Back Panel	216 Share Office	\$ 175.39	\$ 175.39
				Select Grommet Color .X No Grommet			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Select Laminate Color	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	
35	HON	1	HNLEP2428R	1-1/8Wx23-1/8Dx28-1/2H End Panel for 24D Right	216 Share Office	\$ 152.73	\$ 152.73
				Select Grommet Color	.X	No Grommet	
				Select Laminate Color	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	
36	HON	1	H10502	10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D	216 Share Office	\$ 469.27	\$ 469.27
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	
37	HON	1	H10504	10500 Series Floorstnding Full Ht Ped F/F 15-5/8W x 22-3/4D	216 Share Office	\$ 469.27	\$ 469.27
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	
38	HON	1	H10524	10500 Series Access Strip	216 Share Office	\$ 121.67	\$ 121.67
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	
39	HON	1	H875LS	Brigade 800 Series Lat File 2-Drawer w/Storage Case 30W	216 Share Office	\$ 876.40	\$ 876.40
				Lock Opts	.L	Standard Random Key Lock	
				Select Paint Color	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.S	Charcoal	
40	HON	4	HF23B	Black Removable Lock Core Kit	216 Share Office	\$ 20.80	\$ 83.20
				Select Key Number	.X123E	123E	
						Subtotal: \$ 3,251.22	


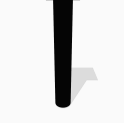


Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
41	HON	1	HNL3072BUEP	72x30x29-1/2 Bullet Peninsula w/end panel	218 Share Office	\$ 477.53	\$ 477.53
							
				Select Edge Detail .G Smooth Flat Edgeband Color Selection N Mahogany Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Grade 1 Laminate Finish .N Mahogany Select Chassis Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Grade 1 Laminate Finish .S Charcoal			
42	HON	1	HPC190X	Park Ave Support Column for Bullet Jetty Boomerng Pen	218 Share Office	\$ 100.11	\$ 100.11
							
				Select Column Paint \$(P1) P1 Paint Opts Select Core Paint .P Black			
43	HON	1	HNLRC2454	54W x 24D Rectangle Worksurface	218 Share Office	\$ 222.79	\$ 222.79
							
				Select Edge Detail .G Smooth Flat Edgeband Color Selection N Mahogany Select Grommet Color .P Black Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Grade 1 Laminate Finish .N Mahogany			
44	HON	1	HNLMP5428	54W x 27-7/8H Modesty / Back Panel	218 Share Office	\$ 175.39	\$ 175.39
				Select Grommet Color .X No Grommet Select Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Grade 1 Laminate Finish .S Charcoal			
45	HON	1	HNLEP2428L	1-1/8Wx23-1/8Dx28-1/2H End Panel for 24D Left	218 Share Office	\$ 152.73	\$ 152.73
				Select Grommet Color .X No Grommet Select Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Grade 1 Laminate Finish .S Charcoal			
46	HON	1	H10502	10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D	218 Share Office	\$ 469.27	\$ 469.27
							

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	
47	HON	1	H10504	10500 Series Floorstndng Full Ht Ped F/F 15-5/8W x 22-3/4D	218 Share Office	\$ 469.27	\$ 469.27
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	
48	HON	1	H10524	10500 Series Access Strip	218 Share Office	\$ 121.67	\$ 121.67
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	
49	HON	1	H875LS	Brigade 800 Series Lat File 2-Drawer w/Storage Case 30W	218 Share Office	\$ 876.40	\$ 876.40
				Lock Opts	.L	Standard Random Key Lock	
				Select Paint Color	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.S	Charcoal	
50	HON	4	HF23B	Black Removable Lock Core Kit	218 Share Office	\$ 20.80	\$ 83.20
				Select Key Number	.X124E	124E	
						Subtotal: \$ 3,148.36	
51	HON	1	HNL3072BUEP	72x30x29-1/2 Bullet Peninsula w/end panel	253 Office	\$ 580.39	\$ 580.39
				Select Edge Detail	.G	Smooth Flat	
				Edgeband Color Selection	N	Mahogany	
				Select Top Laminate Color	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.N	Mahogany	
				Select Chassis Laminate Color	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	
52	HON	1	HPC190X	Park Ave Support Column for Bullet Jetty Boomerng Pen	253 Office	\$ 100.11	\$ 100.11
				Select Column Paint	\$(P1)	P1 Paint Opts	
				Select Core Paint	.P	Black	

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
53	HON	1	HNLRC2454	54W x 24D Rectangle Worksurface	253 Office	\$ 222.79	\$ 222.79
				Select Edge Detail .G Smooth Flat			
				Edgeband Color Selection N Mahogany			
				Select Grommet Color .P Black			
				Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .N Mahogany			
54	HON	1	HNLMP5428	54W x 27-7/8H Modesty / Back Panel	253 Office	\$ 175.39	\$ 175.39
				Select Grommet Color .X No Grommet			
				Select Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
55	HON	1	HNLEP2428R	1-1/8Wx23-1/8Dx28-1/2H End Panel for 24D Right	253 Office	\$ 152.73	\$ 152.73
				Select Grommet Color .X No Grommet			
				Select Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
56	HON	1	H10502	10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D	253 Office	\$ 469.27	\$ 469.27
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
57	HON	1	H10504	10500 Series Floorstnding Full Ht Ped F/F 15-5/8W x 22-3/4D	253 Office	\$ 469.27	\$ 469.27
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
58	HON	1	H10524	10500 Series Access Strip	253 Office	\$ 121.67	\$ 121.67
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			






Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
59	HON	1	H875LS	Brigade 800 Series Lat File 2-Drawer w/Storage Case 30W	253 Office	\$ 876.40	\$ 876.40
							
				Lock Opts .L Standard Random Key Lock			
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
60	HON	4	HF23B	Black Removable Lock Core Kit	253 Office	\$ 20.80	\$ 83.20
							
				Select Key Number .X125E 125E			
Subtotal: \$ 3,251.22							
61	HON	1	HNL3072BUEP	72x30x29-1/2 Bullet Peninsula w/end panel	254 Share Office	\$ 580.39	\$ 580.39
							
				Select Edge Detail .G Smooth Flat			
				Edgeband Color Selection N Mahogany			
				Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .N Mahogany			
				Select Chassis Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
62	HON	1	HPC190X	Park Ave Support Column for Bullet Jetty Boomerng Pen	254 Share Office	\$ 100.11	\$ 100.11
							
				Select Column Paint \$(P1) P1 Paint Opts			
				Select Core Paint .P Black			
63	HON	1	HNLRC2454	54W x 24D Rectangle Worksurface	254 Share Office	\$ 222.79	\$ 222.79
							
				Select Edge Detail .G Smooth Flat			
				Edgeband Color Selection N Mahogany			
				Select Grommet Color .P Black			
				Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .N Mahogany			
64	HON	1	HNLMP5428	54W x 27-7/8H Modesty / Back Panel	254 Share Office	\$ 175.39	\$ 175.39
				Select Grommet Color .X No Grommet			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Select Laminate Color	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	
65	HON	1	HNLEP2428L	1-1/8Wx23-1/8Dx28-1/2H End Panel for 24D Left	254 Share Office	\$ 152.73	\$ 152.73
				Select Grommet Color	.X	No Grommet	
				Select Laminate Color	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	
66	HON	1	H10502	10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D	254 Share Office	\$ 469.27	\$ 469.27
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	
67	HON	1	H10504	10500 Series Floorstnding Full Ht Ped F/F 15-5/8W x 22-3/4D	254 Share Office	\$ 469.27	\$ 469.27
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	
68	HON	1	H10524	10500 Series Access Strip	254 Share Office	\$ 121.67	\$ 121.67
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	
69	HON	1	H875LS	Brigade 800 Series Lat File 2-Drawer w/Storage Case 30W	254 Share Office	\$ 876.40	\$ 876.40
				Lock Opts	.L	Standard Random Key Lock	
				Select Paint Color	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.S	Charcoal	
70	HON	4	HF23B	Black Removable Lock Core Kit	254 Share Office	\$ 20.80	\$ 83.20
				Select Key Number	.X126E	126E	
						Subtotal: \$ 3,251.22	

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
71	HON	1	HNL3072BUEP	72x30x29-1/2 Bullet Peninsula w/end panel	255 Share Office	\$ 580.39	\$ 580.39
							
				Select Edge Detail .G Smooth Flat Edgeband Color Selection N Mahogany Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Grade 1 Laminate Finish .N Mahogany Select Chassis Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Grade 1 Laminate Finish .S Charcoal			
72	HON	1	HPC190X	Park Ave Support Column for Bullet Jetty Boomerng Pen	255 Share Office	\$ 100.11	\$ 100.11
							
				Select Column Paint \$(P1) P1 Paint Opts Select Core Paint .P Black			
73	HON	1	HNLRC2454	54W x 24D Rectangle Worksurface	255 Share Office	\$ 222.79	\$ 222.79
							
				Select Edge Detail .G Smooth Flat Edgeband Color Selection N Mahogany Select Grommet Color .P Black Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Grade 1 Laminate Finish .N Mahogany			
74	HON	1	HNLMP5428	54W x 27-7/8H Modesty / Back Panel	255 Share Office	\$ 175.39	\$ 175.39
				Select Grommet Color .X No Grommet Select Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Grade 1 Laminate Finish .S Charcoal			
75	HON	1	HNLEP2428R	1-1/8Wx23-1/8Dx28-1/2H End Panel for 24D Right	255 Share Office	\$ 152.73	\$ 152.73
				Select Grommet Color .X No Grommet Select Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Grade 1 Laminate Finish .S Charcoal			
76	HON	1	H10502	10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D	255 Share Office	\$ 469.27	\$ 469.27
							

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell	
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates		
				Select Grade 1 Laminate Finish	.S	Charcoal		
77	HON	1	H10504	10500 Series Floorstndng Full Ht Ped F/F 15-5/8W x 22-3/4D	255 Share Office	\$ 469.27	\$ 469.27	
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates		
				Select Grade 1 Laminate Finish	.S	Charcoal		
78	HON	1	H10524	10500 Series Access Strip	255 Share Office	\$ 121.67	\$ 121.67	
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates		
				Select Grade 1 Laminate Finish	.S	Charcoal		
79	HON	1	H875LS	Brigade 800 Series Lat File 2-Drawer w/Storage Case 30W	255 Share Office	\$ 876.40	\$ 876.40	
				Lock Opts	.L	Standard Random Key Lock		
				Select Paint Color	\$(P1)	P1 Paint Opts		
				Select Grade 1 Paint	.S	Charcoal		
80	HON	4	HF23B	Black Removable Lock Core Kit	255 Share Office	\$ 20.80	\$ 83.20	
				Select Key Number	.X127E	127E		
Subtotal: \$ 3,251.22								
81	HON	1	HNL3072BUEP	72x30x29-1/2 Bullet Peninsula w/end panel	256 Share Office	\$ 580.39	\$ 580.39	
				Select Edge Detail	.G	Smooth Flat		
				Edgeband Color Selection	N	Mahogany		
				Select Top Laminate Color	\$(L1STD)	Grd L1 Standard Laminates		
				Select Grade 1 Laminate Finish	.N	Mahogany		
				Select Chassis Laminate Color	\$(L1STD)	Grd L1 Standard Laminates		
				Select Grade 1 Laminate Finish	.S	Charcoal		
82	HON	1	HPC190X	Park Ave Support Column for Bullet Jetty Boomerng Pen	256 Share Office	\$ 100.11	\$ 100.11	
				Select Column Paint	\$(P1)	P1 Paint Opts		
				Select Core Paint	.P	Black		

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
83	HON	1	HNLRC2454	54W x 24D Rectangle Worksurface	256 Share Office	\$ 222.79	\$ 222.79
				Select Edge Detail .G Smooth Flat			
				Edgeband Color Selection N Mahogany			
				Select Grommet Color .P Black			
				Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .N Mahogany			
84	HON	1	HNLMP5428	54W x 27-7/8H Modesty / Back Panel	256 Share Office	\$ 175.39	\$ 175.39
				Select Grommet Color .X No Grommet			
				Select Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
85	HON	1	HNLEP2428L	1-1/8Wx23-1/8Dx28-1/2H End Panel for 24D Left	256 Share Office	\$ 152.73	\$ 152.73
				Select Grommet Color .X No Grommet			
				Select Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
86	HON	1	H10502	10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D	256 Share Office	\$ 469.27	\$ 469.27
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
87	HON	1	H10504	10500 Series Floorstnding Full Ht Ped F/F 15-5/8W x 22-3/4D	256 Share Office	\$ 469.27	\$ 469.27
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
88	HON	1	H10524	10500 Series Access Strip	256 Share Office	\$ 121.67	\$ 121.67
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
89	HON	1	H875LS	Brigade 800 Series Lat File 2-Drawer w/Storage Case 30W	256 Share Office	\$ 876.40	\$ 876.40
							
				Lock Opts .L Standard Random Key Lock			
				Select Paint Color \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .S Charcoal			
90	HON	4	HF23B	Black Removable Lock Core Kit	256 Share Office	\$ 20.80	\$ 83.20
							
				Select Key Number .X128E 128E			
Subtotal: \$ 3,251.22							
91	HON	1	HNL3072BUEP	72x30x29-1/2 Bullet Peninsula w/end panel	261 Private Office	\$ 580.39	\$ 580.39
							
				Select Edge Detail .G Smooth Flat			
				Edgeband Color Selection N Mahogany			
				Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .N Mahogany			
				Select Chassis Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .S Charcoal			
92	HON	1	HPC190X	Park Ave Support Column for Bullet Jetty Boomerng Pen	261 Private Office	\$ 100.11	\$ 100.11
							
				Select Column Paint \$(P1) P1 Paint Opts			
				Select Core Paint .P Black			
93	HON	1	HNLRC2454	54W x 24D Rectangle Worksurface	261 Private Office	\$ 222.79	\$ 222.79
							
				Select Edge Detail .G Smooth Flat			
				Edgeband Color Selection N Mahogany			
				Select Grommet Color .P Black			
				Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .N Mahogany			
94	HON	1	HNLMP5428	54W x 27-7/8H Modesty / Back Panel	261 Private Office	\$ 175.39	\$ 175.39
				Select Grommet Color .X No Grommet			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Select Laminate Color	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	
95	HON	1	HNLEP2428R	1-1/8Wx23-1/8Dx28-1/2H End Panel for 24D Right	261 Private Office	\$ 152.73	\$ 152.73
				Select Grommet Color	.X	No Grommet	
				Select Laminate Color	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	
96	HON	1	H10502	10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D	261 Private Office	\$ 469.27	\$ 469.27
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	
97	HON	1	H10504	10500 Series Floorstnding Full Ht Ped F/F 15-5/8W x 22-3/4D	261 Private Office	\$ 469.27	\$ 469.27
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	
98	HON	1	H10524	10500 Series Access Strip	261 Private Office	\$ 121.67	\$ 121.67
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.S	Charcoal	
99	HON	1	H875LS	Brigade 800 Series Lat File 2-Drawer w/Storage Case 30W	261 Private Office	\$ 876.40	\$ 876.40
				Lock Opts	.L	Standard Random Key Lock	
				Select Paint Color	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.S	Charcoal	
100	HON	4	HF23B	Black Removable Lock Core Kit	261 Private Office	\$ 20.80	\$ 83.20
				Select Key Number	.X129E	129E	
						Subtotal: \$ 3,251.22	

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
101	HON	15	HMT3060G	Huddle 30x60 Table Top w/Edgeband	290 Computer Lab	\$ 255.20	\$ 3,828.00
				Select Grommet .G Grommets			
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHS Handspun Slate			
				Select Edge Color .K Platinum			
102	HON	15	HMBTLEG24	Huddle Fixed Height T-leg bas For 24" tops	290 Computer Lab	\$ 256.00	\$ 3,840.00
				Select Caster/Glide .G Glide			
				Select Paint Grade \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .P8T Titanium			
103	HON	15	HJTRGH24	24" Cable Management Tray - Black Only	290 Computer Lab	\$ 52.15	\$ 782.25
				Select Paint Color .P Black			
104	HON	30	HSLVTMR	Solve Task Mid Back ReActiv Back	290 Computer Lab	\$ 326.40	\$ 9,792.00
				Select Control Option .Y0 Basic SynchroTilt			
				Select Arm Type .N Armless			
				Select Caster Option .S Soft Caster			
				Select Back .0S Charcoal			
				Select Fabric \$(1) Grade 1 Uph			
				Upholstery Selection .DAPR Dapper			
				Dapper 19 Poppy			
				Select Lumbar .NL No Lumbar			
				Select base .SB Standard Base			
				Frame Paint Options .TI Titanium			
105	HON	1	HSLVSMR	Solve Stool Mid Back ReActiv Back	290 Computer Lab	\$ 369.07	\$ 369.07
				Select Control Option .Y0 Basic SynchroTilt			
				Select Arm Type .N Armless			
				Select Caster Option .S Soft Caster			
				Select Back .0S Charcoal			
				Select Fabric \$(1) Grade 1 Uph			
				Upholstery Selection .DAPR Dapper			





Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Dapper	19	Poppy	
				Select Lumbar	.NL	No Lumbar	
				Select base	.SB	Standard Base	
				Frame Paint Options	.TI	Titanium	
						Subtotal: \$ 18,611.32	
106	HON	15	HMT3060G	Huddle 30x60 Table Top w/Edgeband	291 Computer Lab	\$ 255.20	\$ 3,828.00
				Select Grommet	.G	Grommets	
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.LAHS	Handspun Slate	
				Select Edge Color	.K	Platinum	
107	HON	15	HMBTLEG24	Huddle Fixed Height T-leg bas For 24" tops	291 Computer Lab	\$ 256.00	\$ 3,840.00
				Select Caster/Glide	.G	Glide	
				Select Paint Grade	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.P8T	Titanium	
108	HON	15	HJTRGH24	24" Cable Management Tray - Black Only	291 Computer Lab	\$ 52.15	\$ 782.25
				Select Paint Color	.P	Black	
109	HON	30	HSLVTMR	Solve Task Mid Back ReActiv Back	291 Computer Lab	\$ 326.40	\$ 9,792.00
				Select Control Option	.Y0	Basic SynchroTilt	
				Select Arm Type	.N	Armless	
				Select Caster Option	.S	Soft Caster	
				Select Back	.OS	Charcoal	
				Select Fabric	\$(1)	Grade 1 Uph	
				Upholstery Selection	.DAPR	Dapper	
				Dapper	19	Poppy	
				Select Lumbar	.NL	No Lumbar	
				Select base	.SB	Standard Base	
				Frame Paint Options	.TI	Titanium	
110	HON	1	HSLVSMR	Solve Stool Mid Back ReActiv Back	291 Computer Lab	\$ 369.07	\$ 369.07
				Select Control Option	.Y0	Basic SynchroTilt	

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell	
				Select Arm Type .N Armless				
				Select Caster Option .S Soft Caster				
				Select Back .OS Charcoal				
				Select Fabric \$(1) Grade 1 Uph				
				Upholstery Selection .DAPR Dapper				
				Dapper 19 Poppy				
				Select Lumbar .NL No Lumbar				
				Select base .SB Standard Base				
				Frame Paint Options .TI Titanium				
Subtotal: \$ 18,611.32								
111	HON	15	HMT3060G	Huddle 30x60 Table Top w/Edgeband	292 Computer Lab	\$ 255.20	\$ 3,828.00	
				Select Grommet .G Grommets				
				Select Laminate \$(L1STD) Grd L1 Standard Laminates				
				Select Grade 1 Laminate Finish .LAHS Handspun Slate				
				Select Edge Color .K Platinum				
112	HON	15	HMBTLEG24	Huddle Fixed Height T-leg bas For 24" tops	292 Computer Lab	\$ 256.00	\$ 3,840.00	
				Select Caster/Glide .G Glide				
				Select Paint Grade \$(P1) P1 Paint Opts				
				Select Grade 1 Paint .P8T Titanium				
113	HON	15	HJTRGH24	24" Cable Management Tray - Black Only	292 Computer Lab	\$ 52.15	\$ 782.25	
				Select Paint Color .P Black				
114	HON	30	HSLVTMR	Solve Task Mid Back ReActiv Back	292 Computer Lab	\$ 326.40	\$ 9,792.00	
				Select Control Option .Y0 Basic SynchroTilt				
				Select Arm Type .N Armless				
				Select Caster Option .S Soft Caster				
				Select Back .OS Charcoal				
				Select Fabric \$(1) Grade 1 Uph				
				Upholstery Selection .DAPR Dapper				
				Dapper 19 Poppy				
				Select Lumbar .NL No Lumbar				
				Select base .SB Standard Base				
				Frame Paint Options .TI Titanium				

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell	
115	HON	1	HSLVSMR	Solve Stool Mid Back ReActiv Back	292 Computer Lab	\$ 369.07	\$ 369.07	
				Select Control Option .Y0 Basic SynchroTilt				
				Select Arm Type .N Armless				
				Select Caster Option .S Soft Caster				
				Select Back .OS Charcoal				
				Select Fabric \$(1) Grade 1 Uph				
				Upholstery Selection .DAPR Dapper				
				Dapper 19 Poppy				
				Select Lumbar .NL No Lumbar				
				Select base .SB Standard Base				
				Frame Paint Options .TI Titanium				
Subtotal: \$ 18,611.32								
116	HON	8	HMT1860G	Huddle 18x60 Table Top w/Edgeband	293 Nursing LPN Lab	\$ 199.60	\$ 1,596.80	
				Select Grommet .N No Grommets				
				Select Laminate \$(L1STD) Grd L1 Standard Laminates				
				Select Grade 1 Laminate Finish .LAHS Handspun Slate				
				Select Edge Color .K Platinum				
117	HON	8	HMBFLIP18L	Huddle Flip Top Base for 18x60 & 18x72 Tops	293 Nursing LPN Lab	\$ 375.20	\$ 3,001.60	
				Select Caster .C Casters				
				Select Paint Grade \$(P1) P1 Paint Opts				
				Select Grade 1 Paint .P8T Titanium				
118	HON	8	HMG1	Motivate 4-Leg Stack Chair-Set/2	293 Nursing LPN Lab	\$ 345.60	\$ 2,764.80	
				Select Arm Type .N No Arm				
				Select Caster Option .S Soft Caster				
				Select Shell Color .LA Lava				
				Select Frame Color .P7A Textured Charcoal				
119	HON	1	HSLVSMR	Solve Stool Mid Back ReActiv Back	293 Nursing LPN Lab	\$ 369.07	\$ 369.07	
				Select Control Option .Y0 Basic SynchroTilt				
				Select Arm Type .N Armless				

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Select Caster Option .S Soft Caster			
				Select Back .0S Charcoal			
				Select Fabric \$(1) Grade 1 Uph			
				Upholstery Selection .DAPR Dapper			
				Dapper 19 Poppy			
				Select Lumbar .NL No Lumbar			
				Select base .SB Standard Base			
				Frame Paint Options .TI Titanium			
						Subtotal: \$ 7,732.27	
120	HON	8	HMT1860G	Huddle 18x60 Table Top w/Edgeband	294 Nursing LPN Lab	\$ 199.60	\$ 1,596.80
				Select Grommet .N No Grommets			
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHS Handspun Slate			
				Select Edge Color .K Platinum			
121	HON	8	HMBFLIP18L	Huddle Flip Top Base for 18x60 & 18x72 Tops	294 Nursing LPN Lab	\$ 375.20	\$ 3,001.60
				Select Caster .C Casters			
				Select Paint Grade \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .P8T Titanium			
122	HON	8	HMG1	Motivate 4-Leg Stack Chair-Set/2	294 Nursing LPN Lab	\$ 345.60	\$ 2,764.80
				Select Arm Type .N No Arm			
				Select Caster Option .S Soft Caster			
				Select Shell Color .LA Lava			
				Select Frame Color .P7A Textured Charcoal			
123	HON	1	HSLVSMR	Solve Stool Mid Back ReActiv Back	294 Nursing LPN Lab	\$ 369.07	\$ 369.07
				Select Control Option .Y0 Basic SynchroTilt			
				Select Arm Type .N Armless			
				Select Caster Option .S Soft Caster			
				Select Back .0S Charcoal			
				Select Fabric \$(1) Grade 1 Uph			
				Upholstery Selection .DAPR Dapper			
				Dapper 19 Poppy			
				Select Lumbar .NL No Lumbar			
				Select base .SB Standard Base			






Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Frame Paint Options	.TI	Titanium	
						Subtotal: \$ 7,732.27	
124	HON	7	HMT1860G	Huddle 18x60 Table Top w/Edgeband	295 Nursing BNA Lab	\$ 199.60	\$ 1,397.20
				Select Grommet	.N	No Grommets	
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.LAHS	Handspun Slate	
				Select Edge Color	.K	Platinum	
125	HON	7	HMBFLIP18L	Huddle Flip Top Base for 18x60 & 18x72 Tops	295 Nursing BNA Lab	\$ 375.20	\$ 2,626.40
				Select Caster	.C	Casters	
				Select Paint Grade	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.P8T	Titanium	
126	HON	4	HMG1	Motivate 4-Leg Stack Chair-Set/2	295 Nursing BNA Lab	\$ 345.60	\$ 1,382.40
				Select Arm Type	.N	No Arm	
				Select Caster Option	.S	Soft Caster	
				Select Shell Color	.LA	Lava	
				Select Frame Color	.P7A	Textured Charcoal	
127	HON	1	HSLVSMR	Solve Stool Mid Back ReActiv Back	295 Nursing BNA Lab	\$ 369.07	\$ 369.07
				Select Control Option	.Y0	Basic SynchroTilt	
				Select Arm Type	.N	Armless	
				Select Caster Option	.S	Soft Caster	
				Select Back	.0S	Charcoal	
				Select Fabric	\$(1)	Grade 1 Uph	
				Upholstery Selection	.DAPR	Dapper	
				Dapper	19	Poppy	
				Select Lumbar	.NL	No Lumbar	
				Select base	.SB	Standard Base	
				Frame Paint Options	.TI	Titanium	
						Subtotal: \$ 5,775.07	
128	HON	1	HSLVSMR	Solve Stool Mid Back ReActiv Back	297A PT&MT Lab - Library	\$ 369.07	\$ 369.07

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Select Control Option	.Y0	Basic SynchroTilt	
				Select Arm Type	.N	Armless	
				Select Caster Option	.S	Soft Caster	
				Select Back	.0S	Charcoal	
				Select Fabric	\$(1)	Grade 1 Uph	
				Upholstery Selection	.DAPR	Dapper	
				Dapper	19	Poppy	
				Select Lumbar	.NL	No Lumbar	
				Select base	.SB	Standard Base	
				Frame Paint Options	.TI	Titanium	
						Subtotal:	\$ 369.07
129	HON	2	HFLSC2	Thin Profile Square Chair	297I Reception	\$ 881.07	\$ 1,762.14
							
				Select Upholstery	\$(1)	Grade 1 Uph	
				Grd 1 Uph	.APX	Apex	
				Apex	11	Tomato	
				Select Flock Base	.4S	4 Star Base	
				Flock Frame Opt	P7A	Textured Charcoal	
130	HON	2	HCWPT	15" x 17" Personal Table	297I Reception	\$ 211.64	\$ 423.28
							
				Laminate Grade Options	\$(L1STD)	Grd L1 Standard Laminate	
				Select Grade 1 Laminate Finish	.LAHP	Handspun Pearl	
				Select Edgeband Color	.K	Platinum	
				Paint Grade Options	\$(P2)	P2 Paint Opts	
				Select Grade 2 Paint	.PR8	Silver Texture	
						Subtotal:	\$ 2,185.42
131	HON	15	HMT3060G	Huddle 30x60 Table Top w/Edgeband	298 Classroom	\$ 241.60	\$ 3,624.00
							
				Select Grommet	.N	No Grommets	
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.LAHS	Handspun Slate	
				Select Edge Color	.K	Platinum	
132	HON	15	HMBTLEG24	Huddle Fixed Height T-leg bas For 24" tops	298 Classroom	\$ 256.00	\$ 3,840.00
							
				Select Caster/Glide	.G	Glide	
				Select Paint Grade	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.P8T	Titanium	

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
133	HON	8	HMS1	Motivate High Density Stacker-Sled Base-Set/4	298 Classroom	\$ 488.96	\$ 3,911.68
				Select Arm Type .N No Arm			
				Select Shell Color .LA Lava			
				Select Frame Color .P7A Textured Charcoal			
134	HON	3	HMSGLD	Motivate Glides for High-Density Stacker/Box 48	298 Classroom	\$ 38.40	\$ 115.20
135	HON	1	HSLVSMR	Solve Stool Mid Back ReActiv Back	298 Classroom	\$ 369.07	\$ 369.07
				Select Control Option .Y0 Basic SynchroTilt			
				Select Arm Type .N Armless			
				Select Caster Option .S Soft Caster			
				Select Back .OS Charcoal			
				Select Fabric \$(1) Grade 1 Uph			
				Upholstery Selection .DAPR Dapper			
				Dapper 19 Poppy			
				Select Lumbar .NL No Lumbar			
				Select base .SB Standard Base			
				Frame Paint Options .TI Titanium			
						Subtotal: \$ 11,859.95	
136	HON	15	HMT3060G	Huddle 30x60 Table Top w/Edgeband	299 Classroom Adult EDU	\$ 241.60	\$ 3,624.00
				Select Grommet .N No Grommets			
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHS Handspun Slate			
				Select Edge Color .K Platinum			
137	HON	15	HMBTLEG24	Huddle Fixed Height T-leg bas For 24" tops	299 Classroom Adult EDU	\$ 256.00	\$ 3,840.00
				Select Caster/Glide .G Glide			
				Select Paint Grade \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .P8T Titanium			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
138	HON	7	HMS1	Motivate High Density Stacker-Sled Base-Set/4	299 Classroom Adult EDU	\$ 488.96	\$ 3,422.72
				Select Arm Type .N No Arm			
				Select Shell Color .LA Lava			
				Select Frame Color .P7A Textured Charcoal			
139	HON	3	HMSGLD	Motivate Glides for High-Density Stacker/Box 48	299 Classroom Adult EDU	\$ 38.40	\$ 115.20
140	HON	1	HSLVSMR	Solve Stool Mid Back ReActiv Back	299 Classroom Adult EDU	\$ 369.07	\$ 369.07
				Select Control Option .Y0 Basic SynchroTilt			
				Select Arm Type .N Armless			
				Select Caster Option .S Soft Caster			
				Select Back .0S Charcoal			
				Select Fabric \$(1) Grade 1 Uph			
				Upholstery Selection .DAPR Dapper			
				Dapper 19 Poppy			
				Select Lumbar .NL No Lumbar			
				Select base .SB Standard Base			
				Frame Paint Options .TI Titanium			
						Subtotal: \$ 11,370.99	
141	HON	15	HMT3060G	Huddle 30x60 Table Top w/Edgeband	300 Lecture Lab	\$ 241.60	\$ 3,624.00
				Select Grommet .N No Grommets			
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHS Handspun Slate			
				Select Edge Color .K Platinum			
142	HON	15	HMBTLEG24	Huddle Fixed Height T-leg bas For 24" tops	300 Lecture Lab	\$ 256.00	\$ 3,840.00
				Select Caster/Glide .G Glide			
				Select Paint Grade \$(P1) P1 Paint Opts			
				Select Grade 1 Paint .P8T Titanium			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
143	HON	8	HMS1	Motivate High Density Stacker-Sled Base-Set/4	300 Lecture Lab	\$ 488.96	\$ 3,911.68
				Select Arm Type .N No Arm			
				Select Shell Color .LA Lava			
				Select Frame Color .P7A Textured Charcoal			
144	HON	2	HMSGLD	Motivate Glides for High-Density Stacker/Box 48	300 Lecture Lab	\$ 38.40	\$ 76.80
145	HON	1	HSLVSMR	Solve Stool Mid Back ReActiv Back	300 Lecture Lab	\$ 369.07	\$ 369.07
				Select Control Option .Y0 Basic SynchroTilt			
				Select Arm Type .N Armless			
				Select Caster Option .S Soft Caster			
				Select Back .OS Charcoal			
				Select Fabric \$(1) Grade 1 Uph			
				Upholstery Selection .DAPR Dapper			
				Dapper 19 Poppy			
				Select Lumbar .NL No Lumbar			
				Select base .SB Standard Base			
				Frame Paint Options .TI Titanium			
						Subtotal: \$ 11,821.55	
146	HON	30	HSSST-18B	SmartLink Seating 18" Stool Swivel Chair	301 Bio/Chem Lab	\$ 221.00	\$ 6,630.00
				Select Caster .H Hard			
				Select Shell Color .LA Lava			
147	HON	1	HSLVSMR	Solve Stool Mid Back ReActiv Back	301 Bio/Chem Lab	\$ 369.07	\$ 369.07
				Select Control Option .Y0 Basic SynchroTilt			
				Select Arm Type .N Armless			
				Select Caster Option .S Soft Caster			
				Select Back .OS Charcoal			
				Select Fabric \$(1) Grade 1 Uph			
				Upholstery Selection .DAPR Dapper			
				Dapper 19 Poppy			
				Select Lumbar .NL No Lumbar			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Select base	.SB	Standard Base	
				Frame Paint Options	.TI	Titanium	
							Subtotal: \$ 6,999.07
148	HON	2	HFLSC2	Thin Profile Square Chair	302 Student Lounge	\$ 881.07	\$ 1,762.14
							
				Select Upholstery	\$(1)	Grade 1 Uph	
				Grd 1 Uph	.APX	Apex	
				Apex	11	Tomato	
				Select Flock Base	.4S	4 Star Base	
				Flock Frame Opt	P7A	Textured Charcoal	
149	HON	2	HCWPT	15" x 17" Personal Table	302 Student Lounge	\$ 211.64	\$ 423.28
							
				Laminate Grade Options	\$(L1STD)	Grd L1 Standard Laminate	
				Select Grade 1 Laminate Finish	.LAHP	Handspun Pearl	
				Select Edgeband Color	.K	Platinum	
				Paint Grade Options	\$(P2)	P2 Paint Opts	
				Select Grade 2 Paint	.PR8	Silver Texture	
150	HON	1	HFTLC3384	Flock 33x84 Rectangle Laminate Top	302 Student Lounge	\$ 390.00	\$ 390.00
							
				Edge Type	.G	2MM Edge	
				Select Edge Color	K	Platinum	
				Grommet Selection	.N	No Grommet	
				Select Grade	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.LAHP	Handspun Pearl	
151	HON	1	HFDB29AN	Disc base for 29 1/2"h tables Use with 30" tops	302 Student Lounge	\$ 727.60	\$ 727.60
							
				Select Paint Color	\$(P2)	P2 Paint Opts	
				Select Grade 2 Paint	.PR8	Silver Texture	
152	HON	6	HFCG6	Flock Casual Guest	302 Student Lounge	\$ 406.19	\$ 2,437.14
							
				Select Upholstery	\$(3)	Grade 3 Uph	
				Grd 3 Uph	.SX	Moxie	
				Moxie	23	Basalt	
				Flock Frame Opt	.PR8	Silver Texture	

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
153	HON	1	HFTLD36	Flock 36 Diameter Round Laminate Top	302 Student Lounge	\$ 258.80	\$ 258.80
				Edge Type .G 2MM Edge			
				Select Edge Color K Platinum			
				Grommet Selection .N No Grommet			
				Select Grade \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHP Handspun Pearl			
154	HON	1	HFDB42B	Flock disc base for 41h stding tbl Use w/36"tops	302 Student Lounge	\$ 397.20	\$ 397.20
				Select Paint Color \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .PR8 Silver Texture			
155	HON	2	HFSS74L	Flock Stool 4-Leg	302 Student Lounge	\$ 451.84	\$ 903.68
				Select Upholstery \$(1) Grade 1 Uph			
				Grd 1 Uph .APX Apex			
				Apex 11 Tomato			
				Flock Frame Opt .PR8 Silver Texture			
156	HON	1	HFLML1DF	Dual Fabric Modular Left End	302 Student Lounge	\$ 982.61	\$ 982.61
				Flock Leg Opt .TS TaperedSq PR8 or P7A Frm			
				Select Back Upholstery \$(1) Grade 1 Uph			
				Grd 1 Uph .APX Apex			
				Apex 25 Basalt			
				Select Seat Upholstery \$(3) Grade 3 Uph			
				Upholstery Selection .SX Moxie			
				Moxie 46 Punch			
				Flock Frame Opt .P7A Textured Charcoal N/A caster			
157	HON	2	HFLMC1DF	Dual Fabric Modular Chair	302 Student Lounge	\$ 854.19	\$ 1,708.38
				Flock Leg Opt .TS TaperedSq PR8 or P7A Frm			
				Select Back Upholstery \$(1) Grade 1 Uph			
				Grd 1 Uph .APX Apex			
				Apex 25 Basalt			
				Select Seat Upholstery \$(3) Grade 3 Uph			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Upholstery Selection .SX Moxie			
				Moxie 46 Punch			
				Flock Frame Opt .P7A Textured Charcoal N/A caster			
158	HON	1	HFLMR1DF	Dual Fabric Modular Right End	302 Student Lounge	\$ 982.61	\$ 982.61
				Flock Leg Opt .TS TaperedSq PR8 or P7A Frm			
				Select Back Upholstery \$(1) Grade 1 Uph			
				Grd 1 Uph .APX Apex			
				Apex 25 Basalt			
				Select Seat Upholstery \$(3) Grade 3 Uph			
				Upholstery Selection .SX Moxie			
				Moxie 46 Punch			
				Flock Frame Opt .P7A Textured Charcoal N/A caster			
159	HON	1	HFTLD30	Flock 30 Diameter Round Laminate Top	302 Student Lounge	\$ 230.00	\$ 230.00
				Edge Type .G 2MM Edge			
				Select Edge Color K Platinum			
				Grommet Selection .N No Grommet			
				Select Grade \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHP Handspun Pearl			
160	HON	1	HFXB29A	Flock x-base for 29 1/2"h tables Use w/30" tops	302 Student Lounge	\$ 368.40	\$ 368.40
				Select Paint Color \$(P2) P2 Paint Opts			
				Select Grade 2 Paint .PR8 Silver Texture			
						Subtotal: \$ 11,571.84	
161	HON	6	HTLCVN3072	Preside 30x72 Chevron Top	303B Focus	\$ 312.00	\$ 1,872.00
				Select Edge .G 2MM Edgeband			
				Select Edge Finish K Platinum			
				Select Grommet ~ Undecided GROMMET Option			
				Select Laminate \$(L1STD) Grd L1 Standard Laminates			
				Select Grade 1 Laminate Finish .LAHP Handspun Pearl			
162	HON	6	HT29AL72	Preside 29.5H Angled Leg for 72W Top	303B Focus	\$ 732.80	\$ 4,396.80

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell	
				Paint Selection	\$(P2)	P2 Paint Opts		
				Select Grade 2 Paint	.PR6	Silver		
163	HON	12	HMN2	Motivate Nest/Stack Chair-Flex Bck-Uph Seat	303B Focus	\$ 362.24	\$ 4,346.88	
				Select Arm Type	.N	No Arm		
				Select Caster Option	.H	Hard		
				Select Back	.IF	4-Way Fog		
				Select Shell Color	.ON	Onyx		
				Select Upholstery	\$(3)	Grade 3 Uph		
				Upholstery Selection	.SMHMMLD	Meld		
				Meld	04	Knight		
				Select Frame Color	.PLAT	Platinum Metallic		
Subtotal: \$ 10,615.68								
164	HON	8	HCWPT	15" x 17" Personal Table	Hallway Lounge	\$ 211.64	\$ 1,693.12	
				Laminate Grade Options	\$(L1STD)	Grd L1 Standard Laminate		
				Select Grade 1 Laminate Finish	.LAHP	Handspun Pearl		
				Select Edgeband Color	.K	Platinum		
				Paint Grade Options	\$(P2)	P2 Paint Opts		
				Select Grade 2 Paint	.PR8	Silver Texture		
165	HON	14	HECSMSLBMF	Low-back Square	Hallway Lounge	\$ 1,345.93	\$ 18,843.02	
				Select Power Option	.N	None		
				Seat Cushion Fabric Opts	\$(3)	Grade 3 Uph		
				Grd 3 Uph	.SX	Moxie		
				Moxie	23	Basalt		
				Back Fabric Opts	\$(13)	Grade 13 Uph		
				Grd 13 Uph	.SCFSPNG	Ping Pong		
				Ping Pong	12	Bijou		
				Select Base Option	.P	Plinth		
				Select Base Color	P71	Black		
166	HON	12	HECSG	Ganging bracket (2/pk)	Hallway Lounge	\$ 47.24	\$ 566.88	

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
167	HON	4	HECSMAILBMF	Low-back Arrow In	Hallway Lounge	\$ 1,727.71	\$ 6,910.84
				Select Power Option	.N	None	
				Seat Cushion Fabric Opts	\$(3)	Grade 3 Uph	
				Grd 3 Uph	.SX	Moxie	
				Moxie	46	Punch	
				Back Fabric Opts	\$(1)	Grade 1 Uph	
				Grd 1 Uph	.APX	Apex	
				Apex	25	Basalt	
				Select Base Option	.P	Plinth	
				Select Base Color	P71	Black	
168	HON	2	HECSMTLBMF	Low-back Trapezoid	Hallway Lounge	\$ 1,473.33	\$ 2,946.66
				Select Power Option	.N	None	
				Seat Cushion Fabric Opts	\$(3)	Grade 3 Uph	
				Grd 3 Uph	.SX	Moxie	
				Moxie	46	Punch	
				Back Fabric Opts	\$(1)	Grade 1 Uph	
				Grd 1 Uph	.APX	Apex	
				Apex	25	Basalt	
				Select Base Option	.P	Plinth	
				Select Base Color	P71	Black	
169	HON	2	HTLSCULPIL1 660LML	Sculpt 16.5"x60" Pill Tbl -Low Mtl Legs Lam Top	Hallway Lounge	\$ 518.77	\$ 1,037.54
				Grommet Selection	.N	No Cutout	
				Laminate Selection	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.LOFT	Loft	
				Select Paint	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.P7A	Textured Charcoal	
				Caster Selection	.G	Glide	
170	HON	8	HFLSC2	Thin Profile Square Chair	Hallway Lounge	\$ 949.76	\$ 7,598.08
				Select Upholstery	\$(3)	Grade 3 Uph	
				Upholstery Selection	.SMHMMLD	Meld	
				Meld	05	Quill	
				Select Flock Base	.4S	4 Star Base	
				Flock Frame Opt	P7A	Textured Charcoal	

Ln#	Mfg Qty	Product	Description	Tag	Sell	Ext. Sell
					Subtotal: \$ 39,596.14	
			8.75% Sales Tax (EXEMPT)		\$ 0.00	\$ 0.00
			Prevailing Wage Assembly and Installation (ESTIMATE)		\$ 64,285.71	\$ 64,285.71
					Grand Total:	\$ 280,158.33

Terms & Conditions

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

Approved By: _____ Date: _____ Purchase Order: _____












Sarah Dean
 [Redacted]
 2203 E. Empire Street
 Suite A
 Bloomington IL 61704






Date: 2/3/2025
Project Name: Northwest Labs and Classrooms (102, 104, 106, 108)
Project Number:
Contract: HON 476626

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

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

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell	
1	HON	1	HSLVSMR	Solve Stool Mid Back ReActiv Back	Chem Lab 102	\$ 346.00	\$ 346.00	
								
				Select Control Option .Y0 Basic SynchroTilt				
				Select Arm Type .N Armless				
				Select Caster Option .S Soft Caster				
				Select Back .0S Charcoal				
				Select Fabric \$(1) Grade 1 Uph				
				Upholstery Selection .DAPR Dapper				
				Dapper 19 Poppy				
				Select Lumbar .NL No Lumbar				
				Select base .SB Standard Base				
				Frame Paint Options .TI Titanium				
2	HON	36	HSSST-18B	SmartLink Seating 18" Stool Swivel Chair	Chem Lab 102	\$ 207.19	\$ 7,458.84	
								
				Select Caster .S Soft Caster				
				Select Shell Color .LA Lava				
Subtotal: \$ 7,804.84								
3	HON	15	HMT1860G	Huddle 18x60 Table Top w/Edgeband	Chem Lab/Lecture 104	\$ 187.13	\$ 2,806.95	
								
				Select Grommet .N No Grommets				
				Select Laminate \$(L1STD) Grd L1 Standard Laminates				
				Select Grade 1 Laminate Finish .LAHD Handspun Dove				
				Select Edge Color .K Platinum				
4	HON	15	HMBTLEG18	Huddle Fixed Height T-leg base For 18" tops	Chem Lab/Lecture 104	\$ 240.00	\$ 3,600.00	
								
				Select Caster/Glide .C Casters				
				Select Paint Grade \$(P1) P1 Paint Opts				
				Select Grade 1 Paint .S Charcoal				

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell	
5	HON	15	HMG1	Motivate 4-Leg Stack Chair-Set/2	Chem Lab/Lecture 104	\$ 324.00	\$ 4,860.00	
								
				Select Arm Type .N No Arm				
				Select Caster Option .S Soft Caster				
				Select Shell Color .LA Lava				
				Select Frame Color .P7A Textured Charcoal				
6	HON	1	HSLVSMR	Solve Stool Mid Back ReActiv Back	Chem Lab/Lecture 104	\$ 346.00	\$ 346.00	
								
				Select Control Option .Y0 Basic SynchroTilt				
				Select Arm Type .N Armless				
				Select Caster Option .S Soft Caster				
				Select Back .OS Charcoal				
				Select Fabric \$(1) Grade 1 Uph				
				Upholstery Selection .DAPR Dapper				
				Dapper 19 Poppy				
				Select Lumbar .NL No Lumbar				
				Select base .SB Standard Base				
				Frame Paint Options .TI Titanium				
Subtotal: \$ 11,612.95								
7	HON	15	HMT1860G	Huddle 18x60 Table Top w/Edgeband	Chemistry Lab/Lecture 108	\$ 187.13	\$ 2,806.95	
								
				Select Grommet .N No Grommets				
				Select Laminate \$(L1STD) Grd L1 Standard Laminates				
				Select Grade 1 Laminate Finish .LAHD Handspun Dove				
				Select Edge Color .K Platinum				
8	HON	15	HMBTLEG18	Huddle Fixed Height T-leg base For 18" tops	Chemistry Lab/Lecture 108	\$ 240.00	\$ 3,600.00	
								
				Select Caster/Glide .C Casters				
				Select Paint Grade \$(P1) P1 Paint Opts				
				Select Grade 1 Paint .S Charcoal				
9	HON	15	HMG1	Motivate 4-Leg Stack Chair-Set/2	Chemistry Lab/Lecture 108	\$ 324.00	\$ 4,860.00	
								
				Select Arm Type .N No Arm				
				Select Caster Option .S Soft Caster				

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Select Shell Color	.LA	Lava	
				Select Frame Color	.P7A	Textured Charcoal	
10	HON	1	HSLVSMR	Solve Stool Mid Back ReActiv Back	Chemistry Lab/Lecture 108	\$ 346.00	\$ 346.00
							
				Select Control Option	.Y0	Basic SynchroTilt	
				Select Arm Type	.N	Armless	
				Select Caster Option	.S	Soft Caster	
				Select Back	.0S	Charcoal	
				Select Fabric	\$(1)	Grade 1 Uph	
				Upholstery Selection	.DAPR	Dapper	
				Dapper	19	Poppy	
				Select Lumbar	.NL	No Lumbar	
				Select base	.SB	Standard Base	
				Frame Paint Options	.TI	Titanium	
						Subtotal: \$ 11,612.95	
11	HON	12	HMT1860G	Huddle 18x60 Table Top w/Edgeband	Physics Lab/Lecture 106	\$ 187.13	\$ 2,245.56
							
				Select Grommet	.N	No Grommets	
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.LAHD	Handspun Dove	
				Select Edge Color	.K	Platinum	
12	HON	12	HMBTLEG18	Huddle Fixed Height T-leg base For 18" tops	Physics Lab/Lecture 106	\$ 240.00	\$ 2,880.00
							
				Select Caster/Glide	.C	Casters	
				Select Paint Grade	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.S	Charcoal	
13	HON	12	HMG1	Motivate 4-Leg Stack Chair-Set/2	Physics Lab/Lecture 106	\$ 324.00	\$ 3,888.00
							
				Select Arm Type	.N	No Arm	
				Select Caster Option	.S	Soft Caster	
				Select Shell Color	.LA	Lava	
				Select Frame Color	.P7A	Textured Charcoal	
14	HON	24	HSSST-18B	SmartLink Seating 18" Stool Swivel Chair	Physics Lab/Lecture 106	\$ 207.19	\$ 4,972.56
							

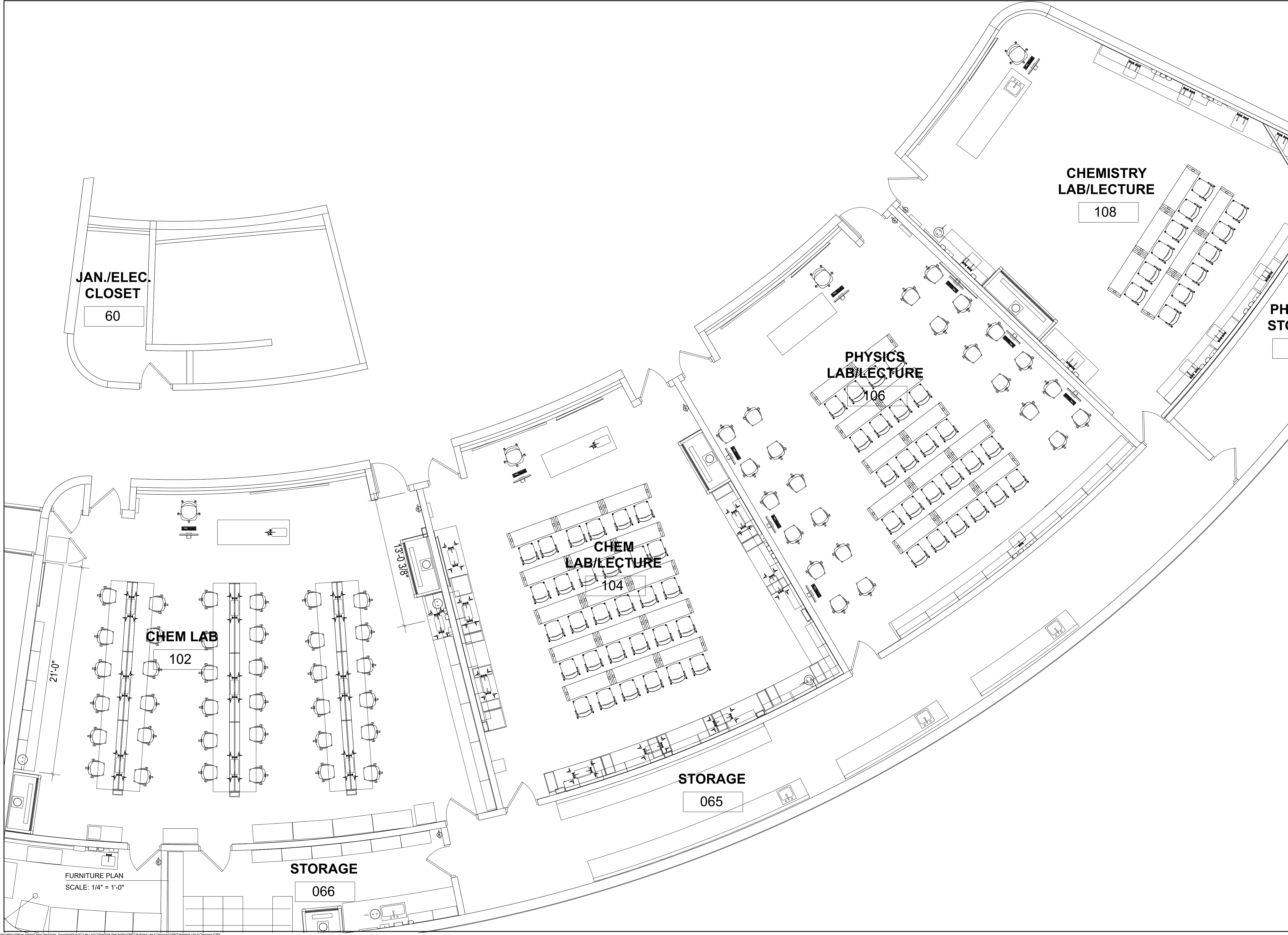
Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Select Caster	.S	Soft Caster	
				Select Shell Color	.LA	Lava	
15	HON	1	HSLVSMR	Solve Stool Mid Back ReActiv Back	Physics Lab/Lecture 106	\$ 346.00	\$ 346.00
				Select Control Option	.Y0	Basic SynchroTilt	
				Select Arm Type	.N	Armless	
				Select Caster Option	.S	Soft Caster	
				Select Back	.0S	Charcoal	
				Select Fabric	\$(1)	Grade 1 Uph	
				Upholstery Selection	.DAPR	Dapper	
				Dapper	19	Poppy	
				Select Lumbar	.NL	No Lumbar	
				Select base	.SB	Standard Base	
				Frame Paint Options	.TI	Titanium	
						Subtotal:	\$ 14,332.12
8.75% Sales Tax (EXEMPT)						\$ 0.00	\$ 0.00
Prevailing Wage Assembly and Installation						\$ 10,764.29	\$ 10,764.29
Grand Total:						\$ 56,127.15	

Ln#	Mfg Qty	Product	Description	Tag	Sell	Ext. Sell
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Terms & Conditions

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

Approved By: _____ Date: _____ Purchase Order: _____



JAN./ELEC.
CLOSET
60

CHEM LAB
102

CHEM
LAB/LECTURE
104

PHYSICS
LAB/LECTURE
106

CHEMISTRY
LAB/LECTURE
108

STORAGE
065

STORAGE
066

FURNITURE PLAN
SCALE: 1/4" = 1'-0"

REVISIONS:

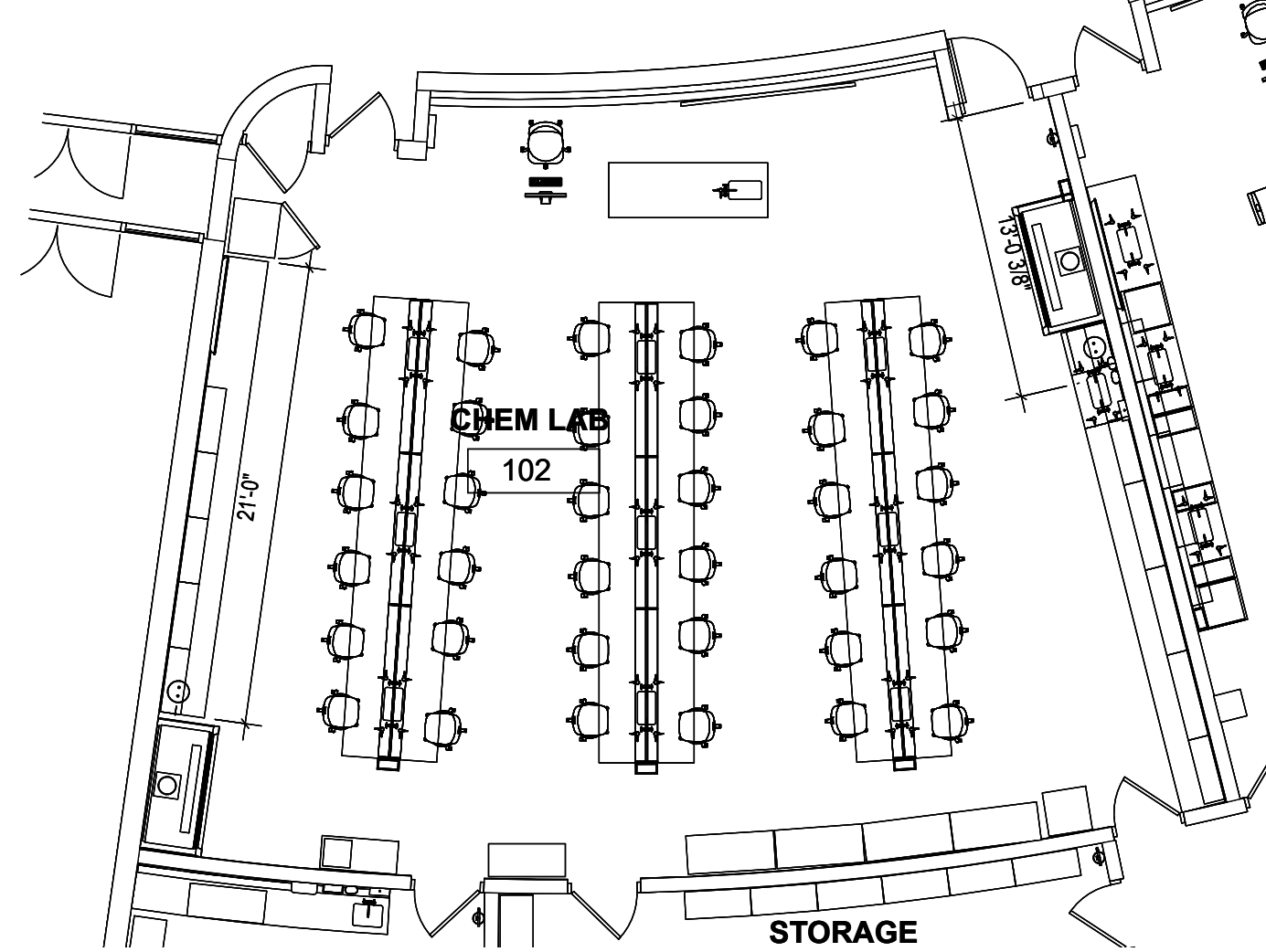
NO.	DATE	DESCRIPTION

DESIGNER: Kaleigh Pillsbury
 DATE: 12/19/2024
 SCALE: 1/4" = 1'-0"
 PROJECT #: [Order entry, Contract number]
 DWG NAME: 256875 Northwest Labs & Classrooms FURN
 SHEET #: 1/2
 ACCEPTED BY: _____
 CHECK BY: _____

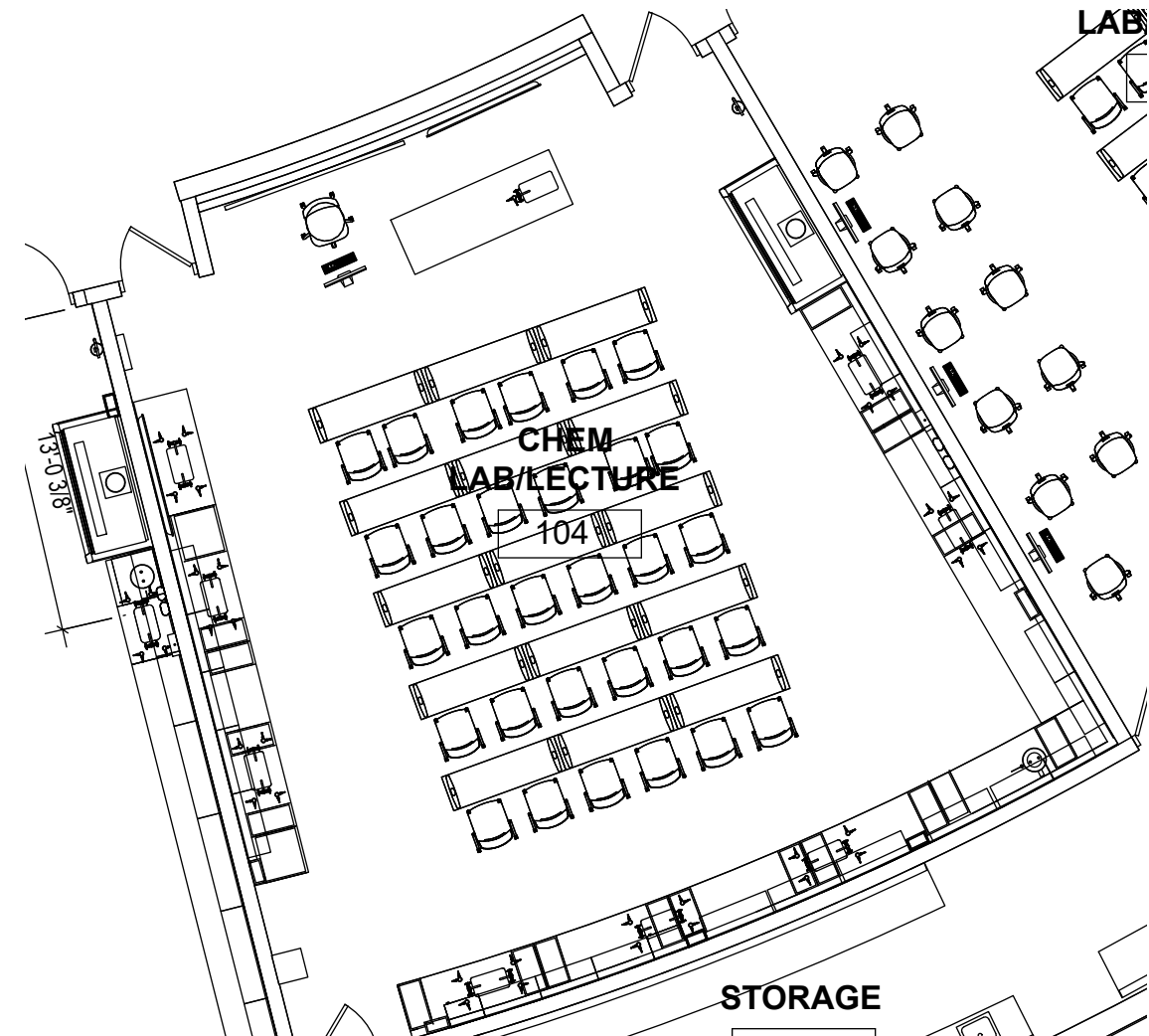
WIDMER INTERIORS
 2203 E. EMPIRE ST. SUITE A
 BLOOMINGTON, ILLINOIS
 309-454-7888
 WWW.WIDMERINTERIORS.COM

PROJECT: LAKE LAND COLLEGE
 NORTHWEST LABS & CLASSROOMS
 OVERALL FURNITURE PLAN

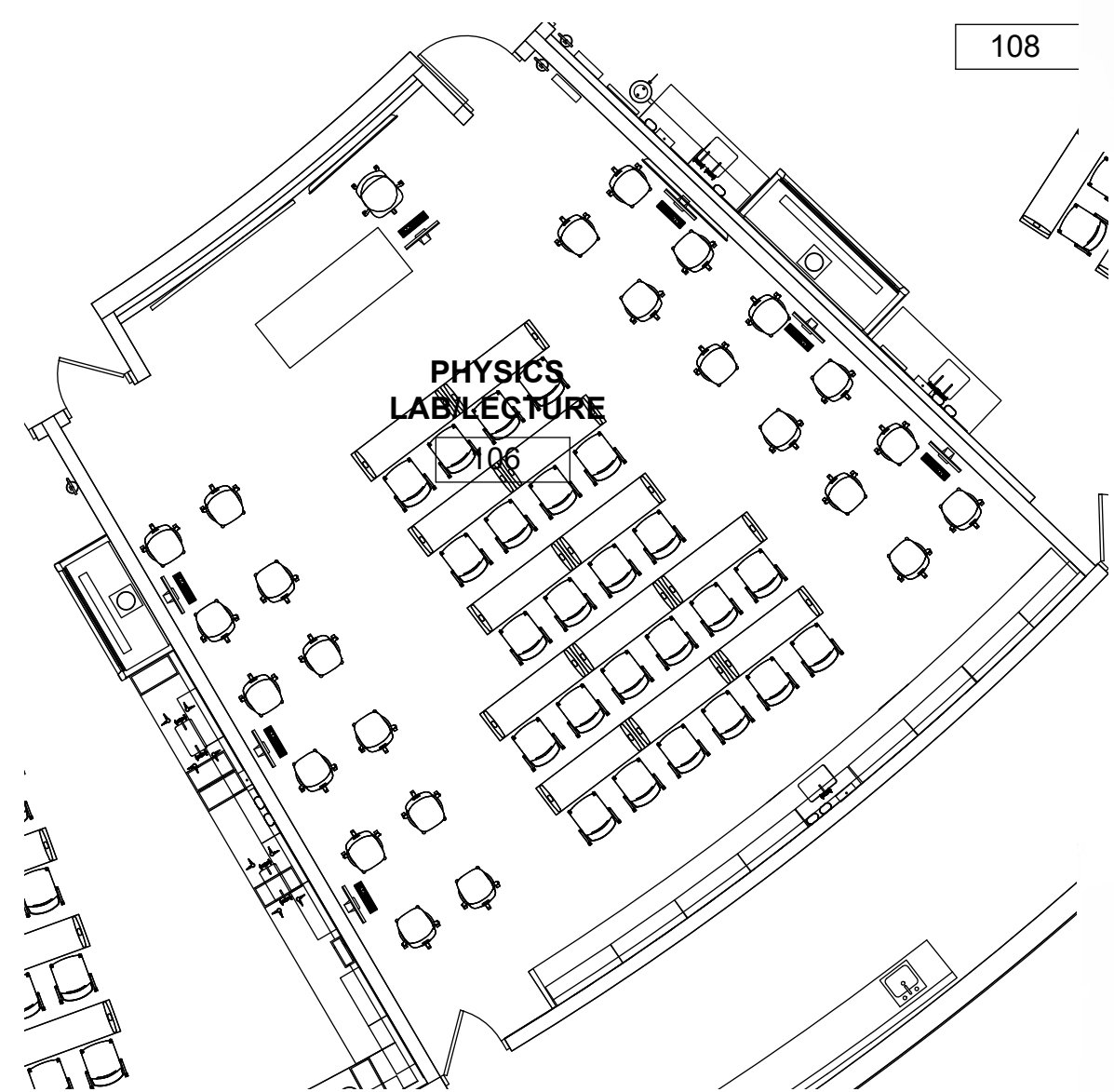
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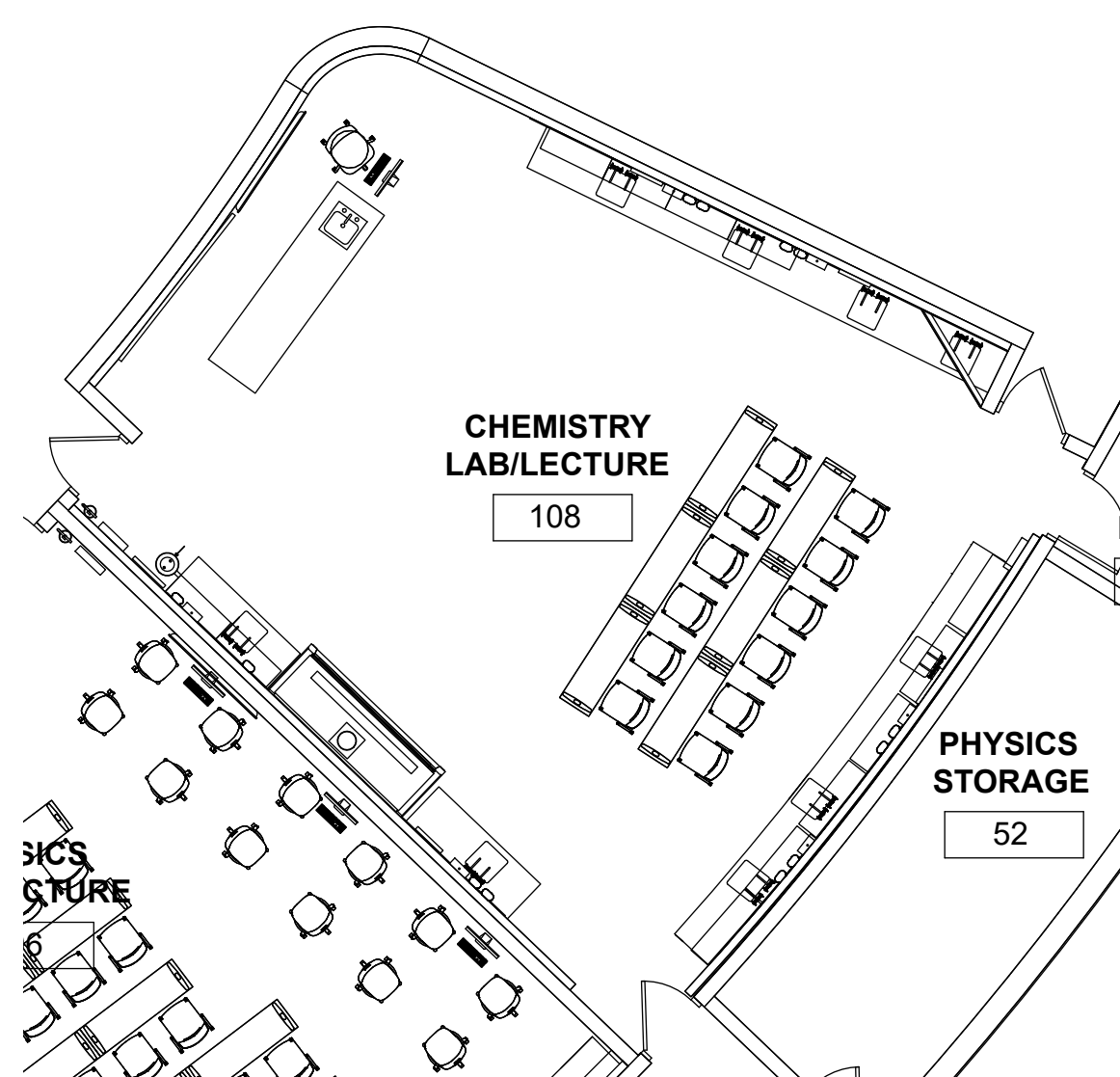
CHEM LAB 102
SCALE: 1/2" = 1'-0"



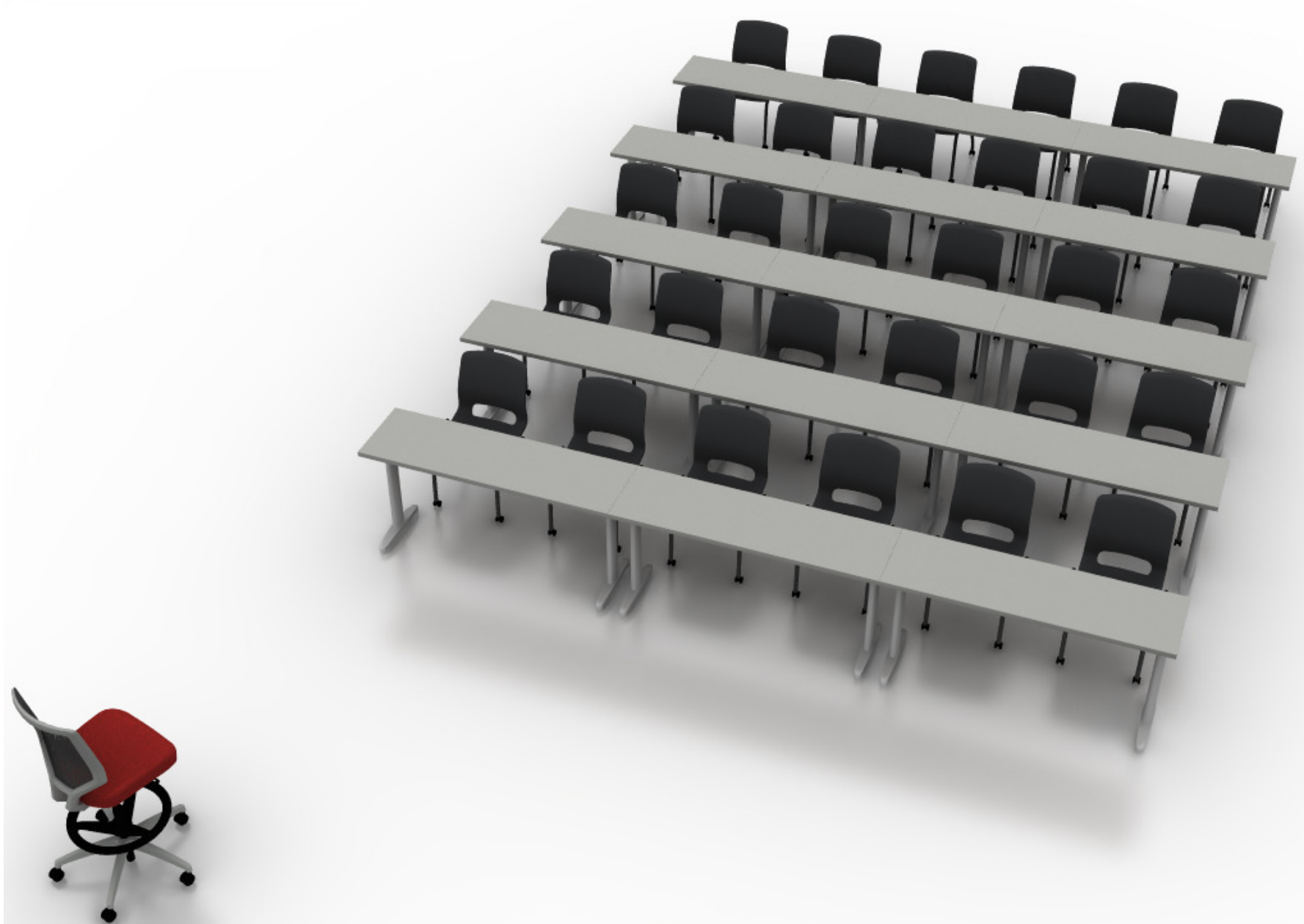
CHEM LAB/LECTURE 104
SCALE: 1/2" = 1'-0"



PHYSICS LAB/LECTURE 106
SCALE: 1/2" = 1'-0"



CHEMISTRY LAB/LECTURE 108
SCALE: 1/2" = 1'-0"



DESIGNER:	Kaleigh Pillsbury
DATE:	12/19/2024
SCALE:	1/2" = 1'-0"
PROJECT #:	[Order entry, Contract number]
DWG NAME:	256875 Northwest Labs & Classrooms FURN
SHEET #:	2/2
ACCEPTED BY:	_____
CHECK BY:	_____

WIDMER INTERIORS
 2203 E. EMPIRE ST., SUITE A
 BLOOMINGTON, ILLINOIS
 309-454-7888
 WWW.WIDMERINTERIORS.COM

LAKE LAND COLLEGE
 NORTHWEST LABS & CLASSROOMS
 FURNITURE PLANS & RENDERINGS

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**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
February 10, 2025**

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

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

Additional Appointments

The following employees are recommended for additional appointments

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

New Hire-Employees

The following employees are recommended for hire

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

College Work Study

Cornwell, Sallee	College Work-Study	1/22/25
Poulin, Dylan	College Work-Study	1/16/25

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Arena, Amanda	Manager of Bookstore and Course Material Op	1/28/25
Christian, Danny	Correctional Construction Occupations Inst	1/31/25
Helton, Robert	Associate Dean of Correctional Programs	1/31/25
Shoot, James	Groundskeeper	12/31/24

Shedosky, Erin	Custodian	2/10/25
Winkleblack, Lindsay	Nursing Instructor	12/13/24
Zumwalt, Macie	Correctional Office Assistant	1/3/25

Part-time

Arthur, Jacob	College Work-Study	9/25/24
Darimont, Erica	Dual Credit Instructor	5/30/24
Dickens-Montgomery, Amanda	Path Grant Support Service Provider	12/5/24
Humrichous, James	Dual Credit Instructor	5/30/24
King, Elizabeth	Dual Credit Instructor	5/30/24
Metzger, Michelle	Dual Credit Instructor	5/30/24
Mutamira, Tanatswa	Student Assistance Specialist	1/27/25
Nickel, Todd	Dual Credit Instructor	5/30/24
Saddoris, Kendra	Dual Credit Instructor	5/30/24
Shull, Ellie	College Work-Study	11/14/24
Stanley, Eric	College Work-Study	12/11/24
Upton, Sara	College Work-Study	12/13/24

Transfers/Promotions

The following employees are recommended for a change in position

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