

Lake Land College District No. 517

Board of Trustees
Agenda and Board Book
July 11, 2024
Regular Meeting No. 691



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. 691
Thursday, July 11, 2024, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon
Agenda

Routine.

Call to Order.

Roll Call.

Consent Item.

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

1. Approval of Minutes of June 10, 2024, Regular Meeting.
2. Approval of Minutes of June 10, 2024, Closed Session.
3. Approval of Agenda of July 11, 2024, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.

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

5. Destruction of Tape Recording of the January 9, 2023, Closed Session.

Hearing of Citizens, Faculty and Staff.

Committee Reports.

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

Business Items.

Non-Action Items.

Topic	Board Book Page Number(s)
1. Presentation of FY 2025 Budget.	
2. Athletic Department Honors.	27-31
3. Monthly Data Point Discussion – Impact of Grants and the Grants Annual Report.	32-36
4. Strategic Plan Bi-Annual Report.	
5. Proposed Revisions to Board Policy 05.05 - <i>Qualifications, Expectations, Duties, Requirements, Compensation, and Incentives for Adjunct Faculty.</i>	37-41
6. Calendar of Events.	42-43

Action Items.

Topic	Board Book Page Number(s)
1. Acceptance of May 2024 Financial Statements.	44-48
2. Declaration of Surplus Equipment or Item(s).	49
3. Approval of RAMP Document.	50-66
4. Approval of Resolution No. 0724-001 - Appointment of College Treasurer and Approval of Surety Bonds.	67-76
5. Approval of Resolution No. 0724-002 - Authorizing College Treasurer to Act as Fiscal Agent.	77-79
6. Approval of Resolution No. 0724-003 - Non-Corporate Agreement and Associated Person Information Forms for Delivery to Depository Wells Fargo Advisors, LLC.	80-96
7. Approval of Resolution No. 0724-004 - Signatory Card and "Corporate Authorization Resolutions" for Delivery to Depository First Mid Bank and Trust.	97-105
8. Acceptance of FY 2024 ICCB Noncredit Workforce Training Initiative Amendment Grant Funds.	106-108
9. Acceptance of Bid for Welding Equipment.	109-110
10. Acceptance of Bid for Automotive Lifts.	111-112
11. Acceptance of Bid for Printing and Mail Preparation of the Fall Magazine and Alumni Magazine.	113-114
12. Approval of Named Spaces Planner and Use of Funds.	115-116
13. Approval of Termination of Local Workforce Innovation Area (LWIA) 23 Chief Elected Official and Grant Recipient/Fiscal Agent Agreement.	

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| 14. Approval of Mutual Aid Agreement for Extreme
Emergency Response with the City of Effingham and
Effingham County. | 117-129 |
| 15. Approval of Proposed Revisions to Board Policy 05.37 –
<i>Employee Compliance Training.</i> | 130-131 |
| 16. Waive First Reading and Approve Proposed Revisions
to Board Policies 11.01 – <i>Affirmative Action/Equal
Opportunity</i> and 11.04.01 – <i>Prohibiting Sex-Based
Misconduct.</i> | 132-137 |
| 17. Closed Session.
Pursuant to Chapter 5 of the Illinois Compiled Statutes
Section 120/2(c)(1), closed session is called to discuss
the appointment, employment, compensation,
performance or dismissal of specific employees.

[Return to Open Session - Roll Call] | |
| 18. Approval of Human Resources Report as Discussed in
Closed Session. | 138-140 |

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

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



Regular Board Meeting No. 690
Board and Administration Center, Room 011
Mattoon, IL
June 10, 2024

Minutes

Call to Order.

Chair Cadwell called the June 10, 2024, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board and Administration Center, Mattoon, IL.

Roll Call.

Trustees Physically Present:

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

Trustees Absent:

Trustee Wright.

Others Participating via Telephonic or Electronic Means:

None.

Others Present:

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

Approval of Consent Items.

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

1. Approval of Minutes of May 13, 2024, Regular Meeting.
2. Approval of Minutes of May 13 2024, Closed Session.
3. Approval of Minutes of May 22, 2024, Board Retreat
4. Approval of Agenda of May 13, 2024, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	554,701.06
Building Fund	\$	53,946.36
Site & Construction Fund	\$	99,213.44
Bond & Interest Fund	\$	360,573.89
Auxiliary Services Fund	\$	21,588.33
Restricted Purposes Fund	\$	684,692.44
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	80,680.82
Student Accts Receivables	\$	41,955.28
Total	\$	1,897,351.62

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

6. Destruction of Tape Recording of the December 12, 2022, Closed Session and December 8, 2022, Buildings and Site Committee Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk said that she and Trustee Cadwell attended the 2024 ICCTA Convention in Chicago this past weekend. She said they participated in an informative seminar on the history of the Illinois Articulation Initiative (and other transfer topics). Trustee Walk said they also discussed some current legislation regarding common course numbering that will enable more transparency for which community college courses transfer to a four-year public university.

Trustee Walk said the group also learned about legislation regarding proposed changes to the law to allow community colleges to offer community college baccalaureate degrees in select fields and 24 states already have community college baccalaureate degrees. She said that ICCTA is focused on the areas of accessibility, affordability, economic development and workforce development as key reasons why community college baccalaureate degrees are important for students, parents, communities, and the state.

Resource & Development.

Trustee Reynolds, Committee Chair, said the Committee met on June 6, 2024, regarding items which will be discussed later in the agenda.

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 met on June 6, 2024, regarding some items which will be discussed later in the agenda. He also noted the administration provided several updates on the College's Master Facilities Plan.

Foundation.

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

- This year, the Foundation is excited to transition from our annual one-day golf outing to a year-round sponsorship program, Community Partners. This opportunity will allow for

more engagement and involvement with businesses and donors throughout the entire year.

- The 2024 Employee Giving Campaign is live and continues through the month of June. This year's campaign is the "Impact of 5", encouraging employees to participate, whether it's a one-time gift or gift through ongoing payroll deductions. Every dollar counts and helps to make a huge impact. Thanks to all employees who gave in the past, continue to give and those thinking about giving in the future.

Student Report

Ms. Abbie Kelly, Student Trustee, said that classes started back up again for the summer last week on June 3. She said the National Society of Leadership and Success just hit the 1,000-member mark since it started in 2017, which was started here at Lake Land College by Dr. Lynch. This is a very exciting milestone. Ms. Kelly said the Student Government Association is hosting a Red Cross blood drive on June 19 in conjunction with summer team building and the Juneteenth celebration. This will include: Calm App Group Meditation, vendor fair & food trucks, keynote speaker "Alex the Great", and a walk for freedom. She said welcome week is in the planning stage and is the first ever for Lake Land College, where there will be workshops, resources, goodies, and more. Welcome day is August 21 on campus and August 22 at Kluthe.

President's Report.

Dr. Bullock gave the following updates:

- The College did not receive a payment from the Illinois Department of Juvenile Justice (IDJJ) in April toward the FY 2024 outstanding balance. A total of \$174,926 remains outstanding for IDJJ.
- The College received a payment of \$559,744 from the Illinois Department of Corrections (IDOC) in April toward the FY 2024 outstanding balance. A total of \$916,912 remains outstanding for IDOC.
- In April, the College received payments from the State of Illinois for FY 2024 credit hour reimbursement of \$789,671 and equalization of \$587,861. A total of \$682,620 remains outstanding for credit hour reimbursement and \$998,012 for equalization.
- The College received no property tax payments in April.

Business - Non-action Items.

Monthly Data Point Discussion – Impact from the Workforce Solutions and Community Education Department.

Ms. Chris Strohl, Dean of Workforce Solutions and Community Education, highlighted data showing the impact of this department for the College district and how many people have been served by various services provided by this department.

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Proposed Revisions to Board Policy 05.37 – Employee Compliance Training.

Trustees heard a recommendation from Ms. Jean Anne Highland, Chief of Staff, for the Board to consider proposed revisions to the above-referenced Policy. Trustees received details of the proposed revisions which will add diversity, equity, inclusion and belonging to the list of annual employee compliance training and this training will also be required for new employees upon hire. Ms. Highland said these revisions also correct the title to match Board Policy 11.04.01 – *Prohibition of Sexual-Based Misconduct*.

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 July 2024 regular meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Additionally, Dr. Bullock reminded the Board about the August 12 regular meeting that is to be held at the Effingham Technology Center.

Action Items.

Approval of ICCB Program Review Report.

Trustees heard a recommendation from Ms. Highland for the Board to approve the 2024 ICCB Program Review Report. Ms. Highland provided highlights of the Report to the Trustees during the Board meeting.

Trustee Reynolds moved and Trustee Lilly seconded to approve as presented the FY 2024 ICCB Program Review Report for submission to the Illinois Community College Board.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

Motion carried.

Approval of Proposed Revisions to Board Policy 07.10.01 – *Financial Aid Standards of Satisfactory Progress*.

Dr. Bullock recommended the Board approve proposed revisions to Board Policy 07.10.01 – *Financial Aid Standards of Satisfactory Progress*. Trustees reviewed details of the proposed

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revisions. Dr. Bullock said the proposed revisions address recommendations from the Illinois Student Assistance Commission (ISAC) following a Program Review with ISAC in February 2024. He said ISAC recommended that we update our Satisfactory Academic Progress policy to better support our students in achieving the grade point average (GPA) required for graduation and better align with federal regulations.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented proposed revisions to Board Policy 07.10.01 – *Financial Aid Standards of Satisfactory Progress*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

Motion carried.

Acceptance of April 2024 Financial Statements.

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

Trustee Curtis moved and Trustee Lilly seconded to approve as presented the April 2024 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

Motion carried.

Declaration of Surplus Item(s) or Equipment.

Dr. Ike Nwosu, Vice President of Academic Services, requested the Board declare as surplus three outdated lifts used by the automotive program for instruction including:

- Two (2) Forward Manufacturing model # DP10a: Serial #: 143 FH 3709, 143 FH 3710 - purchased between 15 and 20 years ago.
- One (1) Benwil model # TPO-7: Serial #: 6402 - purchased in 1987.

Dr. Nwosu said the administration plans to pursue a bidding process in which the winning bid will include the removal of the old lifts and the installation of new lifts at the same time. He said

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the administration will bring approval of the bid for new lifts back to the Board for approval during the July 2024 regular meeting.

Trustee Curtis moved and Trustee Walk seconded to declare as surplus three lifts currently used by the Automotive Program so that these items may be disposed of in a manner most beneficial to the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

Motion carried.

Approval of Lease Agreement with Pana Community Unit School District #8.

Trustees heard a recommendation from Mr. Woodruff for the Board to approve a one-year extension with Pana Community Unit School District #8, as lessor, for property located at 600 East First Street, Pana, where the College offers its Western Region Center. He said the current lease agreement, which was provided to each trustee, expires June 30, 2024, and provides the option to renew the lease for one year (per section 2b) at the same terms of the current lease.

Trustee Lilly moved and Trustee Curtis seconded to approve as presented a one-year lease agreement with Pana Community Unit School District #8, as lessor, and the College, as lessee, for property located at 600 East First Street, Pana, in the amount of \$750 per month for the period July 1, 2024 through June 30, 2025, with the option to renew this lease agreement for the same terms for one additional year for the period July 1, 2025 through June 30, 2026.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

Motion carried.

Approval of Lease Agreement with Local Workforce Innovation Area 23.

Trustees heard a recommendation from Mr. Woodruff for the Board to approve a lease agreement with the Local Workforce Innovation Area 23, as lessee, for program operations located at the Workforce Development Center on the main campus. Trustees were provided

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the proposed lease agreement which specified a rent amount of \$1,616.25 per quarter for an area consisting of approximately 431 square feet, equating to \$15 per square foot. Mr. Woodruff noted the College is agreeing to be responsible for all maintenance, utilities and services related to the property.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the lease renewal agreement between the College, as lessor, and Local Workforce Innovation Area 23 as lessee, for the period July 1, 2024, through June 30, 2025, with a quarterly rent payment of \$1,616.25 for approximately 431 square feet of space at the College's Workforce Development Center of the main campus.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

Motion carried.

Approval of Three-Year Agreement with TalkLife Ltd for TalkCampus Student Mental Health Services.

Trustees heard a request from Dr. Valerie Lynch, Vice President of Student Services, along with reviewing a written recommendation from Mr. Tom Moll, Coordinator of Behavioral Health, for the Board to approve a three-year agreement with TalkLife Ltd of Bristol, England, in the amount of \$21,738, for TalkCampus subscriptions services for online mental health support and in person peer support. Trustees were provided the proposed agreement. Trustees learned our agreement with our current mental health service provider, TimelyCare, will expire on July 30, 2024, and ICCB has granted permission for the College to use remaining FY 2024 Mental Health Early Action on Campus (MHEAC) grant funds to transition to TalkLife effective August 1, 2024.

Trustee Curtis moved and Trustee Walk seconded to approve as presented a three-year agreement with TalkLife Ltd of Bristol, England, in the amount of \$21,738, for TalkCampus subscriptions services for online mental health support and in person peer support, with the subscription services to begin on August 1, 2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

Motion carried.

Approval of One-Year Renewal Agreement with Calm App for Student Use.

Trustees heard a request from Dr. Lynch along with reviewing a written recommendation from Mr. Moll for the Board to approve extending the subscription for the Calm App for student use for an additional year, extending beyond the current expiration date of February 6, 2025. Trustees received a copy of the proposed Calm App order form detailing the fees of \$43,240 for up to 2,350 student users for the period February 7, 2025 through February 6, 2026. She said this proposed cost would remain the same as the current year if the College agrees to renew early. Dr. Lynch said that Mr. Moll reported that student use of the Calm App has increased by 5.3% in the past twelve months, with a total of 60,684 minutes of the Calm App being utilized by our students. She said Mr. Moll believes that providing the Calm App helps meet the mental health needs of our students and in meeting recommendations of the Mental Health Early Action on Campus grant. She reported that ICCB has granted permission for the College to use remaining FY 2024 MHEAC grant funds to extend the subscription for one more year beyond February 2025.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented extending the subscription for the Calm App for student use for an additional year, at a total cost of \$43,240, for the period February 7, 2025 through February 6, 2026.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

Motion carried.

Delegation of Authority to President to Provide or Secure Education Services.

Trustees heard a request by Dr. Bullock that the Board grant authority to him, as College President, to provide or secure education services per Board Policies 10.01 and 02.03. He said examples include cooperative agreements for alternative schools and agreements with clinical sites.

Trustee Lilly moved and Trustee Walk seconded to delegate authority to the College President to enter into contracts or agreements during FY 2025 to provide or secure education services per Board Policies 10.01 and 02.03.

There was no further discussion.

Roll Call Vote:

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

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No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

Motion carried.

Approval of Resolution No. 0624-018 Authorizing Treasurer to Transfer Interest Earned from Working Cash.

Trustees heard a recommendation from Dr. Bullock and reviewed Resolution No. 0624-018 to authorize the Treasurer to transfer interest earned from the Working Cash Fund to the Operation and Maintenance Fund for the purpose of new building construction and to remunerate expenses by authority under the Illinois Public Community College Act.

Trustee Walk moved and Trustee Curtis seconded to approve as presented Resolution No. 0624-018 to authorize the College Treasurer to transfer interest earned from the Working Cash Fund to the Operation and Maintenance Fund for the purpose of new building construction and to remunerate expenses by authority under the Illinois Public Community College Act, Section 805/3-33. [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 and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

Motion carried.

Approval of Resolution No. 0624-019 Authorizing Treasurer to Invest Funds.

Trustees heard a recommendation from Dr. Bullock and reviewed Resolution No. 0624-019 to authorize the Treasurer of the College to invest funds.

Trustee Curtis moved and Trustee Lilly seconded to approve as presented Resolution No. 0624-019 to authorize the College Treasurer to invest funds in accordance with provisions of the Illinois Community College Act and the Investment of Public Funds Act. [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 and Walk.

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

Motion carried.

Approval of Base Salary Increase for Administrators, Supervisors and Support Staff, Excluding Correctional Centers.

Trustees reviewed a recommendation from Mr. Woodruff for the Board to approve a 4% base salary increase for our full-time administrative, supervisory, and support staff employees, excluding correctional center employees and employees in planned retirement. Mr. Woodruff said this increase will help address the College's strategic planning goal of becoming a preferred employer in our geographic area in terms of wages and benefits and also help address the continued inflationary increases in living expenses and the financial pressures these increases have placed on our employees.

Trustee Reynolds said the Resource and Development Committee met recently for an in-depth review of this recommendation and the Committee's consensus was to recommend to the Board approval of the proposed recommendation as presented.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented for FY 2025 a 4% base salary increase for our full-time administrative, supervisory, and support staff employees, excluding correctional center employees and employees in planned retirement.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

Motion carried.

Approval of FY 2025 Base Salary Schedule, Excluding Correctional Centers.

Trustees reviewed a recommendation from Ms. Dustha Wahls, Director of Human Resources, requesting the Board increase the starting salaries for new full-time employees to promote continued fairness and consistency across the institution. Trustees learned the proposed FY 2025 salary schedule reflects a 3.5% increase on the minimum starting salary compared to the FY 2024 schedule.

Trustee Reynolds said the Resource and Development Committee met recently for an in-depth review of this recommendation and the Committee's consensus was to recommend to the Board approval of the proposed recommendation as presented.

Trustee Walk moved and Trustee Reynolds seconded to approve as presented the FY 2025 Salary Grades and Ranges Schedule for administrative, supervisory and support staff, excluding Correctional Center employees.

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There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

Motion carried.

Approval of FY 2025 Part-time Rates and Stipends.

Trustees reviewed a memorandum from Ms. Wahls for the Board to approve the part-time rates and stipends for FY 2025. Trustees reviewed details of the part-time rates and stipends listing and learned the administration plans to update the part-time rates later this year and bring a recommendation back to the Board for consideration of new part-time rates effective January 1, 2025, thus aligning with state law requirements for minimum wage.

Trustee Reynolds said the Resource and Development Committee met recently for an in-depth review of this recommendation and the Committee's consensus was to recommend to the Board approval of the proposed recommendation as presented.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the proposed stipends for FY 2025 and part-time rates for the period July 1, 2024, through December 31, 2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

Motion carried.

Approval of Part-time Staff Hourly Increases.

Trustees reviewed a recommendation from Mr. Woodruff that the Board approve a 4.0% increase for our current part-time employees effective July 1, 2024, except for positions currently at the rate of \$14 per hour – the Illinois minimum wage rate. Trustees learned these minimum wage positions received a raise this past January from \$13 to \$14 per hour and the administration will plan to adjust these to \$15 per hour effective January 1, 2025, when the Illinois minimum wage increases.

Trustee Reynolds said the Resource and Development Committee met recently for an in-depth review of this recommendation and the Committee's consensus was to recommend to the Board approval of the proposed recommendation as presented.

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Trustee Reynolds moved and Trustee Lilly seconded to approve as presented a 4.0% increase for current part-time employees effective July 1, 2024, excluding part-time positions at the minimum wage level and part-time correctional center staff.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

Motion carried.

Approval of Performance Contract with Veregy for the Luther Student Center Chillers Replacement Project.

Trustee Curtis, Buildings and Site Committee Chair, presented a recommendation from Mr. Jeremy Moore, Facilities Planning Manager, for the Board to approve a performance contract with Veregy of St. Louis, Missouri, for an HVAC system upgrade of the Mechanical Plant in the Luther Student Center, at a total cost of \$436,405. He said this cost includes design documents, permitting, project management, insurance, warranty bonds and risk for the project.

Trustee Curtis said that Mr. Moore reported that it is critical to upgrade the HVAC system to restore and enhance our facility's cooling capacity and that this investment will provide long-term cost savings. Trustees were provided the proposed performance contract which detailed the estimated energy savings over time.

It was noted that because this performance contract with Veregy will be conducted through one of the public agencies authorized by the Illinois Intergovernmental Cooperations Act (Omnia or TIPS) that a formal bidding process is not necessary.

Trustee Curtis said that the Buildings and Site Committee previously met for an in-depth review of the need to replace the Chillers in the Luther Student Center.

Trustee Curtis moved and Trustee Lilly seconded to approve as presented a performance contract with Veregy of St. Louis, Missouri, for an HVAC system upgrade of the Mechanical Plant in the Luther Student Center, at a total cost of \$436,405.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

Motion carried.

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Approval of Proposal for HVAC Controllers Project.

Trustee Curtis presented a recommendation from Mr. Moore for the Board to approve the proposal received from Dynamic Controls, Inc. (DCI) of East Peoria, in the total amount of \$1,122,444, for the transition of our outdated and soon to be obsolete main campus Andover Continuum Building Automation System (BAS) to Schneider EcoStruxure along with performing power management and EcoStruxure migration to Microsoft Server 2022. Trustees reviewed the project proposal from DCI that details work to be performed in each facility on the College's main campus.

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

Trustee Curtis moved and Trustee Walk seconded to approve the proposal received from Dynamic Controls, Inc. (DCI) of East Peoria, in the total amount of \$1,122,444, for the transition of our outdated and soon to be obsolete main campus Andover Continuum Building Automation System (BAS) to Schneider EcoStruxure along with performing power management and EcoStruxure migration to Microsoft Server 2022.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

Motion carried.

Acceptance of Gift-in-kind Donations from the Foundation.

Trustees heard a recommendation from Dr. Bullock for the Board to accept from the Lake Land College Foundation two gift-in-kind donations including:

- A 2005 Subaru Forester vehicle valued at \$2,000 to be used by the Automotive Program. This was originally donated to the Foundation by Eli Cople of Teutopolis.
- An updated amount from the original gift-in-kind items donated on May 8, 2023 from the Patterson Technology Center, at a confidential amount. These items include miscellaneous office equipment, furniture and technology from their Effingham facility.

Dr. Bullock reported the Foundation has recently approved these gift-in-kind donations to the College.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the gift-in-kind donations from the Lake Land College Foundation including:

- A 2005 Subaru Forester vehicle valued at \$2,000 to be used by the Automotive Program. This was originally donated to the Foundation by Eli Cople of Teutopolis.

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- An updated amount from the original gift-in-kind items donated on May 8, 2023 from the Patterson Technology Center, at a confidential amount. These items include miscellaneous office equipment, furniture and technology from their Effingham facility.

The Board expressed appreciation to the two College partners who made these original donations to the Foundation.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

Motion carried.

Approval of Contract Renewal with AFSCME.

Trustees heard a recommendation from Ms. Dustha Wahls, Director of Human Resources, for the Board to approve a proposed contract renewal with American Federation of State, County and Municipal Employees (AFSCME) Council 31, AFL-CIO, for the period July 1, 2024, through June 30, 2027. Ms. Wahls said the College's ability to renew its contract with the Illinois Department of Corrections (IDOC) for providing educational services to inmates is dependent upon the College's renewed contract with AFSCME. During the Board meeting, Ms. Dustha Wahls, Director of Human Resources, highlighted proposed benefit changes and pay increases for various AFSCME clerical and instructor positions associated with the Correctional Programs.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the contract renewal with American Federation of State, County and Municipal Employees (AFSCME) Council 31, AFL-CIO for the period July 1, 2024 through June 30, 2027.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

Motion carried.

Approval of Contract Renewals for Educational Services with Illinois Department of Corrections.

Trustees heard a recommendation from Dr. Bullock to approve the proposed contract renewal with the Illinois Department of Corrections (IDOC) for the College's ongoing educational services for inmates at 23 of the state's correctional centers. Trustees received the supporting

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documents and a memo from Mr. Brandon Young, Dean of Correctional Programs South, requesting Board approval and detailing the 23 correctional centers involved with the contract. Mr. Young reported the total price of the contract is \$37,184,505.34, and the College will receive an indirect of 9% for each of the fiscal years, with a potential total of \$2,138,119.65.

Dr. Bullock requested the Board approve this contract renewal because of the positive community benefit resulting from providing education services to inmates and the fact that the College earns some revenue from the contract.

Trustee Curtis moved and Trustee Walk seconded to approve as presented the proposed contract renewals with the Illinois Department of Corrections (IDOC) in which the College will provide educational services for IDOC to inmates at 23 correctional centers throughout the state for the period July 1, 2024, through June 30, 2027.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

Motion carried.

Approval of Addendum to the College's Equity Plan.

Mr. Woodruff presented a recommendation of a proposed addendum to the College's equity plan. Dr. Bullock said this was discussed with Trustees during the recent Board Retreat and this addendum is a requirement that we must add to our Equity Plan Framework and submit to ICCB by June 30, 2024. He said the addendum addresses our Business Enterprise Program (BEP) procurement activities that support, promote, and encourage the economic development of minorities, women, and persons with disabilities participating in procurement as prime vendors and subcontractors. Mr. Woodruff said following Board approval, this addendum will be incorporated into our overall Equity Plan.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented an addendum to the College's equity plan to incorporate our Business Enterprise Program (BEP) procurement activities that support, promote, and encourage the economic development of minorities, women, and persons with disabilities participating in procurement as prime vendors and subcontractors. Dr. Bullock said this addendum will be submitted to ICCB and incorporated into the College's overall Equity Plan.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

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Absent: Trustee Wright.

Motion carried.

Approval of Three-Year Agreement with Mongoose Research for Texting, Chat and AI Assistant Services.

Mr. Woodruff presented a recommendation from Mr. David Stewart, Chief Information Officer, that the Board approve a three-year renewal agreement with Mongoose Research, Inc. of New York for the Cadence platform to continue providing student texting, chat, and now expand to AI Support Assistance, at a total cost of \$119,671 over the three-year period July 1, 2024 through June 30, 2027. Trustees were provided a memo detailing the annual cost and the proposed agreement.

Mr. Stewart reported that in June 2021 the College originally purchased a three-year agreement for texting and chat solutions with Mongoose, and that implementation of this tool has led to enhanced student engagement, improved administrative efficiency, and cost savings. Additionally, he reported that the platform's analytics capabilities, including a 98% deliverability rate and campaign success tracking, help improve the effectiveness of our communication strategies with students.

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

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented a three-year renewal agreement with Mongoose Research, Inc. of New York for the Cadence Platform to continue providing student texting, chat, and now expand to AI Support Assistance, at a total cost of \$119,671 over the three-year period July 1, 2024 through June 30, 2027.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

Motion carried.

Closed Session

7:13 p.m. – Trustee Curtis moved and Trustee Walk seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (21) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College and to review minutes of meetings lawfully closed under the Open Meetings Act.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

Motion carried.

Return to Open Session - Roll Call

7:31 p.m.

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

Trustees Absent: Trustee Wright.

Others Participating via Telephonic or Electronic Means: None.

Approval of Release or Non-release of Closed Session Minutes as Discussed in Closed Session.

Trustee Curtis moved and Trustee Walk seconded to approve the release of closed session minutes for section 1 of the March 11, 2024 meeting, section 1 of the April 8, 2024 meeting, and section 1 of the May 13, 2024 meeting; and not approve the release of closed session minutes for all other sections in the six-month review period since December 11, 2023 as the need for confidentiality still exists. This followed discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

Motion carried.

Approval of Separation Agreement and Release Between the Board of Trustees and a Tenured College Faculty Member as Discussed in Closed Session.

Trustee Cadwell moved and Trustee Walk seconded to approve as presented the Separation Agreement and Release between the Board of Trustees and Mr. Brian Lynch, a tenured College faculty member, thereby accepting his resignation from employment effective May 30, 2024. This followed discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

Motion carried.

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

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

Trustee Reynolds motioned and Trustee Curtis seconded to approve as presented the following standard Human Resources Report. This followed discussion on the topic held in closed session related only to the appointment of three full-time, tenure-track faculty members.

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

Bennett, Lisa	5/20/24-7/3/24
Bretscher, Emily	12/5/27-3/6/25
Bowen, Mercury	5/20/24-Intermittent
Huddleston, Lacy	10/8/24-1/1/25
Jarrell, Charlie	5/13/24-6/21/24
McKenzie, Michelle	5/28/24-7/5/24

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Koontz, Willow	Newspaper Editor - Student Newspaper Primary position College Work-Study	5/13/24
Perkins, Alexandria	Test Proctor Primary position College Work-Study	5/2/24

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Fatheree, Dustyn	IEL Instructor Primary position Director of Adult Education	5/8/24
Morlen, Andrew	Ast Baseball Coach Vol, Pt groundskeeper Primary position Fitness Center Specialist	4/11/24
Samuelson, Lauryn	Admissions and Records Commencement Ast Primary position Perkins Student Worker	5/10/24
Stolz, Timothy	Coordinator of Student Life IEL Instructor Primary position Student Life Specialist	5/14/24 5/8/24

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Therault, Emma Admissions and Records Commencement Ast 5/10/24
 Primary position Perkins Student Worker

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time Tenure Track		
Lucht, Sarah	Communication Instructor	8/16/24
Full-time		
Helmink, Jeanine	Administrative Assistant to Career Services	6/11/24
Paulson, Kristi	Dir of Fitness Center/Head Softball Coach	6/11/24
Part-time		
Arnold, Chad	Community Learning Instructor	6/3/24
Coad, Samantha	IDOC CPR Instructor	5/6/24
Hartke, Abby	Adjunct Faculty Humanities Division	8/16/24
Higgs, David	Technical Support Assistant	5/20/24
Justice, McKenzie	Newspaper Editor - Student Newspaper	5/10/24
Rubin, Ariel	Print Shop Technician Assistant	5/14/24
Tackett, Jennifer	Dual Credit Coordinator	4/9/24
Thomas, Joseph	Admissions and Records Commencement Ast	5/6/24

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Einhorn, Beth	Alternative Education Instructor	5/23/24
Hartke, Emily	Academic Counselor (Retired)	5/22/24
Redd, Michelle	Alternative Education Instructor	5/23/24
Reynolds, Theresa	Alternative Education Instructor	5/23/24
Shriver, Lindsay	Trio Destination College Outreach Advisor	5/31/24
Part-time		
Duckett, Amy	Cosmetology Clinical Instr (hourly)	4/17/24
Green, Bennett	Admissions and Records Commencement Ast	5/10/24
James, Asia	Admissions and Records Data Entry Assistant	5/2/24
Mriscin, Michael	Admissions and Records Commencement Ast	5/10/24
Roberts, Amaahd	Print Shop Technician Assistant	12/12/23
Robinson, James	Admissions and Records Commencement Ast	5/10/24
Songo, Divine	Library Assistant	5/9/24
Thomas, Joseph	Admissions and Record Commencement Ast	5/10/24

Transfers/Promotions

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The following employees are recommended for a change in position

	Position	Effective Date
Full-time Tenure Track		
Harley, Scott	John Deere Technology Instructor	8/16/24
	Transferring from Adj Fac Ag Division	8/16/24
Robison, Walter	Applied Engineering Technology Instructor	8/16/24
	Transferring from Technical Training Specialist	
Full-time		
Carter, Adam	CBI Training Specialist	7/1/24
	Transferring from Technical Training Specialist	
Suckow, Jeff	Police Sergeant	6/23/24
	Transferring from Police Officer	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly voted yes.

Absent: Trustee Wright.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Curtis moved and Trustee Reynolds seconded to adjourn the meeting at 7:34 p.m.

There was no further discussion.

Motion carried by unanimous voice vote.

Approved by:

 Board Chair

 Board Secretary

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

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



MEMO

TO: Dr. Valerie Lynch Vice President of Student Services
FROM: Bill Jackson Director of Athletics
CC: Jean Anne Highland
DATE: June 25, 2024
RE: 2023-2024 Athletic Accomplishments

Please see the attached document for many academic and athletic accomplishments for the 2023-2024 academic year.

Lake Land College
ATHLETIC DEPARTMENT HONORS 2023-2024

Academic Report

2024 NJCAA Academic Team (must have a team GPA of 3.00 or higher):
Softball, Volleyball, Women's Basketball, Baseball, Men's Basketball

2024 NJCAA All-Academic First Team (athlete with 24 credit hours with 4.00 GPA):

Brianna Hewing (Volleyball)
Ashley Pacheco (Volleyball)
Reese Brunken (Volleyball)
Kendall Mathews (Softball)
Drew DuPont (Baseball)
Clay Seal (Baseball)
Caralyn Farnam (Softball)

2024 NJCAA All-Academic Second Team (athlete with 24 credit hours with 3.80-3.99 GPA):

Ivy Ayers (Volleyball)
Thaylee Barry (Women's Basketball)
Sydney Richards (Women's Basketball)
Tinley Beecham (Softball)
Noah Dill (Baseball)
Collyn Ballard (Baseball)
Moises Rosario (Baseball)

2024 NJCAA All-Academic Third Team (athlete with 24 credit hours with 3.60-3.79 GPA):

Ashton Coleman (Volleyball)
Aaron Davis (Men's Basketball)
Salah Halawani (Men's Basketball)
Sean De Kovachich (Men's Basketball)
Hannah Parlier (Softball)
Ryder Johnson (Baseball)
Derek Konkel (Baseball)
Kiefer Tarnoki (Baseball)

Accumulative GPA of all of our athletes (132) for the 2023-2024 academic year: 3.13

By Sport: Volleyball – 3.39
Clay and Trap Shooting – 3.34
Women's Basketball – 3.33
Softball – 3.2
Men's Basketball – 3.05
Baseball – 3.01
Cheer – 2.79

Total number of athletes achieving a 3.0 or higher GPA for the 2023-2024 academic year: 83 of 132

By sport: Softball (15 of 24)
 Baseball (25 of 46)
 Women's Basketball (12 of 16)
 Volleyball (11 of 14)
 Men's Basketball (11 of 16)
 Cheer (5 of 10)
 Clay and Trap (4 of 6)

Athletic Sports Honors

Season Records

By Sport: Softball – 48/14
 Women's Basketball – 25/10
 Men's Basketball – 19/12
 Volleyball – 13/18
 Baseball – 30/24/1

Volleyball

Team Honors

NJCAA Academic Team

Individual Honors and Awards

NJCAA Division One All-Region 24:
 Great Rivers Athletic Conference All-Conference Team:

Women's Basketball

Team Honors

NJCAA Academic Team
 National Tournament Appearance (At Large Selection)

Individual Honors and Awards

NJCAA Division Two All-Region 24: Sydney Richards and Kate Littleton
 Midwest Athletic Conference All-Conference: Sydney Richards

Men's Basketball

Team Honors

NJCAA Academic Team

Individual Honors and Awards

NJCAA Division One All-Region 24: Tyler Chapman and Sean De Kovachich
 Great Rivers Athletic Conference All-Conference: Tyler Chapman and Sean De Kovachich

Softball

Team Honors

NJCAA Academic Team
 Great Rivers Athletic Conference Runner Up
 Region 24 and Midwest District Champion
 National Tournament Appearance

Individual Honors and Awards

Great Rivers Athletic Conference Team: Tinley Beecham 1st, Bella Atkinson 1st, Daryelin Rivas 2nd, Kynlee Griffith 2nd.
 Great Rivers Athletic Conference Player of the Year: Bryanna French
 Great Rivers Athletic Conference Freshman of the Year: Tia Durst
 NJCAA Division One All-Region 24: Bryanna French 1st, Tinley Beecham 1st, Tia Durst 1st, Daryelin Rivas 1st, Kendall Mathews 1st, Bella Atkinson 2nd.
 NJCAA Division One Region 24 Player of the Year: Bryanna French
 NJCAA Division One All-Region 24 Tournament Team: N/A
 Great Rivers Athletic Conference Coach of the Year: N/A
 NJCAA Division One Region 24 Coach of the Year: Coach Hendrix
 NFCA All Midwest Team: Bryanna French
 NFCA All American Team: Bryanna French 2nd.
 NJCAA Division One All American: Bryanna French 2nd

Baseball

Team Honors

NJCAA Academic Team

Individual Honors and Awards

Great Rivers Athletic Conference Team: Moises Rosario, Dickey Gonzalez
 NJCAA Division One Region 24 Gold Glove: Owen Anderson

Clay and Target Shooting

Team Honors

Fall 2023 Finished 2nd in the Conference
 Spring 2024 Finished 1st in the Conference

Individual Honors and Awards

4th Place Overall Season Average in League Mitch Haller
 1st Place Female Conference Season Average Morgan Buerster
 2nd Place Female Conference Season Average Macie Weichman
 1st Place Male Conference Season Average Mitch Haller
 2nd Place Male Conference Season Average Ethan Heuerman
 3rd Place Male Conference Season Average Kaiden Kohnert

Lakers Moving On

Baseball

Danny Cihocki – Northern Illinois University
Ben Benoit – University of Illinois at Springfield
Kannon Walker – University of Illinois at Springfield
Jack Tobin – University of Illinois at Springfield
Jack Armstrong – University of Southern Indiana
Owen Anderson – Eastern Illinois University
Moises Rosario – Oakland City University
Luis Pezzotti – Oakland City University
Ethan Clark – Southwest Baptist University
Collyn Ballard – Southern Illinois University at Edwardsville (Academic)

Volleyball

Ivy Ayers – Indiana Tech University
Vanessa Freitas – Governors State University
Brianna Hewing – Southern Illinois University at Edwardsville (Academic)

Men's Basketball

Aaron Davis – Purdue Northwest University
Tyler Chapman – Lincoln University
Enock Rosil -

Softball

Bryanna French – Eastern Illinois University
Bella Atkinson – Illinois State University
Tinley Beecham – Missouri S&T University
Kendall Mathews –
Meliana Heston –
Alyssa Walker -

Women's Basketball

Dori Frederick – Purdue University (Academic)
Kate Littleton – Lake Land College Dental Hygiene (Academic)
Isabella Hardiek – Eastern Illinois University (Academic)
Avery Fearday – Eastern Illinois University (Academic)
Trinity Wade – Milliken University

Clay and Target Shooting

Luke Romack – Southern Illinois University Edwardsville (Academic)
Mitch Haller – Southwestern Illinois College (Academic)



GRANTS OFFICE ANNUAL REPORT FOR FY2024

The last year has been quite busy for the Grants Office. Many new grant opportunities have arisen and have been awarded to the College. The grants office is coordinated by Dr. Bethany Craig, Grants Writer & Coordinator, and works in tandem with Dr. Lynn Breer, Director of Institutional Research and Reporting.

To summarize this fiscal year, from June 2023 through June 2024:

- Twenty-six grant proposals were submitted to federal agencies, state agencies and private foundations.
- Thirteen grants were awarded and eight additional grants have been submitted but have not announced an award decision at this time.
- Eight grant opportunities were reviewed but the College did not apply.
- Between July 2023 through June 2024, the College was awarded a total of \$1,753,379 in grant funding.

In addition to new funding, the office presented a Grant Writing 101 Workshop for the Neal Foundation in fall 2023 as well as a Grant Wise Workshop in Noble, Illinois for local municipalities and organizations in spring 2024. This fall, the office will present at the 2024 Nonprofit Executive Round Table for Executive Directors of nonprofit organizations sponsored by the Southeastern Illinois Community Foundation.

The tables below summarize the grants applied for and awarded, applied for and not awarded, and grant opportunities that were declined by the College. Those declined by the College feature an explanation of why those specific grants were not pursued.

It has been another busy and exciting year for the Grants Office. Thank you so much to faculty, staff, administration and the Board of Trustees for your continual support of grants for College projects.

FY24 Awarded Grant Proposals

Submission Deadline	Grantor/Project Name	Details and Activities	Requested	Status	Grant Type
July 2023	ISBE/Growing Agriculture Science Teachers (GAST) Grant	Recruit potential Agriculture teachers through mentoring partnerships and student internships	\$20,000	Awarded	Competitive
September 2023	Mattoon Area Industrial Development (M.A.I.D.)	Purchase of Mechanical Drives 1 Learning System with an accompanying hand-tool set, a Mechanical Drives 2 Learning System with a Tools and Viscosimeter set, a Laser Shaft Alignment Learning System, a Mechanical Drives 3 Learning System with Hand Tool package, a Mechanical Drives 4 Learning System, a hand tool package for pneumatic systems, and Click PLCs.	\$80,000	Awarded	Competitive
September 2023	ICCB/Pipeline for the Advancement of the Healthcare Workforce (PATH)	Provide student tuition assistance for passing coursework, provide equipment for healthcare programs, provide books for students along with assistance with fees for licensing exams as well as tutoring opportunities	\$572,660	Awarded	Non-Competitive
December 2023	ICCB/Innovative Bridge and Transition/RANGE	Establish an engineering pipeline for recruiting and enrolling 20 engineering students into an engineering student cohort	\$88,000	Awarded	Competitive
January 2024	ICCB/Perkins Leadership	Offer Career Exploration Summer Camp opportunities to in district students in grades 5 through 8	\$75,478.50	Awarded	Competitive
February 2024	ICCB/Rev Up EV	Faculty to attend electric vehicle training, develop curriculum for 3 new courses and purchase supplies and equipment for student use when servicing electric vehicles	\$89,999.56	Awarded	Competitive
February 2024	ICCB/Digital Instruction for Adult Education	Purchase translation devices, portable smartboards, wireless mice and keyboards for smartboards, MIFI and MIFI subscriptions, printer/scanner, chrome books and seats in programs such as Burlington English, IXL and Essential Ed	\$75,000	Awarded	Competitive
February 2024	IGEN Membership Grant	Upgrade Fieldhouse lighting for energy efficiency	\$15,000	Awarded	Non-Competitive

March 2024	ICCB/Access and Equity in Dual Credit Project	Market dual credit courses to students and parents not currently participating; provide tuition assistance to high school teachers who want to teach dual credit courses; purchase instructional materials and textbooks; provide at least one professional development activity for dual credit teachers and College Program Leads	\$127,500	Awarded	Competitive
April 2024	National Science Foundation (NSF) ATE	Create two levels of certification in automation through the Applied Engineering Technology Program; Automation Technician Specialist I and II certifications	\$349,741	Awarded	Competitive
April 2024	ICCB Noncredit Workforce Training Initiative	Purchase a new powered industrial truck (forklift) along with forklift accessories including a paper roll clamp, a carton clamp, and propane; hire a part time employee to help coordinate and teach the program, as well as a consultant to review training materials and curriculum and provide guidance to instructors.	\$100,000	Awarded	Competitive
June 2024	ICCB Noncredit Workforce Training Initiative Amendment	Purchase upgraded software support and modules for the College noncredit program registration software	\$20,000	Awarded	Competitive

* Some grant information has been withheld in order to respect the confidentiality of donors.

FY24 Grant Proposals applied for but did not receive

Submission Deadline	Grantor/Project Name	Details and Activities	Requested	Status	Grant Type
August 2023	IBHE Cooperative Work Study Program	Assist students in attaining job experience and provide local employers with workforce	\$50,000	Did not receive	Competitive
January 2024	Dept of Education	PIM/ERCA support and funding	\$1,068,460.00	Did not receive	Competitive
February 2024	The National Rifle Association (NRA)	Purchase supplies to support College Clay Shooting Team	\$20,000	Did not receive	Competitive
February 2024	ICCB CTE VR Equipment	Purchase virtual reality (VR) equipment, train faculty on equipment, and train students to use equipment	\$75,000	Did not receive	Competitive
May 2024	American Welding Society (AWS)	Purchase equipment to upgrade campus welding lab	\$24,941.15	Did not receive	Competitive
May 2024	ICCB Taking Back the Trades Round 2	Expand ERCA curriculum and purchase equipment, supplies and materials for expansion	\$353,516	Did not receive	Competitive

FY24 Grant proposals considered but did not apply

Submission Deadline	Grantor/Project Name	Details and Activities	Requested	Status	Grant Type
October 2023	Birth to Five Illinois	Establish new Early Childhood collaborations	\$80,000	Did not apply; grant would not support current preschool facility	Competitive
December 2023	DOE/National Center for Education Research (NCER)/Research and Development Center Program	Conduct rigorous research to understand the outcomes for all learners from early childhood education through postsecondary and adult education	\$10,000,000	Did not apply; grant asked for institutions to apply who conduct rigorous research	Competitive
January 2024	IDCEO	Help youth by offering career services, training and placement in employment and continued education opportunities	\$250,000	Did not apply; WIOA applied instead	Competitive
January 2024	USDA	Strengthen the capacity of higher education institutions in Insular Areas to carry out resident instruction, curriculum, and teaching programs in the food and agricultural sciences through distance education technology	\$20,000 to \$200,000	Did not apply; we are not considered an insular area per USDA	Competitive
February 2024	Illinois Humanities Vision grant	Provide funding for Campus Reads program; College decided on a different route for Campus Reads	\$2,000	Did not apply	Competitive
March 2024	ICCB/Illinois Adult Education and Literacy Professional Development Network support	Support Illinois Adult Education and Literacy Professional Development Network by being main point of contact, providing telephone support, email support, social media support, etc.	\$395,000	Did not apply	Competitive
March 2024	Illinois State Library Open Education Resources (OER) Grant	Create and provide ancillaries for OERs	\$150,000	Did not apply	Competitive
March 2024	DSEC STEM Education Consortium	Maintain GIS mapping of DSEC and other DoD STEM activities	\$37 million	Did not apply	Competitive

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: John Woodruff, Vice President for Business Services

DATE: June 18, 2024

RE: Update to Board Policy 05.05

Back in January, the College evaluated policies for the paid leave for all workers act and moved forward with a pilot program for adjunct faculty through Summer 2024. In evaluating the program, the College has elected to move forward with adding it to Board Policy 05.05 – *Qualifications, Expectations, Duties, Requirements, Compensation, and Incentives for Adjunct Faculty*. These policy revisions reflect the same parameters and requirements that were in the pilot program.

We submit this as first reading for your initial consideration. Please let me know if there are any questions.

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

Chairpersons of Divisions will identify and recommend, to the Vice President for Academic Services, adjunct faculty to fill vacancies and meet changing enrollment demands within each area of instruction or academic support. Adjunct faculty must meet the minimum qualifications and requirements as outlined in Board Policy 05.02.04.

Adjunct Faculty Expectations, Duties, Requirements and Compensation

Adjunct faculty will:

1. Teach course(s) in accordance with the requirements as detailed in the course descriptions and outlines.
2. The expectation for adjunct faculty members, as with all faculty members, is that for every hour an adjunct faculty member spends teaching in the classroom, an additional hour is spent outside of the classroom in preparation for teaching as well as grading, assessing student work, working with students, etc.
3. Develop a syllabus for each course taught which shall include an outline of course goals, methods of instruction, course content, reading materials, grading practices, and attendance policy. The syllabus will be distributed to each student in the course during the first week of classes.
4. Administer a final examination in each course taught during the designated final examination period.

5. Submit final grades to the Vice President for Academic Services.
6. Be reasonably available for individual student consultation.
7. Be subject to evaluation in a timely fashion as determined by administration.
8. Conduct student evaluations in each course in accordance with College procedures.
9. Be ineligible for College benefits, except as provided by law.
10. Be paid a rate established by the Board of Trustees and reviewed upon the recommendation of the President.
11. Receive a corresponding reduction in pay for absences from class and for whom a substitute instructor is assigned.
12. Be subject to Board Policy 05.02.06 covering oral English language proficiency.

Adjunct Faculty Incentives

Adjunct faculty will:

1. Be invited, if selected by their Division Chair, to participate in the graduation ceremony, including the wearing of cap and gown.
2. Receive a tuition waiver, upon request, equal to the credit hours of the course(s) taught, not to exceed three semester hours per semester. This tuition waiver is nontransferable and covers only tuition. Each adjunct faculty is responsible for all fees associated with the course. The waiver must be requested within one calendar year of the semester or term in which the waiver credit was earned.

3. Be included in employee development and in-service activities.
4. Be included in an adjunct faculty recognition program.
5. Receive, upon request, a season pass to athletic events.
6. Be eligible for the paid leave for adjuncts benefit program (PLA).
 - a. Adjunct faculty will be given the equivalent of .80 hours of PLA per equated credit hour taught each semester (as of 10th day) front loaded. For example, an adjunct faculty teaching a 3-credit hour course would earn 2.40 hours of PLA for that semester.
 - b. Adjunct faculty must notify their supervisor in advance of their absence. The leave time can be used for any reason.
 - c. Adjunct faculty must complete the absence form when requesting PLA. Adjunct faculty must use PLA in 2-hour increments. Leave time can only be submitted for a semester in which they are an active employee scheduled to teach with the College.
 - d. PLA will not be paid out at separation of employment or the end of the term.
 - e. Adjunct faculty who also work at the College in a full-time capacity are excluded from paid leave, as they already receive this benefit.
 - f. In accordance with Item #11 above, adjuncts will receive a corresponding reducing in pay for absences from class and for whom a substitute is assigned if they are without PLA to cover their absence.
 - g. No carryover will be permitted between academic years.

Non-Paid Clinical Instructors/Supervisors Incentives

Non-paid clinical instructors/supervisors will:

Be eligible for a one-semester-hour, nontransferable tuition waiver upon request for 120 clock hours of non-paid clinical supervision provided at a clinical site per year. Clinical instructors/supervisors are responsible for all registration and course fees. The waiver must be requested within one calendar year of the semester or term in which the waiver credit was earned.

Adopted November 9, 1998
Revised April 11, 2005
Revised April 8, 2013
Revised May 12, 2014
Revised December 12, 2016. Effective January 1, 2017.
Revised December 11, 2017-
Revised August 12, 2024

Calendar of Events

Thursday, July 11, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, August 8, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, August 12, 2024	5 p.m. – Board Dinner – Effingham Technology Center 6 p.m. – Board Meeting – Effingham Technology Center
Thursday, September 5, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, September 9, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 10, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, October 14, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, November 7, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, November 11, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 5, 2024	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011

Finance Committee Meeting

9 a.m. – Board and Administration Center, 011

Resource and Development Committee Meeting

10 a.m. – Board and Administration Center, 011

Monday, December 9, 2024

5 p.m. – Board Dinner – Foundation and Alumni Center

6 p.m. – Board Meeting – Board and Administration Center, 011



MEMO

TO: Dr. Josh Bullock, President

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

DATE: June 24, 2024

RE: May 2024 Financial Statement Summary

Please find below a summary of May actual results to the approved budget. We have now completed 11 months of the 2024 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.

May - Noteworthy Events Impacting Results

- Gift In Kind - Revenue and expenditures were impacted by \$182k of Gift in Kind as approved at previous Board meetings. \$75K was associated with the John Deere Ag Program and ~\$104K related to the Marshall, IL center lease.
- Revenue – Excluding the gift in kind recognition in May, revenue was unfavorable by \$10.6K and YTD unfavorable by \$165K. Favorable variance with YTD ICCB credit/equalization grants has offset the unfavorable YTD balance in tuition/fees as a result of the Fall '23 enrollment decline. CPPRT continues to trend unfavorable.
- Expenditures – Excluding the gift in kind expense recognition, we finished May \$308K unfavorable against budget. YTD remained favorable at just over \$3.2 million. The May uptick in expenditures was related to a 3rd week of payroll and several one-time expenditures of which the Board approved in May and June. I anticipate we'll see a similar uptick in June results related to the arrival and recognition of the additional one-time approved items in June.

Recommended motion: Approve as presented the May 2024 Financial Statements.

	May		YTD	
	<u>Actual V. Budget</u>		<u>Actual V. Budget</u>	
Total Revenue	\$172,191	●	\$17,764	●
Local Services	\$53,023	●	(\$825,510)	●
ICCB Credit Hour Grant	(\$31,581)	●	\$1,112,332	●
ICCB Equalization Grant	\$14,809	●	\$162,901	●
Other State Sources	(\$4,280)	●	(\$39,308)	●
Tuition & Fees	(\$121,177)	●	(\$1,115,190)	●
Other Revenue	\$78,558	●	\$539,702	●
Total Expenditures	(\$491,002)	●	\$3,386,187	●
Salaries & Wages	(\$143,020)	●	\$1,394,339	●
Employee Benefits (overall)	\$212,042	●	\$384,930	●
Instructional	(\$263,648)	●	\$601,220	●
Academic Support	(\$2,980)	●	\$42,166	●
Student Services	(\$11)	●	\$314,906	●
Public Service/Continuing Education	\$16,022	●	\$437,406	●
Operations & Maintenance	(\$84,876)	●	\$374,855	●
Institutional Support	(\$155,510)	●	\$1,975,161	●

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

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY23 Audited Numbers	FY24 Annual Budget
Revenues:										
167,607	114,583	53,023	Local Sources	11,582,227	12,407,738	(825,510)	-6.65%	11,532,066	11,745,262	12,522,321
305,439	337,020	(31,581)	ICCB Credit Hour Grant	4,819,553	3,707,222	1,112,332	30.00%	5,431,004	5,748,040	4,044,242
587,861	573,052	14,809	ICCB Equalization Grant	6,466,466	6,303,568	162,901	2.58%	5,990,692	6,535,300	6,876,620
33,012	37,292	(4,280)	Other State Sources	976,785	1,016,092	(39,308)	-3.87%	1,001,902	1,039,788	1,053,384
(185)	(723)	538	Tuition	7,871,510	8,632,290	(760,780)	-8.81%	7,390,705	7,387,982	8,632,290
(304)	121,411	(121,715)	Fees	3,999,313	4,353,724	(354,411)	-8.14%	3,677,453	3,693,382	4,428,591
181,259	102,700	78,558	Other Revenue	2,040,455	1,500,753	539,702	35.96%	1,632,321	2,248,695	1,612,595
182,838	-	182,838	Gift in Kind	182,838	-	182,838	0.00%	1,569,525	-	-
1,457,527	1,285,336	172,191	Total Revenues	37,939,150	37,921,386	17,764	0.05%	38,225,668	38,398,449	39,170,043
Expenditures:										
Instructional										
767,619	615,139	(152,479)	Salary and Wages	10,836,213	10,943,793	107,580	0.98%	10,752,659	10,843,156	11,357,239
93,625	200,952	107,326	Employee Benefits	2,002,959	2,154,157	151,198	7.02%	1,940,393	2,029,504	2,468,069
77,359	5,250	(72,109)	Contractual Services	419,049	650,615	231,566	35.59%	399,996	411,644	647,065
76,509	22,703	(53,806)	General Materials and Supplies	715,279	738,222	22,943	3.11%	502,524	589,523	708,945
10,556	1,858	(8,698)	Travel and Meeting Expenses	78,909	144,315	65,406	45.32%	70,007	77,291	145,769
7,875	-	(7,875)	Fixed Charges	55,310	99,375	44,065	0.00%	56,816	56,816	99,375
(1,993)	-	1,993	Capital Outlay	123,080	179,540	56,461	31.45%	16,168	16,816	172,877
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
78,000	-	(78,000)	Gift in Kind	78,000	-	(78,000)	0.00%	14,950	-	-
1,109,549	845,902	(263,648)	Total Instructional	14,308,797	14,910,017	601,220	4.03%	13,753,512	14,024,750	15,599,339
Academic Support										
51,807	48,343	(3,464)	Salary and Wages	608,211	608,757	546	0.09%	536,028	577,722	359,212
6,953	15,230	8,278	Employee Benefits	141,886	163,194	21,308	13.06%	121,556	126,263	61,120
-	-	-	Contractual Services	-	-	-	0.00%	6,450	6,450	-
8,834	3,079	(5,754)	General Materials and Supplies	207,520	217,921	10,401	4.77%	201,811	200,190	183,448
3,338	1,300	(2,038)	Travel and Meeting Expenses	31,089	41,000	9,911	24.17%	18,212	32,870	13,400
-	-	-	Fixed Charges	-	-	-	0.00%	-	-	-
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	-	-	-	0.00%	-	-	-
70,932	67,952	(2,980)	Total Academic Support	988,706	1,030,871	42,166	4.09%	884,057	943,494	617,180
Student Services										
160,954	148,303	(12,651)	Salary and Wages	1,956,068	2,112,098	156,031	7.39%	1,683,013	1,811,654	2,243,554
21,187	53,558	32,371	Employee Benefits	478,938	573,872	94,934	16.54%	443,569	440,073	601,523
-	-	-	Contractual Services	10,906	12,040	1,134	9.42%	11,743	11,743	12,040
16,711	5,571	(11,140)	General Materials and Supplies	93,857	133,879	40,022	29.89%	67,019	99,535	118,172
11,588	2,997	(8,591)	Travel and Meeting Expenses	100,830	123,465	22,635	18.33%	56,423	72,623	107,177
-	-	-	Fixed Charges	-	-	-	0.00%	-	-	15,000
-	-	-	Other Expenditures	14,850	15,000	150	1.00%	14,350	14,350	-
210,439	210,428	(11)	Total Student Services	2,655,448	2,970,354	314,906	10.60%	2,276,117	2,449,978	3,097,466
Public Service/Cont Ed										
41,336	54,971	13,635	Salary and Wages	432,520	659,656	227,136	34.43%	403,236	404,069	714,628
3,430	10,648	7,218	Employee Benefits	67,183	114,095	46,913	41.12%	65,753	84,506	124,744
12,030	3,500	(8,530)	Contractual Services	41,674	98,500	56,826	57.69%	98,140	108,714	102,000
7,207	12,205	4,998	General Materials and Supplies	91,697	182,564	90,867	49.77%	62,261	72,238	177,663
2,153	1,639	(514)	Travel and Meeting Expenses	18,494	31,753	13,258	41.76%	11,215	13,487	32,891
9,111	8,628	(484)	Fixed Charges	95,717	103,808	8,091	7.79%	97,453	105,633	106,232
-	-	-	Capital Outlay	13,195	12,000	(1,195)	-9.96%	-	-	12,000
-	-	-	Other	4,190	-	(4,190)	0.00%	-	50	-
300	-	(300)	G/K	300	-	(300)	0.00%	-	-	-
75,569	91,591	16,022	Total Public Service/ Cont Ed	764,971	1,202,376	437,406	36.38%	738,059	788,698	1,270,158
Operations & Maintenance										
90,270	104,698	14,427	Salary and Wages	1,071,955	1,255,009	183,054	14.59%	968,863	1,049,240	1,361,220
15,496	39,295	23,798	Employee Benefits	353,361	421,051	67,690	16.08%	330,662	346,178	460,345
17,792	13,969	(3,823)	Contractual Services	670,210	374,858	(295,352)	-78.79%	265,470	297,189	388,534
34,868	2,500	(32,368)	General Materials and Supplies	278,840	249,500	(29,340)	-11.76%	312,196	342,919	224,782
-	87	87	Travel and Meeting Expenses	255	2,203	1,948	88.41%	321	321	1,490
1,100	750	(350)	Fixed Charges	18,342	13,250	(5,092)	-38.43%	19,874	14,174	99,000
109,564	132,657	23,092	Utilities	1,271,789	1,600,222	328,433	20.52%	1,022,323	1,113,044	1,732,879
10,800	-	(10,800)	Capital Outlay	10,800	183,915	173,115	94.13%	4,396	4,396	-
-	5,000	5,000	Contingency Funds	660	55,000	54,340	98.80%	-	-	4,796
103,940	-	(103,940)	G/K	103,940	-	(103,940)	0.00%	-	-	60,000
383,830	298,955	(84,876)	Total Operation and Maint	3,780,153	4,155,008	374,855	9.02%	2,924,103	3,167,461	4,333,046
Institutional Support										
333,347	330,859	(2,488)	Salary and Wages	3,238,746	3,958,738	719,992	18.19%	2,966,548	3,704,402	4,280,633
67,780	100,830	33,050	Employee Benefits	1,085,544	1,088,431	2,888	0.27%	1,013,038	1,643,702	1,255,711
53,471	118,372	64,901	Contractual Services	1,391,899	2,082,582	690,683	33.16%	1,131,223	1,313,548	1,877,635
78,911	37,085	(41,826)	General Materials and Supplies	860,569	1,669,853	809,284	48.46%	1,566,284	1,697,994	2,035,050
5,569	3,615	(1,954)	Travel and Meeting Expenses	139,967	183,930	43,963	23.90%	120,790	116,193	146,577
685	2,000	1,315	Fixed Charges	15,940	221,832	205,891	92.81%	196,249	196,727	217,741
37,263	-	(37,263)	Capital Outlay	855,362	180,000	(675,362)	100.00%	45,178	779,132	290,000
132,752	32,375	(100,377)	Contingency Funds	984,744	1,024,908	40,164	3.92%	581,483	676,921	1,443,976
28,291	-	(28,291)	Other	642,682	503,375	(139,307)	100.00%	272,039	1,844,651	49,075
41,979	-	(41,979)	Strategic Initiatives	122,436	400,000	277,564	69.39%	15,054	17,458	-
-	-	-	One Time Budget Requests	-	-	-	0.00%	1,436,062	-	-
598	-	(598)	G/K	598	-	(598)	0.00%	1,554,775	-	-
780,647	625,137	(155,510)	Total Institutional Support	9,338,488	11,313,649	1,975,161	17.46%	10,898,721	11,990,727	11,596,398
-	-	-	Scholarships, grants, waivers	520,092	160,566	(359,526)	-223.91%	605,096	604,342	1,228,566
2,630,966	2,139,964	(491,002)	Total Expenditures	32,356,654	35,742,841	3,386,187	9.47%	32,079,665	33,969,451	37,742,153
(1,173,439)	(854,629)	(318,810)	Revenue Less Expenditures	5,582,496	2,178,546	3,403,951	156.25%	6,146,003	4,428,998	1,427,890
-	-	-	Transfers Out:	-	-	-	0.00%	-	1,717,310	1,427,890
(1,173,439)	(854,629)	(318,810)	Excess of Revenues over Expenditures & Transfers	5,582,496	2,178,546	3,403,951	156.25%	6,146,003	2,711,688	0

	Current Month			Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget Variance
1,445,332.63	1,302,312.96	(143,019.67)	Salary and Wages	18,143,712.12	19,538,051.01	1,394,338.89
208,471.16	420,512.74	212,041.58	Employee Benefits	4,129,869.32	4,514,799.78	384,930.46
160,652.14	141,091.29	(19,560.85)	Contractual Services	2,533,738.04	3,218,595.47	684,857.43
223,038.09	83,142.72	(139,895.37)	General Materials and Supplies	2,247,762.61	3,191,938.43	944,175.82
33,204.78	11,495.64	(21,709.14)	Travel and Meeting Expenses	369,544.85	526,666.37	157,121.52
18,771.92	11,377.50	(7,394.42)	Fixed Charges	185,309.20	438,264.00	252,954.80
109,564.34	132,656.53	23,092.19	Utilities	1,271,788.59	1,600,221.79	328,433.20
46,070.28	-	(46,070.28)	Capital Outlay	1,002,436.60	555,455.00	(446,981.60)
132,751.83	37,375.00	(95,376.83)	Contingency Funds	985,404.19	1,079,907.83	94,503.64
253,108.90	-	(253,108.90)	Other Expenditures	1,487,088.34	918,375.00	(568,713.34)
2,630,966.07	2,139,964.38	(491,001.69)	Total	32,356,653.86	35,582,274.68	3,225,620.82

Lake Land College

FY2024 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2024 Budgeted	FY24 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Salary and Wages - Instructional	\$10,836,213	\$10,943,793	\$107,580	\$11,357,239	\$10,696,673	\$11,357,239	\$660,566
Salary and Wages - Acad. Support	\$608,211	\$608,757	\$546	\$359,212	\$612,386	\$359,212	(\$253,174)
Salary and Wages - Stud. Svcs	\$1,956,068	\$2,112,098	\$156,031	\$2,243,554	\$2,220,533	\$2,243,554	\$23,021
Salary and Wages - Public Svc.	\$432,520	\$659,656	\$227,136	\$714,628	\$628,314	\$714,628	\$86,314
Salary and Wages - Maintenance	\$1,071,955	\$1,255,009	\$183,054	\$1,361,220	\$1,212,400	\$1,361,220	\$148,820
Salary and Wages - Inst. Support	\$3,238,746	\$3,958,738	\$719,992	\$4,280,633	\$3,980,226	\$4,280,633	\$300,407
Total Salary and Wages	\$18,143,712	\$19,538,051	\$1,394,339	\$20,316,486	\$19,350,532	\$20,316,486	\$965,954

Employee Benefits	Year to Date			FY2024 Budgeted	FY24 Projections		
	Actual	Budgeted	Variance		Projected Actual	Budgeted	Variance
Employee Benefits - Instructional	\$2,002,959	\$2,154,157	\$151,198	\$2,468,069	\$1,692,455	\$2,468,069	\$775,614
Employee Benefits - Acad. Support	\$141,886	\$163,194	\$21,308	\$61,120	\$138,889	\$61,120	(\$77,769)
Employee Benefits - Stud. Svcs	\$478,938	\$573,872	\$94,934	\$601,523	\$484,081	\$601,523	\$117,442
Employee Benefits - Public Svc.	\$67,183	\$114,095	\$46,913	\$124,744	\$92,956	\$124,744	\$31,788
Employee Benefits - Maintenance	\$353,361	\$421,051	\$67,690	\$460,345	\$380,796	\$460,345	\$79,549
Employee Benefits - Inst. Support	\$1,085,544	\$1,088,431	\$2,888	\$1,255,711	\$1,248,072	\$1,255,711	\$7,639
Total Employee Benefits	\$4,129,869	\$4,514,800	\$384,930	\$4,971,512	\$4,037,249	\$4,971,512	\$934,263



MEMO

TO: Dr. Josh Bullock, President

FROM: John Woodruff, Vice President for Business Services

CC:

DATE: June 20, 2024

RE: Surplus Items

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

- 2005 Club Cart (Serial Number NQO399-213328) – Used by the Technology department and was recently replaced due to maintenance and aging related concerns.
- Student Fitness Center Equipment – Two (2) treadmills, One (1) dumbbell rack, Two (2) weight racks, Two (2) exercise bikes, and Two (2) ellipticals. This is the result of replacing old (20+yrs) equipment with new and/or safer, technologically advanced equipment.
- Effingham Technology Center Cubicle Walls/Desks – In order to remove and prepare for the construction phase of the building, we are requesting surplus designation for the equivalent of 100 administrative cubicle walls/desks and 4 manager cubicle walls/desks that will not be repurposed by the College within ETC or other College facilities.
- Grasshopper Mower (**725D**) – This unit had exceeded its useful life and the College began seeing increased maintenance costs associated with keeping this mower operational. It had no trade-in value against the new mower.

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

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

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President
FROM: Madge Shoot, Comptroller
DATE: June 18, 2024
RE: Approval of FY 2026 RAMP Document

Included in the Board's packet is a copy of the FY 2026 Resource Allocation Management Program (RAMP) document which we wish to submit to the Illinois Community College Board. Funding is being requested for the following project:

Renovation of Existing Campus Buildings—this includes the rehabilitation of the Northwest Classroom Building, Northeast Classroom Building, West Classroom Building and the Lake Land College Library.

The Programmatic Justification sections of the RAMP document describe the benefits of the requested projects. These projects are vital to our continued ability to fulfill the mission of meeting the higher education needs of our students.

Recommended motion: Approve as presented the proposed FY 2026 RAMP document to be submitted to the Illinois Community College Board by July 31st, 2024.



Capital Project Application

Complete one application for each project.

District/College: Lake Land College

District #: 517-01

5 Digit Code (e.g., 50101)

ICCB Project # Identifier: 517-01R2024-1

District #, type (NC, R, SP, U, SI or DF), Fiscal Year – District Ranking # (e.g., 500-01NC2021-1)

Project Type: Remodel

(New Construction, Remodel, Site Purchase, Utilities, Site Improvement and Deferred Maintenance)

Project Title: Remodel of Northwest Classroom Building

District Project Rank # (1 of 3): 1 of 4

(Top 3 receive full prioritization points, 4 and beyond are reduced progressively)

Estimated Local Funds: \$3,670,000
(25% minimum)

Estimated State Funds: \$11,010,000

Estimated Total Funds: \$14,680,000

Budget Detail

BLDGS, ADDITIONS, AND/OR STRUCTURES:

LAND:

EQUIPMENT:

\$146,800

UTILITIES:

REMODELING & REHABILITATION:

SITE IMPROVEMENTS:

\$14,533,200

PLANNING:

Other:

TOTAL Funds Requested:

\$14,680,000

Project Scope:**Scope of work in building:**

This major remodeling project will include a comprehensive renovation of the Northwest Classroom Building. In addition, the project will remodel numerous spaces throughout the building including the ceilings, floors, doors and restrooms. The mechanical and electrical systems will also be improved to assure a comfortable learning environment, increase the efficiency of the lighting and to ensure a viable source of power for each room.

Scope of Work-On-Site**Plumbing**

Remodel toilets in restrooms.

Provide tempered water to faucets in restrooms.

Heating, Ventilating, and Air Conditioning (HVAC)

Extensive renovation of heating and air conditioning systems in the Northwest Classroom building.

Electrical

Upgrade duct bank and electrical service from existing power house.

Project Justification:

If project includes **Missing Core Campus Components** 1501.603 h)2); **Program Considerations** 1501.603 h)1); **Prior ICCB or State obligations** 1501.603 h)6) or **Structural Considerations** 1501.603 h)7), then please use this space for justification as this will greatly affect priority status.

Programs involved:

Math and Science
 Social Science
 Humanities
 Student Common Areas
 Student Study Areas
 Instructional Design

The original buildings on the Lake Land College campus were completed in the early 1970s. The college has made numerous, renovations and improvements in order to accommodate the growth in the number of students it serves, repair/replace inefficient or worn-out equipment, comply with federal and state laws relevant to disabled students, or update classroom space to facilitate a new instructional program. The college has attempted to address the maintenance and improvement projects in our existing buildings through the use of Protection, Health, and Safety funds, ADA funds, Capital Renewal Grants, as well as various college based budgetary funds. These projects have helped to address individual problems, but will not be sufficient to deal with many of the more serious structural, design, and mechanical issues the college faces as the buildings continue to age.

What will the project accomplish?

A comprehensive renovation project would allow the college the opportunity to better configure the designs of our classrooms to accommodate the changes in the learning process that have occurred from the early 1970s to today. Better lighting, acoustics, energy efficiency, and other enhancements would not only improve the quality of education to Lake Land College's students, but also greatly improve the appearance of these buildings.

How will the project meet the College's instructional objectives?

Lake Land College strives to provide its students with the highest quality education, in a modern and innovative learning environment. Having facilities that accommodate the growth of technology in the classroom is an integral part of today's demanding educational standards. Lake Land College's student growth has necessitated the addition of new buildings on our campus. New buildings, however, are only part of the equation. Lake Land College must maintain, and update its original buildings to ensure that all of its students have access to suitable facilities throughout the campus. Updated classroom space will ensure that a student taking a class in one of Lake Land College's original buildings has access to the same type of learning opportunities as the student taking a class in a newer structure.

How will the new or remodeled space better serve instructional/ programmatic areas as compared to existing facilities?

Renovated space will allow Lake Land College to offer the needed technology support to properly educate tomorrow's students. Many of the educational tools available today did not exist when the original campus buildings were constructed and wired in the early 1970s.

What facilities are already available?

The existing Luther Student Center, Northwest Classroom Building and Field House Buildings were completed in the early 1970s as part of the original campus. The Kluthe Center for Higher Education in

Additional Documentation Required Prior to Funding (this will be required before funding is released):

- For New Construction please see requirements referenced in Administrative Rules section 1501.603 b).
- For Remodel and Rehab please see requirements referenced in Administrative Rules section 1501.603 c).
- For Secondary Site Purchase please see requirements referenced in Administrative Rules section 1501.603 d).

Do project criteria meet Section 1501.603 a) of ICCB Administrative Rules?

Yes No

Does this project have the approval of your local governing board?

Yes No **Date of Board Meeting** July 11, 2024

District Contact Name: Madge Shoot

District Contact Email Address: mbailey1292@lakelandcollege.edu

District Contact Phone Number: 217-234-5375

Signature _____ *Date* _____



Capital Project Application

Complete one application for each project.

District/College: Lake Land College

District #: 517-01

5 Digit Code (e.g., 50101)

ICCB Project # Identifier: 517-01R2024-1

District #, type (NC, R, SP, U, SI or DF), Fiscal Year – District Ranking # (e.g., 500-01NC2021-1)

Project Type: Remodel

(New Construction, Remodel, Site Purchase, Utilities, Site Improvement and Deferred Maintenance)

Project Title: Remodel of Northeast Classroom Building

District Project Rank # (1 of 3): 2 of 4

(Top 3 receive full prioritization points, 4 and beyond are reduced progressively)

Estimated Local Funds: \$3,750,000
(25% minimum)

Estimated State Funds: \$11,250,000

Estimated Total Funds: \$15,000,000

Budget Detail

BLDGS, ADDITIONS, AND/OR STRUCTURES:

LAND:

EQUIPMENT:

\$150,000

UTILITIES:

REMODELING & REHABILITATION:

SITE IMPROVEMENTS:

\$14,850,000

PLANNING:

Other:

TOTAL Funds Requested:

\$15,000,000

Project Scope:**Scope of work in building:**

This major remodeling project will include a comprehensive renovation of the Northeast Classroom Building. In addition, the project will remodel numerous spaces throughout the building including the ceilings, floors, doors and restrooms. The mechanical and electrical systems will also be improved to assure a comfortable learning environment, increase the efficiency of the lighting and to ensure a viable source of power for each room.

Scope of Work-On-Site**Plumbing**

Remodel toilets in restrooms.

Provide tempered water to faucets in restrooms.

Heating, Ventilating, and Air Conditioning (HVAC)

Extensive renovation of heating and air conditioning systems in the Northeast Classroom building.

Electrical

Upgrade duct bank and electrical service from existing power house.

Project Justification:

If project includes **Missing Core Campus Components** 1501.603 h)2); **Program Considerations** 1501.603 h)1); **Prior ICCB or State obligations** 1501.603 h)6) or **Structural Considerations** 1501.603 h)7), then please use this space for justification as this will greatly affect priority status.

Programs involved:

Math and Science
 Social Science
 Humanities
 Student Common Areas
 Student Study Areas
 Instructional Design

The original buildings on the Lake Land College campus were completed in the early 1970s. The college has made numerous, renovations and improvements in order to accommodate the growth in the number of students it serves, repair/replace inefficient or worn-out equipment, comply with federal and state laws relevant to disabled students, or update classroom space to facilitate a new instructional program. The college has attempted to address the maintenance and improvement projects in our existing buildings through the use of Protection, Health, and Safety funds, ADA funds, Capital Renewal Grants, as well as various college based budgetary funds. These projects have helped to address individual problems, but will not be sufficient to deal with many of the more serious structural, design, and mechanical issues the college faces as the buildings continue to age.

What will the project accomplish?

A comprehensive renovation project would allow the college the opportunity to better configure the designs of our classrooms to accommodate the changes in the learning process that have occurred from the early 1970s to today. Better lighting, acoustics, energy efficiency, and other enhancements would not only improve the quality of education to Lake Land College's students, but also greatly improve the appearance of these buildings.

How will the project meet the College's instructional objectives?

Lake Land College strives to provide its students with the highest quality education, in a modern and innovative learning environment. Having facilities that accommodate the growth of technology in the classroom is an integral part of today's demanding educational standards. Lake Land College's student growth has necessitated the addition of new buildings on our campus. New buildings, however, are only part of the equation. Lake Land College must maintain, and update its original buildings to ensure that all of its students have access to suitable facilities throughout the campus. Updated classroom space will ensure that a student taking a class in one of Lake Land College's original buildings has access to the same type of learning opportunities as the student taking a class in a newer structure.

How will the new or remodeled space better serve instructional/ programmatic areas as compared to existing facilities?

Renovated space will allow Lake Land College to offer the needed technology support to properly educate tomorrow's students. Many of the educational tools available today did not exist when the original campus buildings were constructed and wired in the early 1970s.

What facilities are already available?

The existing Luther Student Center, Northwest Classroom Building and Field House Buildings were completed in the early 1970s as part of the original campus. The Kluthe Center for Higher Education in

Additional Documentation Required Prior to Funding (this will be required before funding is released):

- For New Construction please see requirements referenced in Administrative Rules section 1501.603 b).
- For Remodel and Rehab please see requirements referenced in Administrative Rules section 1501.603 c).
- For Secondary Site Purchase please see requirements referenced in Administrative Rules section 1501.603 d).

Do project criteria meet Section 1501.603 a) of ICCB Administrative Rules?

Yes No

Does this project have the approval of your local governing board?

Yes No **Date of Board Meeting** July 11, 2024

District Contact Name: Madge Shoot

District Contact Email Address: mbailey1292@lakelandcollege.edu

District Contact Phone Number: 217-234-5375

Signature _____ *Date* _____



Capital Project Application

Complete one application for each project.

District/College: Lake Land College

District #: 517-01

5 Digit Code (e.g., 50101)

ICCB Project # Identifier: 517-01R2024-4

District #, type (NC, R, SP, U, SI or DF), Fiscal Year – District Ranking # (e.g., 500-01NC2021-1)

Project Type: Remodel

(New Construction, Remodel, Site Purchase, Utilities, Site Improvement and Deferred Maintenance)

Project Title: West Building Remodel

District Project Rank # (1 of 3): 3 of 4

(Top 3 receive full prioritization points, 4 and beyond are reduced progressively)

Estimated Local Funds: \$5,000,000
(25% minimum)

Estimated State Funds: \$15,000,000

Estimated Total Funds: \$20,000,000

Budget Detail

BLDGS, ADDITIONS, AND/OR STRUCTURES:	<u>\$17,600,000</u>
LAND:	<u>\$0</u>
EQUIPMENT:	<u>\$800,000</u>
UTILITIES:	<u></u>
REMODELING & REHABILITATION:	<u>\$0</u>
SITE IMPROVEMENTS:	<u>\$0</u>
PLANNING:	<u></u>
Other:	<u>\$1,600,000</u>
TOTAL Funds Requested:	<u>\$20,000,000</u>

Project Scope:

Scope of work in building:

This major remodeling project will include a comprehensive renovation of the West Building. In addition, the project will remodel numerous spaces throughout the building including the ceilings, floors, doors and restrooms. The mechanical and electrical systems will also be improved to assure a comfortable learning environment, increase the efficiency of the lighting and to ensure a viable source of power for each room.

Scope of Work-On-Site

General

Site renovation includes minimal landscaping and sidewalks.

Plumbing

Remodel toilets in restrooms.

Provide tempered water to faucets in restrooms.

Heating, Ventilating, and Air Conditioning (HVAC)

Extensive renovation of heating and air conditioning systems in the West Building.

Electrical

Upgrade duct bank and electrical service from existing power house.

Upgrade building lighting to more efficient fixtures.

Project Justification:

If project includes **Missing Core Campus Components** 1501.603 h)2); **Program Considerations** 1501.603 h)1); **Prior ICCB or State obligations** 1501.603 h)6) or **Structural Considerations** 1501.603 h)7), then please use this space for justification as this will greatly affect priority status.

Programs involved:

Cosmetology
Agriculture
Technology

The West Building was completed in the early 2000s. The college has made numerous, renovations and improvements in order to accommodate the growth in the number of students it serves, repair/replace inefficient or worn-out equipment, comply with federal and state laws relevant to disabled students, or update classroom space to facilitate a new instructional program. The college has attempted to address the maintenance and improvement projects in our existing buildings through the use of Protection, Health, and Safety funds, ADA funds, Capital Renewal Grants, as well as various college based budgetary funds. These projects have helped to address individual problems, but will not be sufficient to deal with many of the more serious structural, design, and mechanical issues the college faces as the buildings continue to age.

What will the project accomplish?

A comprehensive renovation project would allow the college the opportunity to better configure the designs of our classrooms to accommodate the changes in the learning process that have occurred from the early 1970s to today. Better lighting, acoustics, energy efficiency, and other enhancements would not only improve the quality of education to Lake Land College's students, but also greatly improve the appearance of these buildings.

How will the project meet the College's instructional objectives?

Lake Land College strives to provide its students with the highest quality education, in a modern and innovative learning environment. Having facilities that accommodate the growth of technology in the classroom is an integral part of today's demanding educational standards. Lake Land College's student growth has necessitated the addition of new buildings on our campus. New buildings, however, are only part of the equation. Lake Land College must maintain, and update its original buildings to ensure that all of its students have access to suitable facilities throughout the campus. Updated classroom space will ensure that a student taking a class in one of Lake Land College's original buildings has access to the same type of learning opportunities as the student taking a class in a newer structure.

How will the new or remodeled space better serve instructional/ programmatic areas as compared to existing facilities?

Renovated space will allow Lake Land College to offer the needed technology support to properly educate tomorrow's students. Many of the educational tools available today did not exist when the original campus buildings were constructed and wired in the early 1970s. Also, allow for the introduction of a new program to train Barbers along with our Cosmetology students.

Additional Documentation Required Prior to Funding (this will be required before funding is released):

- For New Construction please see requirements referenced in Administrative Rules section 1501.603 b).
- For Remodel and Rehab please see requirements referenced in Administrative Rules section 1501.603 c).
- For Secondary Site Purchase please see requirements referenced in Administrative Rules section 1501.603 d).

Do project criteria meet Section 1501.603 a) of ICCB Administrative Rules?

Yes No

Does this project have the approval of your local governing board?

Yes No **Date of Board Meeting** July 11, 2024

District Contact Name: Madge Shoot

District Contact Email Address: mbailey1292@lakelandcollege.edu

District Contact Phone Number: 217-234-5375

Signature _____ *Date* _____



Capital Project Application

Complete one application for each project.

District/College: Lake Land College

District #: 517-01

5 Digit Code (e.g., 50101)

ICCB Project # Identifier: 517-01R2024-4

District #, type (NC, R, SP, U, SI or DF), Fiscal Year – District Ranking # (e.g., 500-01NC2021-1)

Project Type: Remodel

(New Construction, Remodel, Site Purchase, Utilities, Site Improvement and Deferred Maintenance)

Project Title: Library

District Project Rank # (1 of 3): 4 of 4

(Top 3 receive full prioritization points, 4 and beyond are reduced progressively)

Estimated Local Funds: \$4,000,000
(25% minimum)

Estimated State Funds: \$12,000,000

Estimated Total Funds: \$16,000,000

Budget Detail

BLDGS, ADDITIONS, AND/OR STRUCTURES:	<u>\$14,080,000</u>
LAND:	<u>\$0</u>
EQUIPMENT:	<u>\$640,000</u>
UTILITIES:	<u></u>
REMODELING & REHABILITATION:	<u>\$0</u>
SITE IMPROVEMENTS:	<u>\$0</u>
PLANNING:	<u></u>
Other:	<u>\$1,280,000</u>
TOTAL Funds Requested:	<u>\$16,000,000</u>

Project Scope:**Scope of work in building:**

This major remodeling project will include a comprehensive renovation of the Library. In addition, the project will remodel numerous spaces throughout the building including the ceilings, floors, doors and restrooms. The mechanical and electrical systems will also be improved to assure a comfortable learning environment, increase the efficiency of the lighting and to ensure a viable source of power for each room.

Scope of Work-On-Site***General***

Site renovation includes minimal landscaping and sidewalks.

Plumbing

Remodel toilets in restrooms.

Provide tempered water to faucets in restrooms.

Heating, Ventilating, and Air Conditioning (HVAC)

Extensive renovation of heating and air conditioning systems in the Library.

Electrical

Upgrade duct bank and electrical service from existing power house.

Upgrade building lighting to more efficient fixtures.

Project Justification:

If project includes **Missing Core Campus Components** 1501.603 h)2); **Program Considerations** 1501.603 h)1); **Prior ICCB or State obligations** 1501.603 h)6) or **Structural Considerations** 1501.603 h)7), then please use this space for justification as this will greatly affect priority status.

Programs involved:

All Educational Programs

The Library was remodeled in the early 2000s. The college has made numerous, renovations and improvements in order to accommodate the growth in the number of students it serves, repair/replace inefficient or worn-out equipment, comply with federal and state laws relevant to disabled students, or update classroom space to facilitate a new instructional program. The college has attempted to address the maintenance and improvement projects in our existing buildings through the use of Protection, Health, and Safety funds, ADA funds, Capital Renewal Grants, as well as various college based budgetary funds. These projects have helped to address individual problems, but will not be sufficient to deal with many of the more serious structural, design, and mechanical issues the college faces as the buildings continue to age.

What will the project accomplish?

A comprehensive renovation project would allow the college the opportunity to better configure the designs of our classrooms and meeting rooms to accommodate the changes in the learning process that have occurred from the early 1970s to today. Better lighting, acoustics, energy efficiency, and other enhancements would not only improve the quality of education to Lake Land College's students, but also greatly improve the appearance of these buildings.

How will the project meet the College's instructional objectives?

Lake Land College strives to provide its students with the highest quality education, in a modern and innovative learning environment. Having facilities that accommodate the growth of technology in the classroom is an integral part of today's demanding educational standards. Lake Land College's student growth has necessitated the addition of new buildings on our campus. New buildings, however, are only part of the equation. Lake Land College must maintain, and update its original buildings to ensure that all of its students have access to suitable facilities throughout the campus. Updated classroom space will ensure that a student taking a class in one of Lake Land College's original buildings has access to the same type of learning opportunities as the student taking a class in a newer structure.

How will the new or remodeled space better serve instructional/ programmatic areas as compared to existing facilities?

Renovated space will allow Lake Land College to offer the needed technology support to properly educate tomorrow's students. Many of the educational tools available today did not exist when the original campus buildings were constructed and wired in the early 1970s.

Additional Documentation Required Prior to Funding (this will be required before funding is released):

- For New Construction please see requirements referenced in Administrative Rules section 1501.603 b).
- For Remodel and Rehab please see requirements referenced in Administrative Rules section 1501.603 c).
- For Secondary Site Purchase please see requirements referenced in Administrative Rules section 1501.603 d).

Do project criteria meet Section 1501.603 a) of ICCB Administrative Rules?

Yes No

Does this project have the approval of your local governing board?

Yes No **Date of Board Meeting** July 11, 2024

District Contact Name: Madge Shoot

District Contact Email Address: mbailey1292@lakelandcollege.edu

District Contact Phone Number: 217-234-5375

Signature _____ *Date* _____

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0724-001

DATE: July 11, 2024

RESOLUTION FOR APPOINTMENT OF TREASURER AND APPROVAL OF TREASURER'S SURETY BONDS

WHEREAS, the Board of Trustees of Lake Land College, Community College District No. 517 (the "College") is authorized by the Public Community College Act (the "Act") to oversee the financial affairs of the College and to appoint a College Treasurer, the faithful discharge of whose duties shall be secured by a surety bond(s) in accordance with Sections 3-18 and 3-19 of the Act, 110 ILCS 805/3-18 and -/3-19; and

WHEREAS, in August 2023 the Board appointed Ms. Jean Anne Highland as the Treasurer due to a vacancy in the Vice President for Business Services position, and in April 2024 the Board appointed Mr. John Woodruff as Vice President for Business Services; and

WHEREAS, the Board has the need to appoint the Vice President for Business Services as the College Treasurer, revoke prior appointments and approve a surety bond(s) for the newly appointed Treasurer;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 517, Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby, State of Illinois (the "Board") as follows:

Section 1. The Board hereby revokes Ms. Highland's authority as Treasurer and appoints Mr. John Woodruff to serve as Treasurer at the pleasure of the Board for no additional compensation.

Section 2. The Board hereby approves the Treasurer's Bonds provided by The Cincinnati Insurance Company of America, copies of which will be attached to and made a part

of this Resolution, and authorizes the Chair and Secretary of the Board to sign the Bonds on the Board’s behalf. The Surety Bonds will also be posted on the web page of the Lake Land College Board of Trustees.

Section 3. This Resolution shall take effect immediately upon passage.

ADOPTED this 11th day of July, 2024 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution for Appointment of Treasurer and Approval of Treasurer's Surety Bonds is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 11th day of July, 2024.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 11th day of July, 2024.

Secretary, Board of Trustees

The Cincinnati Insurance Company .
6200 S Gilmore Rd
Fairfield, OH 45014-5141

Public Official Bond No. CBE6000011

KNOW ALL MEN BY THESE PRESENTS:

That John Woodruff
Of Charleston State of Illinois (hereinafter called the Principal) and The Cincinnati Insurance Company . (hereinafter called the Surety), a corporation organized under the laws of the state of Ohio with its principal office in the City of Fairfield and the State of Ohio are held

and firmly bound unto Lake Land College (hereinafter called the Obligee) in the sum of Four Million Twenty-Five Thousand Dollars and Zero Cents (\$ 4,025,000.00) for the payment whereof

to the Obligee the Principal binds himself/herself, his/her heirs, executors, administrators, and assigns, and the Surety binds itself, its successors, and assigns, jointly and severally, firmly by these presents.

Signed, sealed and dated this 31st day of May, A.D. 2024.

Whereas the above named Principal has been duly appointed or elected to the office of VP Business Services, and

Whereas, the effective date of this bond is July 28th, 2024.

Now, therefore, the condition of the foregoing obligation is such that if the Principal shall faithfully perform such duties as may be imposed on him/her by law and shall honestly account for all money that may come into his/her hands in his/her official capacity during such period, then this obligation shall be void; otherwise, it shall remain in full force until cancelled as provided herein.

This Bond is executed by the Surety upon the following express conditions, which shall be conditions precedent to the right of recovery hereunder:

First: That the Surety may, if it shall so elect, cancel this Bond by giving thirty (30) days notice in writing to Lake Land College and this Bond shall be deemed canceled at the expiration of said thirty (30) days; the Surety remaining liable, however, subject to all terms, conditions, and provisions of this Bond, for any act or acts covered by this Bond which may have been committed by the Principal up to the date of such cancellation; and the Surety shall, upon surrender of this Bond and its release from all liability hereunder, refund the premium paid, less a pro rata part therefore for the time this Bond shall have been in force.

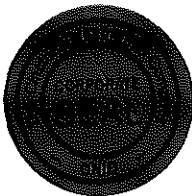
Second: That the Surety shall not be liable hereunder for the loss of any public moneys or funds occurring through or resulting from failure of, or default in payment by, any banks or depositories in which any public moneys or funds have been deposited, or may be deposited by or placed to the credit, or under control of the Principal, whether or not such banks or depositories were or may be selected or designated by the Principal or by other persons; or by reason of the allowance to, or acceptance by the Principal of any interest on said public moneys or funds, any law decision, ordinance, or statute to the contrary notwithstanding.

Third: That the Surety shall not be liable for any loss or losses, resulting from the failure of the Principal to collect any taxes, licenses, levies, assessments, etc., with the collection of which he/she may be chargeable by reason of his/her election or appointment as aforesaid.

Witness:

(as to the Principal)

Principal



The Cincinnati Insurance Company .

By _____
Attorney-in-Fact: Shelby Enloe

STATE OF Illinois SS
COUNTY OF Coles

John Woodruff being
duly sworn, says that he/she will support the constitution of the United States and of the State of Illinois
and that he/she will faithfully, honestly, and impartially perform and discharge the duties of the office position to which
he/she has been appointed while he/she shall hold said office.

Sworn to by said _____
Before me, and by him/her subscribed in my presence this _____
day of _____, A.D. _____

Notary Public

THE CINCINNATI INSURANCE COMPANY
THE CINCINNATI CASUALTY COMPANY

Fairfield, Ohio

CBE6000011

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY and THE CINCINNATI CASUALTY COMPANY, corporations organized under the laws of the State of Ohio, and having their principal offices in the City of Fairfield, Ohio (herein collectively called the "Companies"), do hereby constitute and appoint

Shelby Enloe

of MATTOON II their true and legal Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and deliver on behalf of the Companies as Surety, any and all bonds, policies, undertakings or other like instruments, as follows:

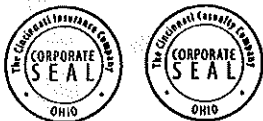
Four Million Twenty-Five Thousand Dollars \$ 4,025,000.00

This appointment is made under and by authority of the following resolutions adopted by the Boards of Directors of The Cincinnati Insurance Company and The Cincinnati Casualty Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the President or any Senior Vice President be hereby authorized, and empowered to appoint Attorneys-in-Fact of the Company to execute any and all bonds, policies, undertakings, or other like instruments on behalf of the Corporation, and may authorize any officer or any such Attorney-in-Fact to affix the corporate seal; and may with or without cause modify or revoke any such appointment or authority. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company.

RESOLVED, that the signature of the President or any Senior Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary or Assistant Vice-President and the Seal of the Company may be affixed by facsimile to any certificate of any such power and any such power of certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS WHEREOF, the Companies have caused these presents to be sealed with their corporate seals, duly attested by their President or any Senior Vice President this 16th day of March, 2021.



STATE OF OHIO)SS:
COUNTY OF BUTLER)

THE CINCINNATI INSURANCE COMPANY
THE CINCINNATI CASUALTY COMPANY



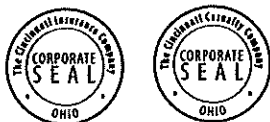
On this 16th day of March, 2021 before me came the above-named President or Senior Vice President of The Cincinnati Insurance Company and The Cincinnati Casualty Company, to me personally known to be the officer described herein, and acknowledged that the seals affixed to the preceding instrument are the corporate seals of said Companies and the corporate seals and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporations.



Keith Collett, Attorney at Law
Notary Public - State of Ohio
My commission has no expiration date.
Section 147.03 O.R.C.

I, the undersigned Secretary or Assistant Vice-President of The Cincinnati Insurance Company and The Cincinnati Casualty Company, hereby certify that the above is the Original Power of Attorney issued by said Companies, and do hereby further certify that the said Power of Attorney is still in full force and effect.

Given under my hand and seal of said Companies at Fairfield, Ohio, this 31st day of May, 2024



**PUBLIC OFFICIAL BOND
(Continuous for Indefinite Term)**

Travelers Casualty and Surety Company of America

Bond No. 108063915

KNOW ALL MEN BY THESE PRESENTS, That we **JOHN WOODRUFF** of _____ as Principal, and **Travelers Casualty and Surety Company of America**, a corporation duly incorporated under the laws of the State of CT, as Surety, are held and firmly bound unto **Lake Land College**, as Obligee, in the penal sum of **One Million** (\$1,000,000.00) Dollars, lawful money of the United States of America, for the payment of which well and truly to be made, said principal binds himself/herself, his/her heirs, executors, administrators and assigns, and said Surety binds itself, its successors and assigns, jointly and severally, firmly by these presents the liability of the Surety, however, being limited to the penal amount above named regardless of the number of years this bond remains in force or the number of premiums paid.

WHEREAS, the said Principal has been **Appointed** to the office of **VP of Business Services** for an indefinite term beginning **07/15/2024**, and is required to furnish a bond for the faithful performance of the duties of the said office or position.

NOW, THEREFORE THE CONDITION OF THIS OBLIGATION is such that if the above bounden Principal shall (except as hereinafter provided) faithfully perform the duties of his/her said office or position during the time this bond remains in force, and shall pay over to the persons authorized by law to receive the same all moneys that may come into his/her hands during the said time without fraud or delay, and at the expiration of said time, shall turn over to his/her successor all records and property which have therefore come into his/her hands, then this obligation to be null and void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that the above named Surety shall not be liable hereunder for any loss of any public fund resulting from the insolvency of any bank or banks in which said funds are deposited; and, if this provision shall be held void, this entire bond shall be void.

AND PROVIDED FURTHER, that any party to this instrument may cancel the same at any time, with or without cause, by notifying both of the others by certified mail of an intention thereby to cancel, in which event such cancellation shall be fully effective at the expiration of thirty (30) days from the mailing of such notice. In the absence of such a notice, and if there should be no cancellation by agreement between all of the parties hereto, the bond shall remain continuously in force and effect, in the penal amount above named, as long as the principal holds the said office or position.

SEALED and dated this June 06, 2024.

Witness By: **JOHN WOODRUFF, Principal**
Travelers Casualty and Surety Company of America

By: **Brian Woodbury, Attorney-in-Fact**

This notice provides no coverage, nor does it change any policy terms. To determine the scope of coverage and the insured's rights and duties under the policy, read the entire policy carefully. For more information about the content of this notice, the insured should contact their agent or broker. If there is any conflict between the policy and this notice, the terms of the policy prevail.

Independent Agent And Broker Compensation Notice

For information on how Travelers compensates independent agents, brokers, or other insurance producers, please visit this website: www.travelers.com/w3c/legal/Producer_Compensation_Disclosure.html.

Or write or call:

**Travelers, Agency Compensation
One Tower Square
Hartford, Connecticut 06183**

(866) 904.8348

**PUBLIC OFFICIAL BOND
(Continuous for Indefinite Term)**

Travelers Casualty and Surety Company of America

Bond No. 108063915

KNOW ALL MEN BY THESE PRESENTS, That we **JOHN WOODRUFF** of _____ as Principal, and **Travelers Casualty and Surety Company of America**, a corporation duly incorporated under the laws of the State of CT, as Surety, are held and firmly bound unto Lake Land College, as Obligee, in the penal sum of **One Million** (\$1,000,000.00) Dollars, lawful money of the United States of America, for the payment of which well and truly to be made, said principal binds himself/herself, his/her heirs, executors, administrators and assigns, and said Surety binds itself, its successors and assigns, jointly and severally, firmly by these presents the liability of the Surety, however, being limited to the penal amount above named regardless of the number of years this bond remains in force or the number of premiums paid.

WHEREAS, the said Principal has been **Appointed** to the office of **VP of Business Services** for an indefinite term beginning **07/15/2024**, and is required to furnish a bond for the faithful performance of the duties of the said office or position.

NOW, THEREFORE THE CONDITION OF THIS OBLIGATION is such that if the above bounden Principal shall (except as hereinafter provided) faithfully perform the duties of his/her said office or position during the time this bond remains in force, and shall pay over to the persons authorized by law to receive the same all moneys that may come into his/her hands during the said time without fraud or delay, and at the expiration of said time, shall turn over to his/her successor all records and property which have therefore come into his/her hands, then this obligation to be null and void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that the above named Surety shall not be liable hereunder for any loss of any public fund resulting from the insolvency of any bank or banks in which said funds are deposited; and, if this provision shall be held void, this entire bond shall be void.

AND PROVIDED FURTHER, that any party to this instrument may cancel the same at any time, with or without cause, by notifying both of the others by certified mail of an intention thereby to cancel, in which event such cancellation shall be fully effective at the expiration of thirty (30) days from the mailing of such notice. In the absence of such a notice, and if there should be no cancellation by agreement between all of the parties hereto, the bond shall remain continuously in force and effect, in the penal amount above named, as long as the principal holds the said office or position.

SEALED and dated this June 06, 2024.

Witness By: **JOHN WOODRUFF, Principal**
Travelers Casualty and Surety Company of America
Brian Woodbury
By: **Brian Woodbury, Attorney-in-Fact**





**Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company**

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Brian Woodbury** of **SAINT PAUL**, **Minnesota**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April**, **2021**.



State of Connecticut

By:



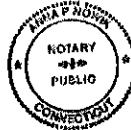
Robert L. Raney, Senior Vice President

City of Hartford ss.

On this the **21st** day of **April**, **2021**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, **2026**



Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **06** day of **June**, **2024**.



Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.**

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0724-002

DATE: July 11, 2024

RESOLUTION FOR COLLEGE TREASURER TO ACT AS FISCAL AGENT

WHEREAS, the Board of Trustees of Lake Land College, Community College District No. 517 (the "College") is authorized by the Illinois Public Community College Act to oversee the financial affairs of the College; and

WHEREAS, bank accounts are established in the name of the College for depositing and investing monies; and

WHEREAS, daily financial transactions are conducted to support the business needs of the College; and

WHEREAS, the Board of Trustees has appointed Mr. John Woodruff as Treasurer to oversee the business of the College; and

THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 517, Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby, State of Illinois (the "Board") as follows:

Section 1: The Treasurer be authorized and directed to open bank accounts in the name of the College. Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit.

Section 2: The Treasurer be authorized and directed to borrow money on behalf and in the name of the College, sign, execute and deliver promissory notes or other evidences of indebtedness. The Treasurer be authorized and directed to endorse, assign, transfer, mortgage or pledge property now owned or hereafter acquired by the College as security for sums borrowed.

Section 3: The Treasurer and President sign all documents of promissory notes or other evidence of indebtedness.

Section 4: The Treasurer be authorized and directed to enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box on behalf and in the name of the College.

ADOPTED this 11th day of July, 2024 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution for College Treasurer to Act as Fiscal Agent is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 11th day of July, 2024.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 11TH day of July, 2024.

Secretary, Board of Trustees

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0724-003

DATE: July 11, 2024

RESOLUTION APPROVING NON-CORPORATE AGREEMENT AND ASSOCIATED PERSON INFORMATION FORMS FOR DELIVERY TO DEPOSITORY WELLS FARGO ADVISORS, LLC

WHEREAS, the Board of Trustees of Lake Land College, Community College District No. 517 (the "College") is authorized by the Public Community College Act (the "Act") to oversee the financial affairs of the College, and has in that capacity previously designated Wells Fargo Advisors, LLC (the "Investment Service") as an investment service for the College; and

WHEREAS, it is necessary and appropriate at this time to update the Non-Corporate Agreements and Associated Person Information Forms provided to the Investment Service;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 517, Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby, State of Illinois (the "Board") as follows:

Section 1. The Board hereby approves the provisions and form of the Non-Corporate Agreement as shown on the copy of said document which, as completed and signed on behalf of the College by College President Dr. Jonathan Bullock and Board Treasurer John Woodruff, is attached as Exhibit A to and hereby made a part of this Resolution.

Section 2. The Board further hereby approves the provisions and form of the Associated Person Information forms as shown on the copy of said document which, as completed and signed by Board Treasurer John Woodruff, is attached as Exhibit B to and hereby made a part of this Resolution.

Section 3. The Secretary of the Board shall cause the originals of the Non-Corporate Agreements and the Associated Person Information Forms to be delivered to Wells Fargo Advisors, LLC.

Section 4. This Resolution shall take effect immediately upon passage, and shall supersede and replace all Resolutions previously adopted by the Board which pertain to the subject matter hereof.

ADOPTED this 11th day of July, 2024 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Non-Corporate Agreement and Associated Person Information Forms to Wells Fargo Advisors, LLC is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 11th day of July, 2024.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 11th day of July, 2024.

Secretary, Board of Trustees

Non-Corporate Agreement



Sub Firm #	BR Code	FA Code	Account Number
072	ILCR	IL20	[REDACTED]

(Office Use Only)

1. Non-Corporate Organization Information

Full Organization Name: LAKE LAND COLLEGE

Tax Identification Number: 37-0896233

Address: 5001 LAKE LAND BLVD, MATTOON IL 61938-9366

2. Certification by President or Other Officer

The President, or other Officer named in this Section, certifies the following:

- A. I am authorized to make this certification on behalf of the Non-Corporate Organization named in Section 1 (the "Organization") and any information given is true, accurate, complete and subject to verification. This authorization shall continue in force until revoked by the Organization by a written notice received by you.
- B. The Organization is duly organized and existing and has the power to take the action called for by the resolutions in Section 3 (the "Resolutions").
- C. The Resolutions are in accordance with and do not conflict with the Organization's existing charter, by-laws, or constitutional, statutory, and regulatory provisions pertaining to the Organization. The Resolutions were duly adopted by the Board of Directors or other governing body of the Organization and the same are now in full force and effect.
- D. The Organization also agrees to the terms of the General Account Agreement and Disclosure Document, signed under separate cover.
- E. The following are the names and titles of the officers or agents empowered to act on behalf of the Organization pursuant to the Resolutions:

Officer Name 1 JONATHAN BULLOCK	Title PRESIDENT
Officer Name 2 JOHN WOODRUFF	Title VP BUSINESS SERVICES
Officer Name 3	Title
Officer Name 4	Title

3. Resolutions and Signature of Certifying Officer

Certified Copy of Certain Resolutions Adopted by the Board of Directors or other governing body of the Organization Whereby the Establishment and Maintenance of Trading Accounts Have Been Authorized.

RESOLVED

FIRST: That the Organization's President, officer(s) and/or agent(s) named in Section 2, with any one of them acting individually, be and are authorized and empowered, for and on behalf of the Organization, to establish and maintain one or more accounts (collectively, the "Account") with Wells Fargo Advisors ("WFA"); to deposit funds in and deliver to WFA for the Account any and all forms of securities (including, but not limited to, shares, stocks, bonds, debentures, notes, scrip, participation certificates, rights to subscribe, option warrants, certificates of deposit, mortgages, choses in action, evidences of indebtedness, commercial paper, certificates of indebtedness and certificates of interest of any and every kind and nature whatsoever, secured or unsecured, whether represented by trust, participating and/or other certificates or otherwise); to sell any and all forms of securities held in the Account; and to buy any and all forms of securities for the Account.

Investment products and services are offered through Wells Fargo Advisors Financial Network, LLC (WFAFN). Accounts are carried by Wells Fargo Clearing Services, LLC (WFCS). Wells Fargo Advisors is a trade name used by WFAFN and WFCS, separate registered broker-dealers and non-bank affiliates of Wells Fargo & Company.

The fullest authority with respect to any such commitment or transaction deemed by any of the said officers and/or agents to be proper is at all times conferred, including, but not limited to, authority to give written or oral instructions to WFA with respect to said transactions; to bind and obligate the Organization to and for the carrying out of any contract, arrangement, or transaction, which shall be entered into by any such officer and/or agent for and on behalf of the Organization with or through WFA; to pay in cash or by checks and/or drafts drawn upon the funds of the Organization such sums as may be necessary in connection with the Account; to order the transfer or delivery of funds or securities to any other person whatsoever; and/or to order the transfer of record of any securities to any name selected by any of the said officers or agents; to endorse any securities in order to pass title; to direct the sale or exercise of any rights with respect to any securities; to sign for the Organization all releases, powers of attorney and/or other documents in connection with the Account, and to agree to any terms or conditions to control the Account; to direct WFA to surrender any securities to the proper agent or party for the purpose of effecting any exchange or conversion, or for the purpose of deposit with any protective or similar committee, or otherwise; to accept delivery of any securities; to appoint any other person or persons to do any and all things which any of the said officers and/or agents are empowered to do, and generally to do and take all action necessary in connection with the Account, or considered desirable by such officer and/or agent with respect to the Account.

SECOND: That WFA may deal with any and all of the persons directly or indirectly empowered by the Resolutions, as though they were dealing with the Organization directly.

THIRD: That the Secretary of the Organization be and is authorized and empowered, and, if requested by WFA, directed to certify to WFA: (a) a true copy of the Resolutions; (b) a certificate (which, if required by WFA, shall be supported by an opinion of the general counsel of the Organization, or other counsel satisfactory to WFA) that the Organization is duly organized and existing, that its charter empowers it to transact the business by these resolutions defined, and that no limitation has been imposed upon such powers by the bylaws or otherwise.

FOURTH: That the Resolutions and any certification given in accordance with these Resolutions are irrevocable and WFA may rely upon such as continuing fully effective unless and until WFA shall receive due written notice of a change in or the rescission of authority as evidenced, and the dispatch or receipt of any other form of notice shall not constitute a waiver of this provision, nor shall the fact that any person empowered ceases to be an officer or agent of the Organization or becomes an officer or agent under some other title in any way affect the powers conferred.

FIFTH: That in the event of any change in the office or powers of persons empowered, the Secretary shall certify such changes to WFA by written notice, which, upon receipt, shall be adequate to both terminate the powers of the persons previously authorized and empower any substituted persons.

SIXTH: That the Organization and its officers and/or agents indemnify and hold WFA harmless from any claim, loss, expense or other liability for effecting any transactions or acting upon any instructions given by the officers and/or agents empowered to act on behalf of the Organization.

Signature 1	Name and Title JONATHAN BULLOCK, PRESIDENT	Date
Signature 2	Name and Title JOHN WOODRUFF, VP OF BUSINESS SERVICES	Date
Signature 3	Name and Title	Date
Signature 4	Name and Title	Date

Owner 10 Information (Reference definitions in the Mandatory Information for each Beneficial Owner section)

<input type="checkbox"/> Individual Owner		Trust Name	
<input type="checkbox"/> Trustee (Individual or Non-Individual)		Non-Individual Trustee Name	
First Name		Middle Name (if exists)	
Last Name		Date of Birth (MM/DD/YYYY)	
Physical Address (Including country if outside of the U.S.)			
Street Address (No P.O. Box)		City	
State \ Province	Postal Code	Country	
Identification Number			
U.S. Person	Social Security Number (SSN)	Non-U.S. Person	Passport Number, ITIN, or Similar ID
			Country of Issuance

Section 5 Certification

The name of the person opening or maintaining the account in Section II of this form must sign the certification section below:

Full Legal Name of Person Opening or Maintaining the Account (First, Middle, Last)

JONATHAN B BULLOCK

I (named above as the natural person opening or maintaining the account), hereby:

- (a) Certify, to the best of my knowledge, that the information provided above is complete and correct.
- (b) Agree that the legal entity customer listed above will notify us of any change to the information provided herein that would result in a change to the list of beneficial owners identified above.

Signature of Person Opening or Maintaining the Account	Date Signed (MM/DD/YYYY)
X	

Office Use Only: 072 ILCR IL20 ██████████
Sub Firm # BR Code FA Code Account Number

Non-Corporate Agreement



Sub Firm #	BR Code	FA Code	Account Number
072	ILCR	IL20	

(Office Use Only)

1. Non-Corporate Organization Information

Full Organization Name: LAKE LAND COLLEGE

Tax Identification Number: 37-0896233

Address: 5001 LAKE LAND BLVD, MATTOON IL 61938-9366

2. Certification by President or Other Officer

The President, or other Officer named in this Section, certifies the following:

- A. I am authorized to make this certification on behalf of the Non-Corporate Organization named in Section 1 (the "Organization") and any information given is true, accurate, complete and subject to verification. This authorization shall continue in force until revoked by the Organization by a written notice received by you.
- B. The Organization is duly organized and existing and has the power to take the action called for by the resolutions in Section 3 (the "Resolutions").
- C. The Resolutions are in accordance with and do not conflict with the Organization's existing charter, by-laws, or constitutional, statutory, and regulatory provisions pertaining to the Organization. The Resolutions were duly adopted by the Board of Directors or other governing body of the Organization and the same are now in full force and effect.
- D. The Organization also agrees to the terms of the General Account Agreement and Disclosure Document, signed under separate cover.
- E. The following are the names and titles of the officers or agents empowered to act on behalf of the Organization pursuant to the Resolutions:

Officer Name 1 JONATHAN BULLOCK	Title PRESIDENT
Officer Name 2 JOHN WOODRUFF	Title VP BUSINESS SERVICES
Officer Name 3	Title
Officer Name 4	Title

3. Resolutions and Signature of Certifying Officer

Certified Copy of Certain Resolutions Adopted by the Board of Directors or other governing body of the Organization Whereby the Establishment and Maintenance of Trading Accounts Have Been Authorized.

RESOLVED

FIRST: That the Organization's President, officer(s) and/or agent(s) named in Section 2, with any one of them acting individually, be and are authorized and empowered, for and on behalf of the Organization, to establish and maintain one or more accounts (collectively, the "Account") with Wells Fargo Advisors ("WFA"); to deposit funds in and deliver to WFA for the Account any and all forms of securities (including, but not limited to, shares, stocks, bonds, debentures, notes, scrip, participation certificates, rights to subscribe, option warrants, certificates of deposit, mortgages, chooses in action, evidences of indebtedness, commercial paper, certificates of indebtedness and certificates of interest of any and every kind and nature whatsoever, secured or unsecured, whether represented by trust, participating and/or other certificates or otherwise); to sell any and all forms of securities held in the Account; and to buy any and all forms of securities for the Account.

Investment products and services are offered through Wells Fargo Advisors Financial Network, LLC (WFAFN). Accounts are carried by Wells Fargo Clearing Services, LLC (WFCS). Wells Fargo Advisors is a trade name used by WFAFN and WFCS, separate registered broker-dealers and non-bank affiliates of Wells Fargo & Company.

The fullest authority with respect to any such commitment or transaction deemed by any of the said officers and/or agents to be proper is at all times conferred, including, but not limited to, authority to give written or oral instructions to WFA with respect to said transactions; to bind and obligate the Organization to and for the carrying out of any contract, arrangement, or transaction, which shall be entered into by any such officer and/or agent for and on behalf of the Organization with or through WFA; to pay in cash or by checks and/or drafts drawn upon the funds of the Organization such sums as may be necessary in connection with the Account; to order the transfer or delivery of funds or securities to any other person whatsoever; and/or to order the transfer of record of any securities to any name selected by any of the said officers or agents; to endorse any securities in order to pass title; to direct the sale or exercise of any rights with respect to any securities; to sign for the Organization all releases, powers of attorney and/or other documents in connection with the Account, and to agree to any terms or conditions to control the Account; to direct WFA to surrender any securities to the proper agent or party for the purpose of effecting any exchange or conversion, or for the purpose of deposit with any protective or similar committee, or otherwise; to accept delivery of any securities; to appoint any other person or persons to do any and all things which any of the said officers and/or agents are empowered to do, and generally to do and take all action necessary in connection with the Account, or considered desirable by such officer and/or agent with respect to the Account.

SECOND: That WFA may deal with any and all of the persons directly or indirectly empowered by the Resolutions, as though they were dealing with the Organization directly.

THIRD: That the Secretary of the Organization be and is authorized and empowered, and, if requested by WFA, directed to certify to WFA: (a) a true copy of the Resolutions; (b) a certificate (which, if required by WFA, shall be supported by an opinion of the general counsel of the Organization, or other counsel satisfactory to WFA) that the Organization is duly organized and existing, that its charter empowers it to transact the business by these resolutions defined, and that no limitation has been imposed upon such powers by the bylaws or otherwise.

FOURTH: That the Resolutions and any certification given in accordance with these Resolutions are irrevocable and WFA may rely upon such as continuing fully effective unless and until WFA shall receive due written notice of a change in or the rescission of authority as evidenced, and the dispatch or receipt of any other form of notice shall not constitute a waiver of this provision, nor shall the fact that any person empowered ceases to be an officer or agent of the Organization or becomes an officer or agent under some other title in any way affect the powers conferred.

FIFTH: That in the event of any change in the office or powers of persons empowered, the Secretary shall certify such changes to WFA by written notice, which, upon receipt, shall be adequate to both terminate the powers of the persons previously authorized and empower any substituted persons.

SIXTH: That the Organization and its officers and/or agents indemnify and hold WFA harmless from any claim, loss, expense or other liability for effecting any transactions or acting upon any instructions given by the officers and/or agents empowered to act on behalf of the Organization.

Signature 1	Name and Title JONATHAN BULLOCK, PRESIDENT	Date
Signature 2	Name and Title JOHN WOODRUFF, VP OF BUSINESS SERVICES	Date
Signature 3	Name and Title	Date
Signature 4	Name and Title	Date

Owner 10 Information (Reference definitions in the Mandatory Information for each Beneficial Owner section)

<input type="checkbox"/> Individual Owner		Trust Name	
<input type="checkbox"/> Trustee (Individual or Non-Individual)		Non-Individual Trustee Name	
First Name		Middle Name (if exists)	
Last Name		Date of Birth (MM/DD/YYYY)	
Physical Address (Including country if outside of the U.S.)			
Street Address (No P.O. Box)		City	
State \ Province	Postal Code	Country	
Identification Number			
U.S. Person	Social Security Number (SSN)	Non-U.S. Person	Passport Number, ITIN, or Similar ID
			Country of Issuance

Section 5 Certification

The name of the person opening or maintaining the account in Section II of this form must sign the certification section below:

Full Legal Name of Person Opening or Maintaining the Account (First, Middle, Last)

JONATHAN B BULLOCK

I (named above as the natural person opening or maintaining the account), hereby:

- (a) Certify, to the best of my knowledge, that the information provided above is complete and correct.
- (b) Agree that the legal entity customer listed above will notify us of any change to the information provided herein that would result in a change to the list of beneficial owners identified above.

Signature of Person Opening or Maintaining the Account	Date Signed (MM/DD/YYYY)
X	

Office Use Only: 072 ILCR IL20
Sub Firm # BR Code FA Code Account Number

Associated Person Information



Sub Firm #	BR Code	FA Code	Account Number	<input checked="" type="checkbox"/> New
072	ILCR	IL20	[Redacted]	<input type="checkbox"/> Update

(Office Use Only)

Associated Person Information				
<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Non-Personal				
Name (First, Middle, Last) JOHN WOODRUFF				
Legal Address - <i>Cannot be a P.O. Box</i> [Redacted]				
City [Redacted]			State IL	ZIP [Redacted]
Home Phone [Redacted]	Business Phone [Redacted]	Fax Number [Redacted]	Other Number [Redacted]	
SSN/Tax ID [Redacted]	Birth Date [Redacted]	Occupation Description A	Other Description (required)	
Country of Citizenship/Registration US	State of Registration IL	Permanent U.S. Resident? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Email Address JWOODRUFF2@LAKELANDCOLLEGE.EDU	
Government ID Type ND	Government ID Number [Redacted]	Government ID Place of Issue [Redacted]	Date of Issue [Redacted]	Expiration Date [Redacted]
FINRA Information	Is Client, Client's Spouse, or immediate relative employed by Wells Fargo Advisors or another FINRA Member or any other financial services company?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If "Yes," enter Class Code (Definitions on page 3). Class Code [Redacted]
If Class Code "W," indicate name of other registered broker-dealer firm _____				
RULE 144: Is authorized person, or member of their immediate family a director, policymaking officer, or 10% stockholder in any publicly traded company?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If "Yes," indicate company ticker symbol or name. _____				

Non-Individual Account Owner		
Is legal entity publicly traded? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Is the legal entity regulated by Federal Regulator? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Exchange Name	Country of Exchange	Exchange Description
Sales Market	Sales Market State(s)	Sales Market Country(ies)
Business Type:		Business Subtype:
<input type="checkbox"/> Corporation <input type="checkbox"/> Govt. Unit or Agency <input type="checkbox"/> Indian Tribal Govt. <input type="checkbox"/> Limited Liability Co. <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Trust Co. <input type="checkbox"/> Unicorp Assn./Social/Rec/Civic Group/Non-Profit		<input type="checkbox"/> Business Trust <input type="checkbox"/> Multinational Corp. <input type="checkbox"/> Corporation <input type="checkbox"/> Domestic <input type="checkbox"/> Federal <input type="checkbox"/> Foreign <input type="checkbox"/> General Partnership <input type="checkbox"/> Joint Venture Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Local <input type="checkbox"/> Professional Corp. <input type="checkbox"/> Professional Limited Liability Partnership <input type="checkbox"/> State
NAIC Industry (Select up to 3):		
<input type="checkbox"/> Agriculture, Forestry, Fishing, and Hunting <input type="checkbox"/> Mining <input type="checkbox"/> Utilities <input type="checkbox"/> Construction <input type="checkbox"/> Food/Textile Manufacturing <input type="checkbox"/> Wood/Plastic/Glass/Chemical Manufacturing <input type="checkbox"/> Metal/Machinery Manufacturing <input type="checkbox"/> Wholesale Trade <input type="checkbox"/> Durable Goods/Housewares/Clothing/Food <input type="checkbox"/> Department Stores/General Merchandise Stores <input type="checkbox"/> Transportation <input type="checkbox"/> Warehousing and Storage <input type="checkbox"/> Information <input type="checkbox"/> Finance and Insurance <input type="checkbox"/> Real Estate Rental and Leasing <input type="checkbox"/> Professional, Scientific, and Technical Services <input type="checkbox"/> Management of Companies and Enterprises <input type="checkbox"/> Administrative and Support and Waste Management and Remediation Services <input type="checkbox"/> Educational Services <input type="checkbox"/> Health Care and Social Assistance <input type="checkbox"/> Arts, Entertainment, and Recreation <input type="checkbox"/> Accommodation and Food Services <input type="checkbox"/> Other Services (except Public Administration) <input type="checkbox"/> Public Administration		

Investment products and services are offered through Wells Fargo Advisors Financial Network, LLC (WFAFN). Accounts are carried by Wells Fargo Clearing Services, LLC (WFCS). Wells Fargo Advisors is a trade name used by WFAFN and WFCS, Members SIPC, separate registered broker-dealers and non-bank affiliates of Wells Fargo & Company.

NAIC Sub-Industry (1)*
NAIC Sub-Industry (2)*
NAIC Sub-Industry (3)*
<p><i>*For information regarding NAICS Industry Codes, please visit the following website https://www.census.gov/naics and use the 2022 NAICS Search feature to locate potential industry code descriptions.</i></p> <p>NAIC (North American Industry Classification System) - Required for non-individual clients. NAICS codes are a standard used by federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.</p>

Person of Interest/High Risk Indicators				
U.S. Non-Individual (Select up to 5 indicators that apply to this account owner.)	<input type="checkbox"/> CASINO (5B)	<input type="checkbox"/> GUN DLR/FIREARMS (5E)	<input type="checkbox"/> FOREIGN NGO (5F)	<input type="checkbox"/> TRAVEL AGENT (5A)
	<input type="checkbox"/> GEM/PREC MTL DLRS (5C)	<input type="checkbox"/> MONEY SERVICE BUS (5D)	<input type="checkbox"/> PEP-FOREIGN (5G)	<input checked="" type="checkbox"/> NOT APPLICABLE (00)
U.S. Individual (Select all that apply.)	<input type="checkbox"/> PEP (3A) <input checked="" type="checkbox"/> NOT APPLICABLE (00)			
Foreign Non-Individual (Select up to 5 indicators that apply to this account owner.)	<input type="checkbox"/> CASINO (6B)	<input type="checkbox"/> FOR PERS INV/HOLDING CO (6H)		
	<input type="checkbox"/> FFI (6L)	<input type="checkbox"/> FOREIGN TRUST (6I)	<input type="checkbox"/> MONEY SERVICE BUS (6D)	
	<input type="checkbox"/> FOR FIN INTERMEDIARY (6M)	<input type="checkbox"/> GEM/PREC MTL DLRS (6C)	<input type="checkbox"/> FOREIGN NGO (6K)	<input type="checkbox"/> TRAVEL AGENT (6A)
	<input type="checkbox"/> FOR OPERATING CO (6G)	<input type="checkbox"/> GUN DLR/FIREARMS (6F)	<input type="checkbox"/> PEP-FOREIGN (6N)	<input checked="" type="checkbox"/> NOT APPLICABLE (00)
Foreign Individual (Select all that apply.)	<input type="checkbox"/> FOR FIN INTERMEDIARY (3B)	<input type="checkbox"/> PEP (3A)	<input type="checkbox"/> NON-RESIDENT ALIEN (3C)	<input checked="" type="checkbox"/> NOT APPLICABLE (00)

Authorized Signature			
<i>I have read the above information and confirm that it is accurate to the best of my knowledge.</i>			
Associated Person Signature			Date
Internal Use	Financial Advisor Signature		FA Code
			IL20
	Principal Approver Signature	Principal Rep Code	Date

For the categories of personal data that Wells Fargo may collect and how we use it, see the Wells Fargo California Consumer Privacy Act Notice at Collection at <https://www.wellsfargo.com/privacy-security/notice-of-data-collection/>. See additional Wells Fargo privacy notices at <https://www.wellsfargo.com/privacy-security/>.

Government ID Description		
AI Articles of Incorporation AO Articles of Organization (LLC) AR Adoption Record BC Birth Certificate BD Border Crossing Card* BL Business License BV B1B2 Visa CD Court Document CE Cedula CI Consular ID Card DL Driver's License EA Employment Authorization Card	EC Employer ID Card ED Estate/Court Documents FD Foreign Issued ID - Non-Driver FL Foreign Driver's License* HC Health Insurance Card (No Medicare Card) LP Life Insurance Policy MD Marriage or Divorce Record MR Armed Forces ND Non-Documentary NI National ID Card OA Operating Agreement PA Partnership Agreement	PC Permanent Resident Card PP Passport RA Resident Alien ID Card (Green Card) SC School ID Card ST State ID Card TI Tribal ID TP Trustee Certification of Investment Powers TR Trust Document <p><i>* If Border Crossing Card or Foreign Driver's License is selected, both Border Crossing Card and Foreign Driver's License forms of ID are required.</i></p>

Class Codes Descriptions (Do not enter "N" for "No" in the Class Code field - please leave blank.)

- U** Employees of Wells Fargo Advisors, their spouse, dependent children, or any other person who is supported directly or indirectly to a material extent by the employee. Also included are accounts in which any of these individuals has a financial or beneficial control or interest such as guardian, custodian, trustee, executor, corporate or legal officer or agent, investment clubs, joint accounts, or partnerships.
- V** Non-dependent immediate family members of an employee of Wells Fargo Advisors, which include: non-dependent children, parents, parents-in-law, brothers or sisters, brothers-in-law or sisters-in-law, sons-in-law or daughters-in-law, children or other persons supported directly or indirectly to a material extent by any of these individuals, and any accounts in which they have a financial or beneficial control or interest such as guardian, custodian, trustee, executor, corporate or legal officer or agent, investment clubs, joint accounts, or partnerships.
- W** Employees or brokers of other security firms, their dependent accounts and accounts in which they have a financial or beneficial control or interest, such as guardian, custodian, trustee, executor, corporate or legal officer or agent, investment clubs, joint accounts, or partnerships. You understand that if you are associated with another member or member organization, WFA may notify your employer in writing of your intention to open and/or maintain an account. We will transmit duplicate copies of confirmations and statements or other similar information with respect to the account to your employing member as required by regulation.
- Y** Associates of Wells Fargo & Company, their spouse, dependent children, or any other person who is supported directly or indirectly to a material extent by the associate. Also included are accounts in which any of these individuals has a financial or beneficial control or interest such as guardian, custodian, trustee, executor, corporate or legal officer or agent, investment clubs, joint accounts, or partnerships.
- Z** Non-dependent immediate family members of an associate of Wells Fargo & Company, which include: non-dependent children, parents, parents-in-law, brothers or sisters, brothers-in-law or sisters-in-law, sons-in-law or daughters-in-law, children or other persons supported directly or indirectly to a material extent by any of these individuals, and any accounts in which they have a financial or beneficial control or interest such as guardian, custodian, trustee, executor, in which they have a financial corporate or legal officer or agent, investment clubs, joint accounts, or partnerships.

Occupation Description

A Proprietor, Professional, Managerial	D Sales	I Education	N Student
B Information Technology Systems	E Administrative, Clerical	J Clergy	P Homemaker
C Craftsman, Skilled Worker	F Public Service	K Other*	* Description is required
	G Personal Service Provider	L Unemployed	
	H Farming, Fishing, Forestry	M Retired	

Person of Interest/High Risk Indicator Descriptions**U.S. Non-Individual:**

CASINO (5B) - A domestic or foreign entity licensed as a casino, gambling casino, or gaming establishment under the laws of any U.S. state or foreign jurisdiction or any political subdivision of the foregoing.

GEM/PREC MTL DLRS (5C) - A domestic or foreign person or entity who purchases and sells: jewels; precious metals and stones; and finished goods.

This category includes, but is not limited to, jewelry, coins, and antiques.

GUN DLR/FIREARMS (5E) - A foreign or domestic based business or entity where the primary business involves the sale of guns, weapons, and/or firearms.

MONEY SERVICE BUS (5D) - An agent, agency, branch, or office of any person or entity located within the U.S. doing business in one or more of the following capacities: currency dealer or exchanger; check casher; issuer of traveler's checks, money orders, or electronic cards with a stored monetary value; seller or redeemer of traveler's checks, money orders, or electronic cards with a stored monetary value; money transmitter; and the United States Postal Service (except with respect to the sale of postage or philatelic products); that is not 25% or more owned by a Mexican casa de cambio, which is a nonbank financial institution (currency exchanger) that provides a variety of financial services and is regulated by the Mexican government. Exception: Persons or entities (other than money transmitters) who do not exchange currency, cash checks, or issue, sell, or redeem traveler's checks, money orders, or electronic cards with a stored monetary value in an amount greater than \$1,000 to any person or entity on any day in one or more transactions are not MSB(s).

FOREIGN NGO (5F) - A domestic or foreign private, nonprofit organization that pursues activities intended to serve the public good that is not funded 100% by the U.S. government. Includes charities, foundations, religious organizations, and other non-profit organizations. NGOs may provide basic social services, work to relieve suffering, promote the interests of the poor, bring citizen concerns to governments, encourage political participation, protect the environment, or undertake community development to serve the needs of citizens, organizations, or groups in one or more of the communities that the NGO operates.

PEP-FOREIGN (5G) - A current or former senior official in the executive, legislative, administrative, military, or judicial branches of a foreign government (whether elected or not); a senior official of a major foreign political party; a current or former senior executive of a foreign government-owned corporation; an immediate family member of any individual listed above; a "close associate" of a current or former senior foreign political figure who is widely and publicly known (or is actually known by the Firm) to maintain an unusually close relationship with this individual and is a position to conduct substantial domestic and international business. Domestic PEP includes any current or former senior official in the executive, legislative, administrative, military, or judicial branches of the U.S. or state government. Accounts for PEPs with ties to the current Venezuelan government are prohibited.

TRAVEL AGENT (5A) - Any domestic or foreign entity who sells, as an agent, the following travel services: airline or rail tickets; hotel and motel reservations; cruise reservations; and/or some combination of those services.

NOT APPLICABLE (00)

U.S. Individual:

PEP (3A) - Domestic PEP includes any current or former senior official in the executive, legislative, administrative, military, or judicial branches of the U.S. or state government.

NOT APPLICABLE (00)

Foreign Non-Individual:

CASINO (6B) - A domestic or foreign entity licensed as a casino, gambling casino, or gaming establishment under the laws of any U.S. state or foreign jurisdiction or any political subdivision of the foregoing.

FFI (6L) - Any entity that: is organized under the laws of a foreign country; and engages in the business of: banking; securities dealing; brokerage; investment management; or insurance. *Note:* This category includes foreign: banks; mutual funds; hedge funds; futures merchant commissions; broker-dealers; and insurance companies.

FOR FIN INTERMEDIARY (6M) - Includes: a foreign individual that act as a financial liaison for its own clients, includes lawyers, accountants, investment brokers, and other third parties that act as financial liaisons for their clients; or any entity other than a foreign financial institution which: is organized under the laws of a foreign country; and engages in the business of providing investment, tax, or legal advice.

FOR OPERATING CO (6G) - Foreign businesses that are: established in a country other than the United States; are not publicly traded on a recognized U.S. exchange; and are engaged in verifiable business activity.

FOR PERS INV/HOLDING CO (6H) - Includes legal entities: organized under the laws of a country other than the U.S.; and formed to hold client assets and maintain client confidentiality by opening accounts in the name of the PIC or the PHC.

FOREIGN TRUST (6I) - A trust established outside the U.S. that is governed by the laws of a jurisdiction other than the U.S.

GEM/PREC MTL DLRS (6C) - A domestic or foreign person or entity who purchases and sells: jewels; precious metals and stones; and finished goods. This category includes, but is not limited to, jewelry, coins, and antiques.

GUN DLR/FIREARMS (6F) - A foreign or domestic based business or entity where the primary business involves the sale of guns, weapons, and/or firearms.

MONEY SERVICE BUS (6D) - An agent, agency, branch, or office of any person or entity located within the U.S. doing business in one or more of the following capacities: currency dealer or exchanger; check casher; issuer of traveler's checks, money orders, or electronic cards with a stored monetary value; seller or redeemer of traveler's checks, money orders, or electronic cards with a stored monetary value; money transmitter; and the United States Postal Service (except with respect to the sale of postage or philatelic products); that is not 25% or more owned by a Mexican casa de cambio, which is a nonbank financial institution (currency exchanger) that provides a variety of financial services and is regulated by the Mexican government. Exception: persons or entities (other than money transmitters) who do not exchange currency, cash checks, or issue, sell, or redeem traveler's checks, money orders, or electronic cards with a stored monetary value in an amount greater than \$1,000 to any person or entity on any day in one or more transactions are not MSB(s).

FOREIGN NGO (6K) - A domestic or foreign private, nonprofit organization that pursues activities intended to serve the public good that is not funded 100% by the U.S. government. Includes charities, foundations, religious organizations, and other non-profit organizations. NGOs may provide basic social services, work to relieve suffering, promote the interests of the poor, bring citizen concerns to governments, encourage political participation, protect the environment, or undertake community development to serve the needs of citizens, organizations, or groups in one or more of the communities that the NGO operates.

PEP- FOREIGN (6N) - Foreign PEP includes: a current or former senior official in the executive, legislative, administrative, military, or judicial branches of a foreign government (whether elected or not); a senior official of a major foreign political party; a current or former senior executive of a foreign government-owned corporation; an immediate family member of any individual listed above; a "close associate" of a current or former senior foreign political figure who is widely and publicly known (or is actually known by the Firm) to maintain an unusually close relationship with this individual and is in a position to conduct substantial domestic and international business. Accounts for PEPs with ties to the current Venezuelan government are prohibited.

TRAVEL AGENT (6A) - Any domestic or foreign entity who sells, as an agent, the following travel services: airline or rail tickets; hotel and motel reservations; cruise reservations; and/or some combination of those services.

NOT APPLICABLE (00)

Foreign Individual:

FOR FIN INTERMEDIARY (3B) - Includes: a foreign individual that act as a financial liaison for its own clients, includes lawyers, accountants, investment brokers, and other third parties that act as financial liaisons for their clients; or any entity other than a foreign financial institution which: is organized under the laws of a foreign country; and engages in the business of providing investment, tax, or legal advice.

PEP (3A) - A PEP includes: a current or former senior official in the executive, legislative, administrative, military, or judicial branches of a foreign government (whether elected or not); a senior official of a major foreign political party; a current or former senior executive of a foreign government-owned corporation; an immediate family member of any individual listed above; a "close associate" of a current or former senior foreign political figure who is widely and publicly known (or is actually known by the Firm) to maintain an unusually close relationship with this individual and is in a position to conduct substantial domestic and international business. Accounts for PEPs with ties to the current Venezuelan government are prohibited.

NON-RESIDENT ALIEN (3C) - An alien is any individual who is not a U.S. citizen or U.S. national.

NOT APPLICABLE (00)

Business Type/Subtype

Business and Business Subtype are required for non-individual clients to classify the entity appropriately. The business formation will determine the business and business subtype category.

Business Type Codes

C Corporation
G Government Unit or Agency
I Indian Tribal Government
L Limited Liability Company
N Limited Partnership
O Limited Liability Partnership
P Partnership
S Sole Proprietor
T Trust Company
U Unicorp Association/Social/Rec/Civic Group/Non-Profit

Business Subtype Codes

BT Business Trust
CM Multinational Corporation
CO Corporation
DM Domestic
FD Federal
FN Foreign
GP General Partnership
JV Joint Venture Partnership
LL Limited Liability Partnership
LO Local
PC Professional Corporation
PL Professional Limited Liability Partnership
ST State

Exchange

For entities that are publicly traded, the exchange where the entity trades must be indicated.

Sales Markets State/Country

All non-individual clients, both foreign and domestic, are required to record the specific market(s) in which they conduct business. For entities conducting business across the U.S., users are required to provide one U.S. state and may provide up to three U.S. states. For entities conducting international business, users are required to provide one country and may provide up to three countries. Certain entities may conduct business in both U.S. and international markets. In this instance, entities will be able to provide up to three U.S. states and three international countries.

- Local
- Regional
- U.S.
- International
- U.S./International

NAIC (North American Industry Classification System)

This is required for non-individual clients. NAICS codes are a standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

Associated Person Information



Sub Firm #	BR Code	FA Code	Account Number	<input checked="" type="checkbox"/> New <input type="checkbox"/> Update
072	ILCR	IL20	[REDACTED]	

(Office Use Only)

Associated Person Information

<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Non-Personal	
Name (First, Middle, Last) JOHN WOODRUFF	
Legal Address - <i>Cannot be a P.O. Box</i> [REDACTED]	
City [REDACTED]	State IL ZIP [REDACTED]
Home Phone [REDACTED]	Business Phone [REDACTED] Fax Number [REDACTED] Other Number [REDACTED]
SSN/Tax ID [REDACTED]	Birth Date [REDACTED] Occupation Description A Other Description (required)
Country of Citizenship/Registration US	State of Registration IL Permanent U.S. Resident? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Email Address JWOODRUFF2@LAKELANDCOLLEGE.EDU
Government ID Type ND	Government ID Number [REDACTED] Government ID Place of Issue [REDACTED] Date of Issue [REDACTED] Expiration Date [REDACTED]
FINRA Information	Is Client, Client's Spouse, or immediate relative employed by Wells Fargo Advisors or another FINRA Member or any other financial services company? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," enter Class Code (Definitions on page 3). <input type="text"/> Class Code
If Class Code "W," indicate name of other registered broker-dealer firm _____	
RULE 144: Is authorized person, or member of their immediate family a director, policymaking officer, or 10% stockholder in any publicly traded company? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," indicate company ticker symbol or name. _____	

Non-Individual Account Owner

Is legal entity publicly traded? <input type="checkbox"/> No <input type="checkbox"/> Yes		Is the legal entity regulated by Federal Regulator? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Exchange Name	Country of Exchange	Exchange Description	
Sales Market	Sales Market State(s)	Sales Market Country(ies)	
Business Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Govt. Unit or Agency <input type="checkbox"/> Partnership <input type="checkbox"/> Indian Tribal Govt. <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Limited Liability Co. <input type="checkbox"/> Trust Co. <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Unicorp Assn./Social/Rec/Civic Group/Non-Profit		Business Subtype: <input type="checkbox"/> Business Trust <input type="checkbox"/> Joint Venture Partnership <input type="checkbox"/> Multinational Corp. <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Local <input type="checkbox"/> Domestic <input type="checkbox"/> Professional Corp. <input type="checkbox"/> Federal <input type="checkbox"/> Professional Limited Liability Partnership <input type="checkbox"/> Foreign <input type="checkbox"/> State <input type="checkbox"/> General Partnership	
NAIC Industry (Select up to 3): <input type="checkbox"/> Agriculture, Forestry, Fishing, and Hunting <input type="checkbox"/> Information <input type="checkbox"/> Mining <input type="checkbox"/> Finance and Insurance <input type="checkbox"/> Utilities <input type="checkbox"/> Real Estate Rental and Leasing <input type="checkbox"/> Construction <input type="checkbox"/> Professional, Scientific, and Technical Services <input type="checkbox"/> Food/Textile Manufacturing <input type="checkbox"/> Management of Companies and Enterprises <input type="checkbox"/> Wood/Plastic/Glass/Chemical Manufacturing <input type="checkbox"/> Administrative and Support and Waste Management and Remediation Services <input type="checkbox"/> Metal/Machinery Manufacturing <input type="checkbox"/> Educational Services <input type="checkbox"/> Wholesale Trade <input type="checkbox"/> Health Care and Social Assistance <input type="checkbox"/> Durable Goods/Housewares/Clothing/Food <input type="checkbox"/> Arts, Entertainment, and Recreation <input type="checkbox"/> Department Stores/General Merchandise Stores <input type="checkbox"/> Accommodation and Food Services <input type="checkbox"/> Transportation <input type="checkbox"/> Other Services (except Public Administration) <input type="checkbox"/> Warehousing and Storage <input type="checkbox"/> Public Administration			

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NAIC Sub-Industry (1)*
NAIC Sub-Industry (2)*
NAIC Sub-Industry (3)*
<p><i>*For information regarding NAICS Industry Codes, please visit the following website https://www.census.gov/naics and use the 2022 NAICS Search feature to locate potential industry code descriptions.</i></p> <p>NAIC (North American Industry Classification System) - Required for non-individual clients. NAICS codes are a standard used by federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.</p>

Person of Interest/High Risk Indicators				
U.S. Non-Individual (Select up to 5 indicators that apply to this account owner.)	<input type="checkbox"/> CASINO (5B)	<input type="checkbox"/> GUN DLR/FIREARMS (5E)	<input type="checkbox"/> FOREIGN NGO (5F)	<input type="checkbox"/> TRAVEL AGENT (5A)
	<input type="checkbox"/> GEM/PREC MTL DLRS (5C)	<input type="checkbox"/> MONEY SERVICE BUS (5D)	<input type="checkbox"/> PEP-FOREIGN (5G)	<input checked="" type="checkbox"/> NOT APPLICABLE (00)
U.S. Individual (Select all that apply.)	<input type="checkbox"/> PEP (3A)	<input checked="" type="checkbox"/> NOT APPLICABLE (00)		
Foreign Non-Individual (Select up to 5 indicators that apply to this account owner.)	<input type="checkbox"/> CASINO (6B)	<input type="checkbox"/> FOR PERS INV/HOLDING CO (6H)	<input type="checkbox"/> MONEY SERVICE BUS (6D)	
	<input type="checkbox"/> FFI (6L)	<input type="checkbox"/> FOREIGN TRUST (6I)	<input type="checkbox"/> FOREIGN NGO (6K)	<input type="checkbox"/> TRAVEL AGENT (6A)
	<input type="checkbox"/> FOR FIN INTERMEDIARY (6M)	<input type="checkbox"/> GEM/PREC MTL DLRS (6C)	<input type="checkbox"/> FOREIGN NGO (6K)	<input type="checkbox"/> TRAVEL AGENT (6A)
	<input type="checkbox"/> FOR OPERATING CO (6G)	<input type="checkbox"/> GUN DLR/FIREARMS (6F)	<input type="checkbox"/> PEP-FOREIGN (6N)	<input checked="" type="checkbox"/> NOT APPLICABLE (00)
Foreign Individual (Select all that apply.)	<input type="checkbox"/> FOR FIN INTERMEDIARY (3B)	<input type="checkbox"/> PEP (3A)	<input type="checkbox"/> NON-RESIDENT ALIEN (3C)	<input checked="" type="checkbox"/> NOT APPLICABLE (00)

Authorized Signature			
<i>I have read the above information and confirm that it is accurate to the best of my knowledge.</i>			
Associated Person Signature			Date
Internal Use	Financial Advisor Signature	FA Code IL20	
	Principal Approver Signature	Principal Rep Code	Date

For the categories of personal data that Wells Fargo may collect and how we use it, see the Wells Fargo California Consumer Privacy Act Notice at Collection at <https://www.wellsfargo.com/privacy-security/notice-of-data-collection/>. See additional Wells Fargo privacy notices at <https://www.wellsfargo.com/privacy-security/>.

Government ID Description		
<p>AI Articles of Incorporation</p> <p>AO Articles of Organization (LLC)</p> <p>AR Adoption Record</p> <p>BC Birth Certificate</p> <p>BD Border Crossing Card*</p> <p>BL Business License</p> <p>BV B1B2 Visa</p> <p>CD Court Document</p> <p>CE Cedula</p> <p>CI Consular ID Card</p> <p>DL Driver's License</p> <p>EA Employment Authorization Card</p>	<p>EC Employer ID Card</p> <p>ED Estate/Court Documents</p> <p>FD Foreign Issued ID - Non-Driver</p> <p>FL Foreign Driver's License*</p> <p>HC Health Insurance Card (No Medicare Card)</p> <p>LP Life Insurance Policy</p> <p>MD Marriage or Divorce Record</p> <p>MR Armed Forces</p> <p>ND Non-Documentary</p> <p>NI National ID Card</p> <p>OA Operating Agreement</p> <p>PA Partnership Agreement</p>	<p>PC Permanent Resident Card</p> <p>PP Passport</p> <p>RA Resident Alien ID Card (Green Card)</p> <p>SC School ID Card</p> <p>ST State ID Card</p> <p>TI Tribal ID</p> <p>TP Trustee Certification of Investment Powers</p> <p>TR Trust Document</p> <p><i>* If Border Crossing Card or Foreign Driver's License is selected, both Border Crossing Card and Foreign Driver's License forms of ID are required.</i></p>

Class Codes Descriptions (Do not enter "N" for "No" in the Class Code field • please leave blank.)

- U** Employees of Wells Fargo Advisors, their spouse, dependent children, or any other person who is supported directly or indirectly to a material extent by the employee. Also included are accounts in which any of these individuals has a financial or beneficial control or interest such as guardian, custodian, trustee, executor, corporate or legal officer or agent, investment clubs, joint accounts, or partnerships.
- V** Non-dependent immediate family members of an employee of Wells Fargo Advisors, which include: non-dependent children, parents, parents-in-law, brothers or sisters, brothers-in-law or sisters-in-law, sons-in-law or daughters-in-law, children or other persons supported directly or indirectly to a material extent by any of these individuals, and any accounts in which they have a financial or beneficial control or interest such as guardian, custodian, trustee, executor, corporate or legal officer or agent, investment clubs, joint accounts, or partnerships.
- W** Employees or brokers of other security firms, their dependent accounts and accounts in which they have a financial or beneficial control or interest, such as guardian, custodian, trustee, executor, corporate or legal officer or agent, investment clubs, joint accounts, or partnerships. You understand that if you are associated with another member or member organization, WFA may notify your employer in writing of your intention to open and/or maintain an account. We will transmit duplicate copies of confirmations and statements or other similar information with respect to the account to your employing member as required by regulation.
- Y** Associates of Wells Fargo & Company, their spouse, dependent children, or any other person who is supported directly or indirectly to a material extent by the associate. Also included are accounts in which any of these individuals has a financial or beneficial control or interest such as guardian, custodian, trustee, executor, corporate or legal officer or agent, investment clubs, joint accounts, or partnerships.
- Z** Non-dependent immediate family members of an associate of Wells Fargo & Company, which include: non-dependent children, parents, parents-in-law, brothers or sisters, brothers-in-law or sisters-in-law, sons-in-law or daughters-in-law, children or other persons supported directly or indirectly to a material extent by any of these individuals, and any accounts in which they have a financial or beneficial control or interest such as guardian, custodian, trustee, executor, in which they have a financial corporate or legal officer or agent, investment clubs, joint accounts, or partnerships.

Occupation Description

A Proprietor, Professional, Managerial	D Sales	I Education	N Student
B Information Technology Systems	E Administrative, Clerical	J Clergy	P Homemaker
C Craftsman, Skilled Worker	F Public Service	K Other*	* Description is required
	G Personal Service Provider	L Unemployed	
	H Farming, Fishing, Forestry	M Retired	

Person of Interest/High Risk Indicator Descriptions**U.S. Non-Individual:**

CASINO (5B) - A domestic or foreign entity licensed as a casino, gambling casino, or gaming establishment under the laws of any U.S. state or foreign jurisdiction or any political subdivision of the foregoing.

GEM/PREC MTL DLRS (5C) - A domestic or foreign person or entity who purchases and sells: jewels; precious metals and stones; and finished goods.

This category includes, but is not limited to, jewelry, coins, and antiques.

GUN DLR/FIREARMS (5E) - A foreign or domestic based business or entity where the primary business involves the sale of guns, weapons, and/or firearms.

MONEY SERVICE BUS (5D) - An agent, agency, branch, or office of any person or entity located within the U.S. doing business in one or more of the following capacities: currency dealer or exchanger; check casher; issuer of traveler's checks, money orders, or electronic cards with a stored monetary value; seller or redeemer of traveler's checks, money orders, or electronic cards with a stored monetary value; money transmitter; and the United States Postal Service (except with respect to the sale of postage or philatelic products); that is not 25% or more owned by a Mexican casa de cambio, which is a nonbank financial institution (currency exchanger) that provides a variety of financial services and is regulated by the Mexican government. Exception: Persons or entities (other than money transmitters) who do not exchange currency, cash checks, or issue, sell, or redeem traveler's checks, money orders, or electronic cards with a stored monetary value in an amount greater than \$1,000 to any person or entity on any day in one or more transactions are not MSB(s).

FOREIGN NGO (5F) - A domestic or foreign private, nonprofit organization that pursues activities intended to serve the public good that is not funded 100% by the U.S. government. Includes charities, foundations, religious organizations, and other non-profit organizations. NGOs may provide basic social services, work to relieve suffering, promote the interests of the poor, bring citizen concerns to governments, encourage political participation, protect the environment, or undertake community development to serve the needs of citizens, organizations, or groups in one or more of the communities that the NGO operates.

PEP-FOREIGN (5G) - A current or former senior official in the executive, legislative, administrative, military, or judicial branches of a foreign government (whether elected or not); a senior official of a major foreign political party; a current or former senior executive of a foreign government-owned corporation; an immediate family member of any individual listed above; a "close associate" of a current or former senior foreign political figure who is widely and publicly known (or is actually known by the Firm) to maintain an unusually close relationship with this individual and is a position to conduct substantial domestic and international business. Domestic PEP includes any current or former senior official in the executive, legislative, administrative, military, or judicial branches of the U.S. or state government. Accounts for PEPs with ties to the current Venezuelan government are prohibited.

TRAVEL AGENT (5A) - Any domestic or foreign entity who sells, as an agent, the following travel services: airline or rail tickets; hotel and motel reservations; cruise reservations; and/or some combination of those services.

NOT APPLICABLE (00)

U.S. Individual:

PEP (3A) - Domestic PEP includes any current or former senior official in the executive, legislative, administrative, military, or judicial branches of the U.S. or state government.

NOT APPLICABLE (00)

Foreign Non-Individual:

CASINO (6B) - A domestic or foreign entity licensed as a casino, gambling casino, or gaming establishment under the laws of any U.S. state or foreign jurisdiction or any political subdivision of the foregoing.

FFI (6L) - Any entity that is organized under the laws of a foreign country; and engages in the business of: banking; securities dealing; brokerage; investment management; or insurance. *Note:* This category includes foreign: banks; mutual funds; hedge funds; futures merchant commissions; broker-dealers; and insurance companies.

FOR FIN INTERMEDIARY (6M) - Includes: a foreign individual that act as a financial liaison for its own clients, includes lawyers, accountants, investment brokers, and other third parties that act as financial liaisons for their clients; or any entity other than a foreign financial institution which is organized under the laws of a foreign country; and engages in the business of providing investment, tax, or legal advice.

FOR OPERATING CO (6G) - Foreign businesses that are: established in a country other than the United States; are not publicly traded on a recognized U.S. exchange; and are engaged in verifiable business activity.

FOR PERS INV/HOLDING CO (6H) - Includes legal entities: organized under the laws of a country other than the U.S.; and formed to hold client assets and maintain client confidentiality by opening accounts in the name of the PIC or the PHC.

FOREIGN TRUST (6I) - A trust established outside the U.S. that is governed by the laws of a jurisdiction other than the U.S.

GEM/PREC MTL DLRS (6C) - A domestic or foreign person or entity who purchases and sells: jewels; precious metals and stones; and finished goods. This category includes, but is not limited to, jewelry, coins, and antiques.

GUN DLR/FIREARMS (6F) - A foreign or domestic based business or entity where the primary business involves the sale of guns, weapons, and/or firearms.

MONEY SERVICE BUS (6D) - An agent, agency, branch, or office of any person or entity located within the U.S. doing business in one or more of the following capacities: currency dealer or exchanger; check casher; issuer of traveler's checks, money orders, or electronic cards with a stored monetary value; seller or redeemer of traveler's checks, money orders, or electronic cards with a stored monetary value; money transmitter; and the United States Postal Service (except with respect to the sale of postage or philatelic products); that is not 25% or more owned by a Mexican casa de cambio, which is a nonbank financial institution (currency exchanger) that provides a variety of financial services and is regulated by the Mexican government. Exception: persons or entities (other than money transmitters) who do not exchange currency, cash checks, or issue, sell, or redeem traveler's checks, money orders, or electronic cards with a stored monetary value in an amount greater than \$1,000 to any person or entity on any day in one or more transactions are not MSB(s).

FOREIGN NGO (6K) - A domestic or foreign private, nonprofit organization that pursues activities intended to serve the public good that is not funded 100% by the U.S. government. Includes charities, foundations, religious organizations, and other non-profit organizations. NGOs may provide basic social services, work to relieve suffering, promote the interests of the poor, bring citizen concerns to governments, encourage political participation, protect the environment, or undertake community development to serve the needs of citizens, organizations, or groups in one or more of the communities that the NGO operates.

PEP- FOREIGN (6N) - Foreign PEP includes: a current or former senior official in the executive, legislative, administrative, military, or judicial branches of a foreign government (whether elected or not); a senior official of a major foreign political party; a current or former senior executive of a foreign government-owned corporation; an immediate family member of any individual listed above; a "close associate" of a current or former senior foreign political figure who is widely and publicly known (or is actually known by the Firm) to maintain an unusually close relationship with this individual and is in a position to conduct substantial domestic and international business. Accounts for PEPs with ties to the current Venezuelan government are prohibited.

TRAVEL AGENT (6A) - Any domestic or foreign entity who sells, as an agent, the following travel services: airline or rail tickets; hotel and motel reservations; cruise reservations; and/or some combination of those services.

NOT APPLICABLE (00)

Foreign Individual:

FOR FIN INTERMEDIARY (3B) - Includes: a foreign individual that act as a financial liaison for its own clients, includes lawyers, accountants, investment brokers, and other third parties that act as financial liaisons for their clients; or any entity other than a foreign financial institution which: is organized under the laws of a foreign country; and engages in the business of providing investment, tax, or legal advice.

PEP (3A) - A PEP includes: a current or former senior official in the executive, legislative, administrative, military, or judicial branches of a foreign government (whether elected or not); a senior official of a major foreign political party; a current or former senior executive of a foreign government-owned corporation; an immediate family member of any individual listed above; a "close associate" of a current or former senior foreign political figure who is widely and publicly known (or is actually known by the Firm) to maintain an unusually close relationship with this individual and is in a position to conduct substantial domestic and international business. Accounts for PEPs with ties to the current Venezuelan government are prohibited.

NON-RESIDENT ALIEN (3C) - An alien is any individual who is not a U.S. citizen or U.S. national.

NOT APPLICABLE (00)

Business Type/Subtype

Business and Business Subtype are required for non-individual clients to classify the entity appropriately. The business formation will determine the business and business subtype category.

Business Type Codes

C Corporation
G Government Unit or Agency
I Indian Tribal Government
L Limited Liability Company
N Limited Partnership
O Limited Liability Partnership
P Partnership
S Sole Proprietor
T Trust Company
U Unicorp Association/Social/Rec/Civic Group/Non-Profit

Business Subtype Codes

BT Business Trust
CM Multinational Corporation
CO Corporation
DM Domestic
FD Federal
FN Foreign
GP General Partnership
JV Joint Venture Partnership
LL Limited Liability Partnership
LO Local
PC Professional Corporation
PL Professional Limited Liability Partnership
ST State

Exchange

For entities that are publicly traded, the exchange where the entity trades must be indicated.

Sales Markets State/Country

All non-individual clients, both foreign and domestic, are required to record the specific market(s) in which they conduct business. For entities conducting business across the U.S., users are required to provide one U.S. state and may provide up to three U.S. states. For entities conducting international business, users are required to provide one country and may provide up to three countries. Certain entities may conduct business in both U.S. and international markets. In this instance, entities will be able to provide up to three U.S. states and three international countries.

- Local
- Regional
- U.S.
- International
- U.S./International

NAIC (North American Industry Classification System)

This is required for non-individual clients. NAICS codes are a standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0724-004

DATE: July 11, 2024

RESOLUTION APPROVING SIGNATURE CARDS FOR DELIVERY TO DEPOSITORY FIRST MID BANK & TRUST

WHEREAS, the Board of Trustees of Lake Land College, Community College District No. 517 (the "College") is authorized by the Public Community College Act (the "Act") to oversee the financial affairs of the College, and has in that capacity previously designated First Mid Bank & Trust (the "Bank") as a depository bank for the College; and

WHEREAS, it is necessary and appropriate at this time to update the Signature Cards provided to the Bank;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 517, Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby, State of Illinois (the "Board") as follows:

Section 1. The Board hereby approves the provisions and form of the Signature Cards as shown on the copy of said document which, as completed and signed on behalf of the College by Board Treasurer John Woodruff and College President Dr. Jonathan Bullock, is attached as Exhibit A to and hereby made a part of this Resolution.

Section 2. The Secretary of the Board shall cause the originals of the Signature Cards to be delivered to First Mid Bank & Trust.

Section 3. This Resolution shall take effect immediately upon passage, and shall supersede and replace all Resolutions previously adopted by the Board which pertain to the subject matter hereof.

ADOPTED this 11th day of July, 2024 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____

Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution Approving Signature Cards for Delivery to First Mid Bank & Trust is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 11th day of July, 2024.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 11th day of July, 2024.

Secretary, Board of Trustees

ACCOUNT AGREEMENT

FIRST MID BANK & TRUST
PO BOX 499
MATTOON, IL 61938

Account Number: [REDACTED]

Account Owner(s) Name & Address
LAKE LAND COLLEGE
PAYROLL CASH
PAYROLL ACCOUNT D
5001 LAKE LAND BLVD
MATTOON IL 61938-9366

Agreement Date: 06/24/2024 By: Chelsey Light
EXISTING Account - This agreement replaces previous agreement(s).
Account Description: (52) Now Public Fund

Additional Information: Amendment to 21289 opened on 09/09/1977.

Reason for amendment: Changing account signers.

Checking Savings NOW
Initial Deposit \$ 20,000.00 Source: On file

Ownership of Account - CONSUMER Purpose
Individual Joint - With Survivorship Joint - No Survivorship Trust - Separate Agreement
Revocable Trust or Pay-on-Death Designation as Defined in this Agreement
(Name and Address of Beneficiaries):

Signature(s). The undersigned certifies the accuracy of the information he/she has provided and acknowledges receipt of a completed copy of this form. The undersigned authorizes the financial institution to verify credit and employment history and/or have a credit reporting agency prepare a credit report on the undersigned, as individuals. The undersigned also acknowledge the receipt of a copy and agree to the terms of the following agreement(s) and/or disclosure(s):

- Terms & Conditions Truth in Savings Funds Availability
Electronic Fund Transfers Privacy Substitute Checks
Common Features

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Ownership of Account - BUSINESS Purpose
Sole Proprietorship Single-Member LLC Partnership
LLC (LLC tax classification: C Corp S Corp Partnership)
C Corporation S Corporation Non-Profit
Public Funds
Business:

(1): [X] JONATHAN B BULLOCK
I.D. # [REDACTED] D.O.B. [REDACTED]

(2): [X] JOHN E WOODRUFF
I.D. # [REDACTED] D.O.B. [REDACTED]

(3): [X]
I.D. # _____ D.O.B. _____

(4): [X]
I.D. # _____ D.O.B. _____

Authorized Signer (Individual Accounts Only)

[X]
I.D. # _____ D.O.B. _____

Backup Withholding Certifications (Non-U.S. Persons - Use separate Form W-8)
By signing at right, I, LAKE LAND COLLEGE, certify under penalties of perjury that the statements made in this section are true.
TIN: 37-0896233 The Taxpayer Identification Number (TIN) shown is my correct taxpayer identification number.
Not Subject to Backup Withholding. I am NOT subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.
Exempt Recipient. I am an exempt recipient under the Internal Revenue Service Regulations. Exempt payee code (if any)
FATCA Code. The FATCA code entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
U.S. Person. I am a U.S. citizen or other U.S. person (as defined in the instructions).

ACCOUNT AGREEMENT

FIRST MID BANK & TRUST
 PO BOX 499
 MATTOON, IL 61938

Account Number: [REDACTED]

Account Owner(s) Name & Address
 LAKE LAND COLLEGE
 WORKING CASH FUND
 5001 LAKE LAND BLVD
 MATTOON IL 61938-9366

Agreement Date: 06/24/2024 By: Chelsey Light
 EXISTING Account - This agreement replaces previous agreement(s).
 Account Description: (52) Now Public Fund

Additional Information: Amendment to 50032 opened on 09/09/1977.

Reason for amendment: Changing account signers.

Checking Savings NOW _____
 Initial Deposit \$ 81.87 Source: On file

Ownership of Account - CONSUMER Purpose

Individual _____
 Joint - With Survivorship (and not as tenants in common)
 Joint - No Survivorship (as tenants in common)
 Trust - Separate Agreement:

 Revocable Trust or Pay-on-Death Designation as Defined in this Agreement
 (Name and Address of Beneficiaries):

Signature(s). The undersigned certifies the accuracy of the information he/she has provided and acknowledges receipt of a completed copy of this form. The undersigned authorizes the financial institution to verify credit and employment history and/or have a credit reporting agency prepare a credit report on the undersigned, as individuals. The undersigned also acknowledge the receipt of a copy and agree to the terms of the following agreement(s) and/or disclosure(s):

Terms & Conditions Truth in Savings Funds Availability
 Electronic Fund Transfers Privacy Substitute Checks
 Common Features _____

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Ownership of Account - BUSINESS Purpose

Sole Proprietorship Single-Member LLC Partnership
 LLC (LLC tax classification: C Corp S Corp Partnership)
 C Corporation S Corporation Non-Profit
 Public Funds
 Business: _____

(1): []
 JONATHAN B BULLOCK
 I.D. # [REDACTED] D.O.B. [REDACTED]

(2): []
 JOHN E WOODRUFF
 I.D. # [REDACTED] D.O.B. [REDACTED]

(3): []
 I.D. # _____ D.O.B. _____

(4): []
 I.D. # _____ D.O.B. _____

Authorized Signer (Individual Accounts Only)

[]
 I.D. # _____ D.O.B. _____

Backup Withholding Certifications (Non-U.S. Persons* - Use separate Form W-8)

By signing at right, I, LAKE LAND COLLEGE, certify under penalties of perjury that the statements made in this section are true.
 TIN: 37-0896233 The Taxpayer Identification Number (TIN) shown is my correct taxpayer identification number.
 Not Subject to Backup Withholding. I am NOT subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.
 Exempt Recipient. I am an exempt recipient under the Internal Revenue Service Regulations. Exempt payee code (if any) _____
FATCA Code. The FATCA code entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
U.S. Person. I am a U.S. citizen or other U.S. person (as defined in the instructions).

ACCOUNT AGREEMENT

FIRST MID BANK & TRUST
 PO BOX 499
 MATTOON, IL 61938

Agreement Date: 06/24/2024 By: Chelsey Light
 EXISTING Account - This agreement replaces previous agreement(s).
 Account Description: (52) Now Public Fund

Checking Savings NOW _____
 Initial Deposit \$ 2.00 Source: On file

Ownership of Account - CONSUMER Purpose

Individual _____
 Joint - With Survivorship (and not as tenants in common)
 Joint - No Survivorship (as tenants in common)
 Trust - Separate Agreement:

Revocable Trust or Pay-on-Death Designation
 as Defined in this Agreement
 (Name and Address of Beneficiaries):

Ownership of Account - BUSINESS Purpose

Sole Proprietorship Single-Member LLC Partnership
 LLC (LLC tax classification: C Corp S Corp Partnership)
 C Corporation S Corporation Non-Profit
 Public Funds
 Business: _____

Backup Withholding Certifications (Non-U.S. Persons - Use separate Form W-8)

By signing at right, I, LAKE LAND COLLEGE,
 certify under penalties of perjury that the statements made in this section are true.

TIN: 37-0896233 The Taxpayer Identification
 Number (TIN) shown is my correct taxpayer identification number.

Not Subject to Backup Withholding. I am NOT subject to backup
 withholding either because I have not been notified that I am subject to backup
 withholding as a result of a failure to report all interest or dividends, or the Internal
 Revenue Service has notified me that I am no longer subject to backup withholding.

Exempt Recipient. I am an exempt recipient under the Internal Revenue
 Service Regulations. Exempt payee code (if any) _____

FATCA Code. The FATCA code entered on this form (if any) indicating that I am
 exempt from FATCA reporting is correct.

U.S. Person. I am a U.S. citizen or other U.S. person (as defined
 in the instructions).

Account Number: [REDACTED]

Account Owner(s) Name & Address
 LAKE LAND COLLEGE
 CREDIT CARD ACCOUNT

5001 LAKE LAND BLVD
 MATTOON IL 61938-9366

Additional Information: Amendment to 168601 opened on
 06/26/1991.

Reason for amendment: Changing account signers.

Signature(s). The undersigned certifies the accuracy of the information he/she has
 provided and acknowledges receipt of a completed copy of this form. The undersigned
 authorizes the financial institution to verify credit and employment history and/or have
 a credit reporting agency prepare a credit report on the undersigned, as individuals.
 The undersigned also acknowledge the receipt of a copy and agree to the terms of the
 following agreement(s) and/or disclosure(s):

- Terms & Conditions Truth in Savings Funds Availability
- Electronic Fund Transfers Privacy Substitute Checks
- Common Features _____

The Internal Revenue Service does not require your consent to any
 provision of this document other than the certifications required to
 avoid backup withholding.

(1): [X]
 JONATHAN B BULLOCK
 I.D. # [REDACTED] D.O.B. [REDACTED]

(2): [X]
 JOHN E WOODRUFF
 I.D. # [REDACTED] D.O.B. [REDACTED]

(3): [X]
 I.D. # _____ D.O.B. _____

(4): [X]
 I.D. # _____ D.O.B. _____

Authorized Signer (Individual Accounts Only)

[X]
 I.D. # _____ D.O.B. _____

ACCOUNT AGREEMENT

FIRST MID BANK & TRUST

PO BOX 499
MATTOON, IL 61938

Agreement Date: 06/24/2024 By: Chelsey Light
 EXISTING Account - This agreement replaces previous agreement(s).
 Account Description: (52) Now Public Fund

Checking Savings NOW _____
 Initial Deposit \$ 8,818.29 Source: On file

Ownership of Account - CONSUMER Purpose

Individual _____
 Joint - With Survivorship (and not as tenants in common)
 Joint - No Survivorship (as tenants in common)
 Trust - Separate Agreement:

 Revocable Trust or Pay-on-Death Designation
 as Defined in this Agreement
 (Name and Address of Beneficiaries):

Ownership of Account - BUSINESS Purpose

Sole Proprietorship Single-Member LLC Partnership
 LLC (LLC tax classification: C Corp S Corp Partnership)
 C Corporation S Corporation Non-Profit
 Public Funds
 Business: _____

Backup Withholding Certifications (Non-U.S. Persons - Use separate Form W-8)

By signing at right, I, LAKE LAND COLLEGE,
 certify under penalties of perjury that the statements made in this section are true.

TIN: 37-0896233 The Taxpayer Identification
 Number (TIN) shown is my correct taxpayer identification number.

Not Subject to Backup Withholding. I am NOT subject to backup
 withholding either because I have not been notified that I am subject to backup
 withholding as a result of a failure to report all interest or dividends, or the Internal
 Revenue Service has notified me that I am no longer subject to backup withholding.

Exempt Recipient. I am an exempt recipient under the Internal Revenue
 Service Regulations. Exempt payee code (if any) _____

FATCA Code. The FATCA code entered on this form (if any) indicating that I am
 exempt from FATCA reporting is correct.

U.S. Person. I am a U.S. citizen or other U.S. person (as defined
 in the instructions).

Account Number: _____

Account Owner(s) Name & Address
 LAKE LAND COLLEGE
 NDSL FED FUNDS 1349

 5001 LAKE LAND BLVD
 MATTOON IL 61938-9366

Additional Information: Amendment to 1804774 opened on
 07/14/1992.

Reason for amendment: Changing account signers.

Signature(s). The undersigned certifies the accuracy of the information he/she has
 provided and acknowledges receipt of a completed copy of this form. The undersigned
 authorizes the financial institution to verify credit and employment history and/or have
 a credit reporting agency prepare a credit report on the undersigned, as individuals.
 The undersigned also acknowledge the receipt of a copy and agree to the terms of the
 following agreement(s) and/or disclosure(s):

Terms & Conditions Truth in Savings Funds Availability
 Electronic Fund Transfers Privacy Substitute Checks
 Common Features _____

The Internal Revenue Service does not require your consent to any
 provision of this document other than the certifications required to
 avoid backup withholding.

(1): _____]
 JONATHAN B BULLOCK
 I.D. # _____ D.O.B. _____

(2): _____]
 JOHN E WOODRUFF
 I.D. # _____ D.O.B. _____

(3): _____]
 I.D. # _____ D.O.B. _____

(4): _____]
 I.D. # _____ D.O.B. _____

Authorized Signer (Individual Accounts Only)

_____]
 I.D. # _____ D.O.B. _____

ACCOUNT AGREEMENT

FIRST MID BANK & TRUST
 PO BOX 499
 MATTOON, IL 61938

Agreement Date: 06/24/2024 By: Chelsey Light
 EXISTING Account - This agreement replaces previous agreement(s).
 Account Description: (52) Now Public Fund

Checking Savings NOW _____
 Initial Deposit \$ 1.00 Source: On file

Ownership of Account - CONSUMER Purpose

Individual _____
 Joint - With Survivorship (and not as tenants in common)
 Joint - No Survivorship (as tenants in common)
 Trust - Separate Agreement:

Revocable Trust or Pay-on-Death Designation
 as Defined in this Agreement
 (Name and Address of Beneficiaries):

Ownership of Account - BUSINESS Purpose

Sole Proprietorship Single-Member LLC Partnership
 LLC (LLC tax classification: C Corp S Corp Partnership)
 C Corporation S Corporation Non-Profit
 Public Funds

Business: _____

Backup Withholding Certifications (Non-U.S. Persons - Use separate Form W-8)

By signing at right, I, LAKE LAND COLLEGE,
 certify under penalties of perjury that the statements made in this section are true.

TIN: 37-0896233 The Taxpayer Identification
 Number (TIN) shown is my correct taxpayer identification number.

Not Subject to Backup Withholding. I am NOT subject to backup
 withholding either because I have not been notified that I am subject to backup
 withholding as a result of a failure to report all interest or dividends, or the Internal
 Revenue Service has notified me that I am no longer subject to backup withholding.

Exempt Recipient. I am an exempt recipient under the Internal Revenue
 Service Regulations. Exempt payee code (if any) _____

FATCA Code. The FATCA code entered on this form (if any) indicating that I am
 exempt from FATCA reporting is correct.

U.S. Person. I am a U.S. citizen or other U.S. person (as defined
 in the instructions).

Account Number: [REDACTED]

Account Owner(s) Name & Address
 LAKE LAND COLLEGE
 FLEX SPENDING

5001 LAKE LAND BLVD
 MATTOON IL 61938-9366

Additional Information: Amendment to 9429886 opened on
 12/03/2008.

Reason for amendment: Changing account signers.

Signature(s). The undersigned certifies the accuracy of the information he/she has
 provided and acknowledges receipt of a completed copy of this form. The undersigned
 authorizes the financial institution to verify credit and employment history and/or have
 a credit reporting agency prepare a credit report on the undersigned, as individuals.
 The undersigned also acknowledge the receipt of a copy and agree to the terms of the
 following agreement(s) and/or disclosure(s):

- Terms & Conditions Truth in Savings Funds Availability
- Electronic Fund Transfers Privacy Substitute Checks
- Common Features _____

The Internal Revenue Service does not require your consent to any
 provision of this document other than the certifications required to
 avoid backup withholding.

(1): []
 JONATHAN B BULLOCK

I.D. # [REDACTED] D.O.B. [REDACTED]

(2): []
 JOHN E WOODRUFF

I.D. # [REDACTED] D.O.B. [REDACTED]

(3): []

I.D. # _____ D.O.B. _____

(4): []

I.D. # _____ D.O.B. _____

Authorized Signer (Individual Accounts Only)

[]

I.D. # _____ D.O.B. _____

ACCOUNT AGREEMENT

FIRST MID BANK & TRUST
 PO BOX 499
 MATTOON, IL 61938

Account Number: [REDACTED]

Account Owner(s) Name & Address
 LAKE LAND COLLEGE
 5001 LAKE LAND BLVD
 MATTOON IL 61938-9366

Agreement Date: 06/24/2024 By: Chelsey Light
 EXISTING Account - This agreement replaces previous agreement(s).
 Account Description: (52) Now Public Fund

Additional Information: Amendment to 9882674 opened on 10/28/2016.

Reason for amendment: Changing account signers.

Checking Savings NOW _____
 Initial Deposit \$ 1,000.00 Source: On file

Ownership of Account - CONSUMER Purpose

Individual _____
 Joint - With Survivorship (and not as tenants in common)
 Joint - No Survivorship (as tenants in common)
 Trust - Separate Agreement:

Revocable Trust or Pay-on-Death Designation as Defined in this Agreement
 (Name and Address of Beneficiaries):

Signature(s). The undersigned certifies the accuracy of the information he/she has provided and acknowledges receipt of a completed copy of this form. The undersigned authorizes the financial institution to verify credit and employment history and/or have a credit reporting agency prepare a credit report on the undersigned, as individuals. The undersigned also acknowledge the receipt of a copy and agree to the terms of the following agreement(s) and/or disclosure(s):

- Terms & Conditions Truth in Savings Funds Availability
 Electronic Fund Transfers Privacy Substitute Checks
 Common Features _____

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Ownership of Account - BUSINESS Purpose

Sole Proprietorship Single-Member LLC Partnership
 LLC (LLC tax classification: C Corp S Corp Partnership)
 C Corporation S Corporation Non-Profit
 Public Funds
 Business: _____

Backup Withholding Certifications (Non-"U.S. Persons" - Use separate Form W-9)

By signing at right, I, LAKE LAND COLLEGE, certify under penalties of perjury that the statements made in this section are true.

TIN: 37-0896233 The Taxpayer Identification Number (TIN) shown is my correct taxpayer identification number.

Not Subject to Backup Withholding. I am NOT subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.

Exempt Recipient. I am an exempt recipient under the Internal Revenue Service Regulations. Exempt payee code (if any) _____

FATCA Code. The FATCA code entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

U.S. Person. I am a U.S. citizen or other U.S. person (as defined in the instructions).

(1): []
 JONATHAN B BULLOCK

I.D. # [REDACTED] D.O.B. [REDACTED]

(2): []
 JOHN E WOODRUFF

I.D. # [REDACTED] D.O.B. [REDACTED]

(3): []

I.D. # _____ D.O.B. _____

(4): []

I.D. # _____ D.O.B. _____

Authorized Signer (Individual Accounts Only)

[]

I.D. # _____ D.O.B. _____



MEMO

TO: Jean Anne Highland, Chief of Staff

FROM: Beth Craig, Grants Writer and Coordinator

CC: Lynn Breer, Director of Institutional Research and Reporting

RE: Acceptance of FY24 ICCB Noncredit Workforce Training Initiative Amendment
Grant funds

Lake Land College has received additional funding from the Illinois Community College Board (ICCB) Noncredit Workforce Training Initiative Grant amendment for \$20,000. This grant program was established to expand noncredit program offerings, offer business solutions to employers and increase affordability of noncredit training for students.

With this grant amendment funding, the College plans to purchase upgraded software support and modules for the College noncredit program registration software. These items will be purchased and integrated in order to enhance user friendliness as well as to integrate noncredit students into the larger College student software system. In addition, these upgrades will allow for better recordkeeping methods, and fix some technical issues.

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

Budget Modification Request Form

State Agency/Grantor: Illinois Community College Board

BUDGET MODIFICATIONS: Grantees are allowed to make modifications up to ten percent (10%) or \$1,000 (whichever is higher) of any specific line, prior to seeking approval. **Modifications greater than ten percent (10%) or \$1,000 (whichever is higher) of any specific line OR requiring a major change in scope, require the submission of a budget modification request.**

All budget modification requests should be submitted to ICCB.grantpayments@illinois.gov

Grantee	Lake Land College	Fiscal Year	July 1, 2024 through March 30, 2025
Program Name	Noncredit Workforce Training Initiative Grant	Date Submitted	6/4/2024

Budget Expenditure Categories	Current Approved Budget (includes approved budget modifications)	Modification (+ or -)	Revised Budget
Personnel (Salaries & Wages)			\$0.00
Fringe Benefits			\$0.00
Travel			\$0.00
Equipment			\$0.00
Supplies			\$0.00
Contractual Services	\$0.00	\$20,000.00	\$20,000.00
Consultant (Professional Services)			\$0.00
Construction			\$0.00
Occupancy (Rent and Utilities)			\$0.00
Telecommunications			\$0.00
Training and Education			\$0.00
Direct Administrative Costs			\$0.00
Miscellaneous/Other Costs			\$0.00
Grant Exclusive Line Item			\$0.00
Total Direct Costs (Subtotal)	\$0.00	\$20,000.00	\$20,000.00
Indirect Costs/General Administration			\$0.00
Total	\$0.00	\$20,000.00	\$20,000.00

Reason For Modification (i.e. change in scope, threshold, etc.)	Original Activity Description (Include Principle, Element, Activity, Amount)	New Activity Description (Include Principle, Element, Activity, Amount)	Expected Outcomes
NWTI Amendment funds are available per recent communication from ICCB	Original grant activities included purchasing a powered industrial truck (forklift) and related accessories as well as offering forklift training coursework.	New amendment activities include additional funding to offset registration software upgrades.	The expected outcome will be improved functioning of registration software, which will provide more robust reporting options as well as a better user experience overall.

Budget Modification Request Form

State Agency/Grantor: Illinois Community College Board

BUDGET MODIFICATIONS: Grantees are allowed to make modifications up to ten percent (10%) or \$1,000 (whichever is higher) of any specific line, prior to seeking approval. **Modifications greater than ten percent (10%) or \$1,000 (whichever is higher) of any specific line OR requiring a major change in scope, require the submission of a budget modification request.**

All budget modification requests should be submitted to ICCB.grantpayments@illinois.gov

Grantee	Lake Land College	Fiscal Year	July 1, 2024 through March 30, 2025
Program Name	Noncredit Workforce Training Initiative Grant	Date Submitted	6/4/2024

GRANTEE CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate; that the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the State or federal pass-through award; and that supporting documentation has been submitted as required by the grant agreement. I acknowledge that approval for any other expenditure described herein shall be considered conditional subject to further review and verification in accordance with the monitoring and records retention provisions of the grant agreement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (18 U.S.C. §1001; 31 U.S.C. §§3729-3730 and §§3801-3812; 30 ILCS 708/ 120.)

GRANTEE Authorized Representative		ICCB Representative	
Signature	Bethany Craig	Signature	
Name	Bethany Craig	Name	
Title	Grants Writer & Coordinator	Title	
Date	6/18/2024	Date	

Final Budget Modifications are due by May 31st, unless stated otherwise within the grant agreement.



Memo

To: Dr. Josh Bullock, President

From: Ike Nwosu, Vice President for Academic Services

Date: June 17, 2024

Re: Approval of Bid for Welding Equipment

The College recently solicited bids for additional welding equipment to upgrade our welding lab. This equipment is needed in addition to the items previously approved for purchase at the Board of Trustees Retreat in May, to meet the growing demand for our welding program. It also provides us the opportunity to modernize the welding lab for safety and teaching needs.

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

<u>Name</u>	<u>Total Bid</u>
Depke Welding Supplies Urbana, Illinois	\$42,967.12
Taza Supplies INC South Holland, Illinois	\$56,580.00

Based on the bids received, it is my recommendation that we award this bid to Depke Welding Supplies, of Urbana, Illinois, for the following Welding Equipment: four Dynasty® 300 Wireless Foot Control Complete.

With your approval, the total purchase of \$42,967.12 for the welders will be funded through contingency funds within Academic services already budgeted for FY2025. The timing of this request is to ensure we have an opportunity to complete the ongoing upgrade to the welding lab this summer.

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

LAKE LAND
COLLEGE
BID TABULATION

Lake Land College
 5001 Lake Land Boulevard
 Mattoon, Illinois 61938

Lake Land College Welding Equipment Bid Tab
 Project No. 2024-008
 BID DATE: June 17, 2024 - 1:00 PM

CONTRACTOR	Total Bid					
Depke Welding Supplies Urbana, Illinois	\$ 42,967.12					
Taza Supplies INC South Holland, Illinois	\$ 56,580.00					



Memo

To: Dr. Josh Bullock, President

From: Ike Nwosu, Vice President for Academic Services

Date: June 26, 2024

Re: Approval of Bid for Automotive Lifts

The College recently solicited bids for automotive lifts. This equipment is needed to replace outdated equipment for the automotive program. It also provides us the opportunity to modernize the automotive lab for safety and teaching needs.

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

<u>Name</u>	<u>Total Bid</u>
Dust and Sons Charleston, Illinois	\$30,676.60
Indiana Automotive Equipment Maxwell, Indiana	\$25,320.00

Based on the bids received, it is my recommendation that we award this bid to Indiana Automotive Equipment, of Maxwell, Indiana, for the following Automotive Lifts: two Challenger CL 10V3 Blue 10,000-pound lifts and one Challenger CL 12A Blue 12,000-pound lift. Their bid also includes a \$2,400 trade-in credit for our current automotive lifts.

With your approval, the total purchase of \$25,320 for the lifts will be funded through contingency funds within Academic services already budgeted for FY2025. The timing of this request is to ensure we have an opportunity to complete the upgrade to the automotive lab this summer.

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

Recommended Motion: Approve as presented the proposal received by Indiana Automotive Equipment of Maxwell, Indiana for the total amount of \$25,320.00 to replace the automotive lifts used by the automotive program.

LAKE LAND
COLLEGE
BID TABULATION

Lake Land College
 5001 Lake Land Boulevard
 Mattoon, Illinois 61938

Lake Land College Automotive Lifts Bid Tab
 Project No. 2024-011
 BID DATE: June 26, 2024 - 1:00 PM

CONTRACTOR	Total Bid					
Dust and Sons Charleston, Illinois	\$ 30,676.60					
Indiana Automotive Equipment Maxwell, Indiana	\$ 25,320.00					



MEMO

TO: Dr. Josh Bullock, President and Dr. Valerie Lynch, Vice President for Student Services

FROM: Kelly Allee

CC: Christi Donsbach

DATE: June 25, 2024

RE: Printing and Mail Preparation for the 2024 Alumni Magazine and the Fall 2024 College Magazine

In May, Marketing & Public Relations issued a bid for the Printing and Mail Preparation of the Alumni Magazine and the Fall College Magazine. The bid was emailed to 23 companies and published on the college's bid website.

This is the first time that we have included the Alumni Magazine in our bid materials and we are excited to share the Foundation and Alumni Board's intention to mail the Alumni magazine to everyone in the district through saturation mail. In addition, the magazine will be individually mailed to 7,200 out of district alumni.

Nine companies responded to the bid. Three of those companies did not submit completed bid materials. The team evaluated the six viable bid documents/samples and reviewed past experiences with the companies. Following this thorough evaluation, we recommend the bid from RR Donnelley of Streamwood, Illinois. We sought references from four individuals who have a history of working with Donnelleys and received excellent feedback.

On behalf of College Advancement and Marketing & Public Relations, I respectfully request the Board approve the bid of \$20,558 for the printing and mail preparation of the 2024 Alumni Magazine and the bid of \$19,766 for the printing and mail preparation of the Fall 2024 College Magazine from RR Donnelley of Streamwood, Illinois.

LAKE LAND COLLEGE BID TABULATION

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College Magazine Bid Tab
Project No. 2024-009
BID DATE: June 3, 2024 - 10:00 AM

CONTRACTOR	Alumni Magazine Printing	Mail Prep Saturation Mail	Mail Prep Addressed	Shipping Per Issue	Cost to Transport to Post Office	Total	Estimated Postage	Fall Magazine Printing	Mail Prep Saturation Mail	Shipping Per Issue	Cost to Transport to Post Office	Total Bid	Estimated Postage	Correction Charges per line/page at blue line
Aradius Group Omaha, Nebraska	\$19,290.00	\$1,075.20	\$100.00	\$280.00	\$675.00	\$21,420.20	\$ 23,725.56	\$18,917.80	\$ 989.58	\$ 380.00	\$ 675.00	\$ 20,962.38	\$ 20,348.24	\$25/pg
City Press Terre Haute, Indiana	\$23,482.00	\$5,158.00	\$218.00	\$150.00	\$150.00	\$29,158.00	\$ 43,887.00	\$30,273.00	\$5,158.00	\$150.00	\$150.00	\$35,731.00	\$40,359.00	\$25/\$75
GH Printing Downers Grove, Illinois	\$12,767.00	\$2,620.00	\$1,563.00	-	\$5,000.00	\$21,950.00	\$ 15,653.00	-	-	-	-	-	-	-
Kingery Printing Company Effingham, Illinois														
Liberty Creative Solutions Tinley Park, Illinois	\$17,176.00	\$ 911.00	\$ 358.00	\$ 50.00	\$ 925.00	\$ 19,420.00	\$ 18,986.00	\$ 18,450.00	\$ 921.00	\$ 50.00	\$ 899.00	\$ 20,320.00	\$ 10,296.00	\$75/pg
Motr Grafx LLC Wheeling, Illinois	\$29,934.00	\$ 325.00	\$ 270.00	\$ 35.00	\$ 230.00	\$ 30,794.00	\$ 30,213.00	\$ 30,042.00	\$ 325.00	\$ 35.00	\$ 230.00	\$ 30,632.00	\$ 25,534.00	\$225 w/ new proof
Premier Print Group Champaign, Illinois	\$21,742.00	inc.	inc.	inc.	\$ 10.00	\$ 21,752.00	EDDM:\$0.13-\$0.22 Non-Profit	\$ 20,598.00	inc.	\$ 15.00	inc.	\$ 20,613.00	\$0.13-\$0.22	
RR Donnelley Streamwood, Illinois	\$19,643.00	inc.	inc.	inc.	\$ 915.00	\$ 20,558.00	\$ 12,181.00	18,887.00	inc.	inc	\$ 879.00	\$ 19,766.00	\$ 11,202.00	NA
Walsworth* Ripon, Wisconsin														

*Samples only submitted, did not meet bid requirements



MEMO

TO: Lake Land College Board of Trustees

FROM: Christi Donsbach, Executive Director for College Advancement

CC: Dr. Josh Bullock, President

DATE: June 25, 2024

RE: Updates to LLC Named Spaces Planner

In the annual process of reviewing naming opportunities, the following additions to the current LLC Named Spaces Planner are being requested. We ask the Board of Trustees to approve the following donation amounts associated with the naming of each of the eight rooms outlined below at the Effingham Technology Center (ETC).

Location	Donation	Status
ETC Makers Space Lab	\$250,000	New
ETC Agriculture Classroom (ERCA)	\$200,000	New
ETC Healthcare Classroom (ERCA)	\$200,000	New
ETC Manufacturing Classroom (ERCA)	\$200,000	New
ETC Transportation Classroom (ERCA)	\$200,000	New
ETC Technology Classroom (ERCA)	\$200,000	New
ETC Virtual Reality Lab	\$150,000	New
ETC Augmented Reality Lab	\$150,000	New

Additionally, we are requesting the Board of Trustees allow donations made in accordance with Board Policy 11.10 Naming of Buildings, Grounds or Academic Programs for the above noted eight rooms at the Effingham Technology Center to be directed to support the Effingham Regional Career Foundation endowment to support the operation of the Effingham Regional Career Academy.

NAMED SPACES PLANNER



Lake Land College Naming Opportunities - Main Campus

Location	Donation	Available	Remaining	Investment	Type / Notes
Effingham Technology Center	\$5,000,000	1	1	\$1,500.00	Large Plaque w/ Portrait
Field House	\$2,500,000	1	1	\$1,500.00	Large Plaque w/ Portrait
West Building	\$2,500,000	1	1	\$1,500.00	Large Plaque w/ Portrait
Northwest Building	\$2,000,000	1	1	\$1,500.00	Large Plaque w/ Portrait
Northeast Building	\$2,000,000	1	1	\$1,500.00	Large Plaque w/ Portrait
Workforce Development Center	\$1,500,000	1	1	\$1,500.00	Large Plaque w/ Portrait
Vo-Tech	\$1,500,000	1	1	\$1,500.00	Large Plaque w/ Portrait
Ag Tech (John Deere)	\$1,500,000	1	1	\$1,500.00	Large Plaque w/ Portrait
Foundation and Alumni Center	\$1,000,000	1	1	\$1,500.00	Large Plaque w/ Portrait
Board and Administration Center	\$1,000,000	1	1	\$1,500.00	Large Plaque w/ Portrait
Baseball Field	\$500,000	1	1	\$750.00	Large Plaque
Softball Field	\$500,000	1	1	\$750.00	Large Plaque
Theatre	\$500,000	1	1	\$750.00	Large Plaque
Basketball Court	\$500,000	1	1	\$750.00	Large Plaque
Board Room	\$350,000	1	1	\$550.00	Large Plaque
Foundation Event Room	\$350,000	1	1	\$550.00	Large Plaque
Dental Hygiene Lab	\$250,000	1	1	\$750.00	Large Plaque
Nursing Lab	\$250,000	2	2	\$750.00	Large Plaque
Fitness Center	\$250,000	1	1	\$750.00	Large Plaque
Cosmotology	\$250,000	1	1	\$750.00	Large Plaque
Center for Business & Industry Lab	\$250,000	1	1	\$750.00	Large Plaque
Student Success (Testing & Tutoring) Center	\$250,000	1	1	\$750.00	Large Plaque
ETC Makers Space Lab	\$250,000	1	1	\$750.00	Large Plaque
ETC Agriculture Classroom (ERCA)	\$200,000	1	1	\$500.00	Medium Plaque
ETC Healthcare Classroom (ERCA)	\$200,000	1	1	\$500.00	Medium Plaque
ETC Manufacturing Classroom (ERCA)	\$200,000	1	1	\$500.00	Medium Plaque
ETC Transportation Classroom (ERCA)	\$200,000	1	1	\$500.00	Medium Plaque
ETC Technology Classroom (ERCA)	\$200,000	1	1	\$500.00	Medium Plaque
ETC Virtual Reality Lab	\$150,000	1	1	\$750.00	Medium Plaque
ETC Augmented Reality Lab	\$150,000	1	1	\$750.00	Medium Plaque
Innovation Lab	\$200,000	2	1	\$400.00	Medium Plaque
Civil Engineering Lab	\$200,000	1	1	\$400.00	Medium Plaque
CAD/CAM Lab	\$200,000	1	1	\$400.00	Medium Plaque
CIM/Robotics Lab	\$200,000	1	1	\$400.00	Medium Plaque
Electronics Lab	\$200,000	1	1	\$400.00	Medium Plaque
Ag Pro Tech Lab	\$200,000	1	1	\$400.00	Medium Plaque
Radio/TV Lab/WLKL/Studio	\$200,000	1	1	\$400.00	Medium Plaque
Automotive Lab	\$200,000	1	1	\$400.00	Medium Plaque
Welding Lab	\$200,000	1	1	\$400.00	Medium Plaque
Science Lab	\$200,000	5	1	\$400.00	Medium Plaque
Massage Therapy Lab	\$200,000	1	1	\$400.00	Medium Plaque
Campus Pond(s)	\$200,000	2	2	\$400.00	Medium Plaque
Tutoring Center	\$150,000	1	1	\$400.00	Medium Plaque
President's Office Suite	\$100,000	1	1	\$350.00	Medium Plaque
Art Studio	\$50,000	2	2	\$350.00	Small Plaque
PLC Lab	\$50,000	1	1	\$350.00	Small Plaque
Greenhouse	\$50,000	2	2	\$350.00	Small Plaque
Locker Rooms/Training Rooms	\$50,000	2	2	\$300.00	Small Plaque
Classrooms	\$50,000	2	2	\$300.00	Small Plaque
Faculty Offices	\$25,000	2	2	\$300.00	Small Plaque

\$1,000,000 and above
\$500,000 to \$999,999
\$250,000 to \$499,999
\$100,000 to \$249,999
\$99,999 and under

New Buildings:	Donation Value
50,000+ sq. ft.	\$ 2,500,000
25,000 to 49,999 sq. ft.	\$ 2,000,000
10,000 to 24,999 sq. ft.	\$ 1,500,000
2,500 to 9,999 sq. ft.	\$ 1,000,000



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Jean Anne Highland, Chief of Staff

DATE: June 18, 2024

RE: Mutual Aid Agreement for Emergency Response.

The College currently has existing mutual aid agreements with the Coles County Sheriff's Department, City of Mattoon Police Department and the City of Charleston Police Department in case of the need for an extreme emergency response. Given the expanded operations planned at the newly acquired Effingham Technology Center and with the launch of Effingham Regional Career Academy courses in Effingham, it is Chief Branson's recommendation that the Board of Trustees approve a proposed mutual aid agreement with the Effingham County Sheriff's Department and the City of Effingham Police Department. The Boards for the City of Effingham and Effingham County have already approved the language for this mutual aid agreement. This agreement codifies all parties' commitment to assist, if possible, in extreme emergency situations and respective liabilities that might arise from doing so.

I respectfully request the Board approve the proposed Mutual Aid Agreement as presented.

**LAW ENFORCEMENT MUTUAL AID AGREEMENT
(EXTREME EMERGENCY SITUATIONS)**

THIS LAW ENFORCEMENT AUTOMATIC MUTUAL AID AGREEMENT, (hereinafter referred to as the "Agreement"), is made and entered into as of _____, 20__, by and between the City of Effingham, Illinois, an Illinois municipal corporation, the Lake Land College, Illinois, an Illinois Community College District #517, and the County of Effingham, Illinois:

WITNESSETH:

WHEREAS, the undersigned Public Agency of the State of Illinois does hereby declare that it is in the best interest of the Public Agency to make and enter into this Agreement allowing Mutual Aid in the event the of an Extreme Emergency (as defined below), and,

WHEREAS, in the State of Illinois, there exists constitutional and statutory provisions enabling and supporting the formation of intergovernmental agreements on matters such as law enforcement Mutual Aid, *to wit*, the Constitution of the State of Illinois (Ill. Const. Art. VII, § 10), the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.), the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/7-101 et seq.) and the Illinois Municipal Code (65 5/11-1-2.1), and,

WHEREAS, this Agreement is made in recognition of the fact that certain situations and/or occurrences may result in Extreme Emergencies that exceed the Resources of a given Public Agency; each Public Agency which signs a copy of this Agreement intends to aid and assist the other participating Public Agencies during an Extreme Emergency by temporarily assigning some of the Aiding Public Agency's Resources to the Stricken Public Agency as circumstances permit and in accordance with the terms of this Agreement; the specific intent of this Agreement being to safeguard the lives, persons and property of citizens of Effingham County, State of Illinois, during an Extreme Emergency by enabling other Public Agencies to provide additional Resources as needed, and,

WHEREAS, the Public Agencies hereto have determined that it is in their best interests to enter into this Agreement to secure to each the benefits of Mutual Aid in order to adequately protect the health, safety, and welfare of the public in the event of such an Extreme Emergency situation; and,

WHEREAS, each Public Agency to this Agreement is willing to provide the Mutual Aid to other Public Agencies in the event of an Extreme Emergency situation pursuant to the terms and conditions of this Agreement.

NOW THEREFORE, in consideration of the matters set forth above, the agreements, covenants, representations, and undertakings made and contained in this Agreement, and

other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Public Agency hereby enters into this Agreement with each and every other Public Agency which signs a counterpart copy of this Agreement and agrees, covenant, represent, and undertake as follows:

1) **Definitions.** Unless the context hereof clearly indicates otherwise, the capitalized words, terms, and phrases defined in the recitals and preambles hereto and elsewhere herein shall have the same meanings for all purposes of this Agreement. In addition, in all cases the singular includes the plural, the plural includes the singular, and a reference to any gender includes both genders and the neutral, as the case may be.

- a. Agreement - This Law Enforcement Mutual Aid Agreement
- b. Aiding Public Agency - A Public Agency to this Agreement that provides Resources to a Stricken Public Agency during an Extreme Emergency.
- c. Extreme Emergency - A natural or man-made situation that threatens to cause, or causes, serious bodily injury/great bodily harm, loss of life and/or property. This shall include any situation in which a Forcible Felony (as defined in 720 ILCS § 5/2-8) is actually being committed or immediately thereafter.
- d. Forcible Felony - Means treason, first degree murder, second degree murder, predatory criminal sexual assault of a child, aggravated criminal sexual assault, criminal sexual assault, robbery, burglary, residential burglary, aggravated arson, arson, aggravated kidnapping, kidnapping, aggravated battery resulting in great bodily harm or permanent disability or disfigurement and any other felony which involves the use or threat of physical force or violence against any individual.
- e. Law Enforcement Personnel - An employee of a Public Agency to this Agreement who is a law enforcement officer, county corrections officer or court security officer, as defined in Section 2 of the Illinois Police Training Act (50 ILCS 705/2).
- f. Mutual Aid - Automatic response and assistance in which Resources are provided by a Public Agency to another Public Agency pursuant to a definite and prearranged written agreement in the event of an Extreme Emergency.
- g. Public Agency - Such units of government as are defined as a public agency by the Illinois Intergovernmental Cooperation Act (5 ILCS 220/2(1)) that has executed this Agreement by signature of an authorized individual for the Public Agency under the authority of the Constitution of the State of Illinois (Ill. Const. Art. VII, § 10), the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) and the final approval required of the Public Agency in order to execute the Agreement.
- h. Resources - Law Enforcement Personnel, equipment, vehicles, facilities, supplies, services, or any other resources available and useful when considering the particular Extreme Emergency situation.

i. **Stricken Public Agency** - A Public Agency to this Agreement that has primary jurisdiction over the site of an Extreme Emergency which, due to its insufficient Resources, is unable to provide an adequate response to an Extreme Emergency without the assistance of others.

j. **Training** - The regular scheduled practice of emergency procedures during non-emergency drills to implement the necessary joint operations of this Agreement.

2) **Incorporation of Findings**. Each of the findings set forth in the preamble to this Agreement are expressly incorporated herein and made a part of this Agreement.

3) **Agreement to Participate in the Agreement**. The Public Agencies acknowledge and agree that in certain situations, specifically those giving rise to an Extreme Emergency, the use of an individual Public Agency's Resources to perform functions outside the territorial limits of the Public Agency is in the best interest of each of the Public Agencies and that it is necessary to adequately protect the health, safety, and welfare of the public in the event of such an Extreme Emergency situation. Acknowledging such, the Public Agencies agree to enter into this Agreement allowing for Mutual Aid in the event of an Extreme Emergency.

Each Public Agency to this Agreement agrees that, in the event of an Extreme Emergency, it will respond with such Resources as are, in the opinion of the Aiding Public Agency, available and useful to the Stricken Public Agency. Provided, however, that each Aiding Public Agency reserves the right to refuse to render assistance or to recall any or all rendered assistance, whenever it believes that such refusal or recall is necessary to ensure adequate protection of its own jurisdiction's property, citizenry, or personnel.

4) **Implementation**. The highest-ranking officer of each Public Agency, or his/her designee, will meet in order to develop an implementation plan and a common procedural document to be used as a resource in such Extreme Emergency situations. Such officials shall also be in charge of planning and implementing any and all Training that is necessary and/or desirable to safely and adequately carryout this Agreement and assure cohesiveness and readiness of all Public Agencies to provide Mutual Aid in accordance with this Agreement.

5) **Termination of Extreme Emergency Situation**. Upon termination of the Extreme Emergency, Aiding Public Agencies' Resources will be released and returned to their own respective jurisdictions by the Stricken Public Agency as soon as the situation giving rise to the Extreme Emergency is restored to the point where the Stricken Public Agency is able to satisfactorily handle the situation with its own resources or when an Aiding Public Agency decides to recall its assistance.

6) **Ability to Refuse or Recall**. The rendering of assistance pursuant to this Agreement shall not be mandatory if in the sole discretion of the Aiding Public Agency, rendering such assistance would cause inadequate protection of its own jurisdiction's property,

citizenry, or personnel. The highest-ranking officer of the Aiding Public Agency who is on duty at the time of the Extreme Emergency is authorized to refuse to render assistance or to recall any or all rendered assistance, whenever it believes that such refusal or recall is necessary to ensure adequate protection of its own jurisdiction's property, citizenry, or personnel.

It is the responsibility of the Aiding Public Agency to immediately notify the Stricken Public Agency of the Aiding Public Agency's inability to respond. Failure to immediately notify the Stricken Public Agency of such inability to respond shall not constitute evidence of noncompliance with the terms of this Agreement, and no liability may be assigned to the Aiding Public Agency.

7) **Non-Liability for Failure to Render Aid.** No liability of any Public Agency to another Public Agency or to any third party of any kind or nature shall be attributed to or be assumed, whether expressly or implied, by a party hereto, its duly authorized agents and personnel, for failure or refusal to render aid, nor shall there be any liability asserted against a party based on the mutual aid provided hereunder or for the withdrawal of aid once it has been provided pursuant to the terms of this Agreement.

8) **Command and Control at the Scene of Extreme Emergency.** At the scene of the Extreme Emergency, the highest-ranking officer of the Stricken Public Agency who is present at the scene of the Extreme Emergency shall assume full responsibility and command for operations at the scene. Law Enforcement Personnel from the Aiding Public Agencies shall report to, and shall work under, the direction and supervision of the Stricken Public Agency. Provided, however, that at all times, the Law Enforcement Personnel of the Aiding Public Agency shall remain employees of their own agency and shall adhere to the policies and procedures of their own employer. While working under the direction of the Stricken Public Agency, Law Enforcement Personnel shall only be required to respond to lawful orders.

9) **No Reimbursement to Aiding Public Agency.** All Resources provided and/or performed under this Agreement shall be provided and/or performed without reimbursement to the Aiding Public Agency from the Stricken Public Agency. Nothing contained herein shall prohibit an Aiding Public Agency from seeking reimbursement or defrayment of any expenses it may have incurred in responding to and/or providing Mutual Aid from other sources. The Stricken Public Agency agrees to cooperate with any effort to seek reimbursement or defrayment of Mutual Aid expenses on the part of Responding Public Agencies.

10) **Aiding Public Agency; Sole Responsibility for Insuring or Indemnifying Employees.** Each Aiding Public Agency shall assume sole responsibility for insuring or indemnifying its own employees, as provided by state, federal law and/or local ordinance, and for providing personnel benefits, including benefits that arise due to injury or death, to their own employees as required by state or federal law just as if the employee would have been working as an employee of the Aiding Public Agency in its own home jurisdiction. Each Aiding Public Agency shall also be responsible, regardless of fault, for

replacing or repairing any damage to its own vehicles or equipment that occurs while providing and/or rendering assistance under this Agreement.

11) **Each Public Agency to Defend Themselves.** Each Aiding Public Agency under this Agreement further agrees that each Aiding Public Agency will be responsible for defending itself in any action or dispute that arises in connection with, or as the result of, this Agreement and that each Aiding Public Agency will be responsible for bearing its own costs, damages, losses, expenses, and attorney fees.

12) **Insurance.** Each Public Agency to this Agreement agrees to maintain, at its sole and exclusive expense, adequate liability insurance with a Best's rated A- or better insurance company or a self-insurance trust fund in the face or indemnity amount of at least one million dollars (\$1,000,000.00) which would provide, *inter alia*, liability coverage for any activities in which the Public Agency to this Agreement might engage in, or for any expense they have otherwise agreed to be responsible for under this Agreement. Each Public Agency to this Agreement may request that proof of compliance with the provisions of this Section be provided.

13) **Warranties.** Each Public Agency to this Agreement warrants that:

- a) It is a Public Agency under the laws of the State of Illinois.
- b) It is authorized by the legal process and laws applicable to that Public Agency that it has the full authority and right to enter into this Agreement.
- c) To the extent that it is called upon to provide Law Enforcement Personnel as an Aiding Public Agency, the Law Enforcement Personnel of the Public Agency to this Agreement provides that such Law Enforcement Personnel have been properly credentialed by the Illinois Law Enforcement Training Standards Board to be a law enforcement officer, county corrections officer or court security officer in the State of Illinois and have been trained relative to the types of tasks that the Law Enforcement Personnel will be undertaking relative to this Agreement.
- d) To the extent that it is called upon to provide equipment as an Aiding Public Agency, the equipment of the Public Agency to this Agreement that it provides is in good working order with no known defects, problems, faults or limitations that would make its use dangerous or impractical.

14) **Choice of Law and Choice of Forum.** This Agreement and all matters arising out of or relating to this Agreement are governed by, and construed in accordance with, the laws of the State of Illinois, without regard to the conflict of laws provisions of such State. Any legal suit, action, or proceeding arising out of or relating to this Agreement must be instituted in the courts of the State of Illinois, located in the City of Effingham and County of Effingham, and each Public Agency irrevocably submits to the exclusive jurisdiction of such courts in any such suit, action, or proceeding. Service of process, summons, notice,

or other document by certified mail in accordance with Section 27 will be effective service of process for any suit, action, or other proceeding brought in any such court.

15) **Compliance with Laws.** All Public Agencies to this Agreement agree to comply with all federal, state, county and local laws and ordinances as well as all applicable rules, regulations, and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the Public Agencies' respective performances of the provisions of this Agreement.

16) **Lack of Waiver.** Acceptance of partial performance or continued performance after breach of this Agreement shall not be construed to be a waiver of any such breach.

17) **Status of Each Public Agency.** Nothing contained within this Agreement shall be deemed to create, or be interpreted to intend to create, a joint venture, partnership or any other sort of legal association or combination of entities as between the Public Agencies to this Agreement. Each Public Agency to this Agreement is acting in its own individual capacity and not as the agent of any other Public Agency which is created by this or any other counterpart copy of this Agreement or which is a Public Agency to this Agreement. Each Public Agency to this Agreement agrees that it will not hold itself out as an agent of any other Public Agency other than itself and will instruct each of its employees that they are not to hold themselves out as employees or agents of any Public Agency other than the one as to which they are actually agents or employees. Further, each Public Agency to this Agreement agrees to monitor the activities of its agents and employees to maintain compliance with this provision of the Agreement.

18) **Effective Date/Term/Termination.** This Agreement shall be effective on the date it is fully executed by the duly authorized officers of each Public Agency hereto and will remain in effect for a term of one year from the date of execution. Unless terminated in the manner provided in this Agreement, it shall automatically renew for successive one-year terms.

19) **Termination of Participation.** Any Public Agency to this Agreement has the right to terminate its participation in this Agreement upon sending ninety (90) day written notice to each Public Agency to this Agreement. To the extent that a Public Agency incurs an obligation under this Agreement prior to the expiration of the ninety (90) day notice of termination period, nothing contained in this section shall be interpreted to mean that that Public Agency should not meet its obligation under this Agreement. Termination is automatically effective upon the expiration of the ninety (90) day period without further action by any party.

20) **Immunities.** With respect to each Public Agency to this Agreement, entering into to this Agreement or performance under the terms of this Agreement shall not be deemed to waive any governmental immunity or defense to which the Public Agency would otherwise be entitled under statute or common law in the absence of this Agreement.

21) **No Third-Party Beneficiary.** This Agreement is not intended nor expected to confer upon or entitle any person or entity, other than the Public Agencies to this Agreement, any information, benefits, advantages, rights or remedies. It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the Public Agencies to this Agreement and nothing contained in this Agreement shall give or allow any claim or right of action by any other or third person or entity (including, but not limited to, members of the general public) based on this Agreement. It is the express intention of the Public Agencies to this Agreement that any person or entity (other than the Public Agencies to this Agreement) who may be deemed to receive services or benefits under this Agreement shall be deemed to be only an incidental beneficiary to this Agreement.

22) **Paragraph Headings.** The captions and headings used in this Agreement are only for convenience of reference and the organization of this Agreement and shall not be construed as expanding, defining, or limiting the terms and provisions in this Agreement.

23) **Severability.** If any part, term, or provision of this Agreement is held by the courts to be invalid, unenforceable, contrary to law or in conflict with any of the laws of the State of Illinois, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the Parties to this Agreement shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision held to be invalid, unenforceable, contrary to law or in conflict with any law of the State of Illinois.

24) **Binding Upon Successors in Interest.** This Agreement shall be binding upon all the parties hereto and their respective heirs, successors, administrators, assigns or other successors in interest.

25) **Entire Agreement.** This Agreement, including and together with any related exhibits, schedules, attachments, and appendices, constitutes the sole and entire agreement of the Public Agencies with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, regarding such subject matter.

26) **Amendments.** No amendment to or modification of this Lease is effective unless it is in writing, identified as an amendment to this Lease and signed by an authorized representative of each Party.

27) **Notices.** All notices, requests, consents, claims, demands, waivers, summons, other legal process, and other similar types of communications that are related to the subject matter of this Agreement must be in writing and addressed to the relevant Public Agency at the following address:

City of Effingham, Illinois

ATTN: Jason McFarland, Chief of Police
City of Effingham, Illinois
110 S. 3rd Street
P. O. Box 648
Effingham, IL 62401

With copy to:

ATTN: Steven W. Miller, City Administrator
City of Effingham, Illinois
201 E. Jefferson Avenue
P.O. Box 648
Effingham, IL 62401

Lake Land College:

ATTN: Jeff Branson, Chief of Police
Lake Land College
5001 Lake Land Blvd
Mattoon, IL 61938

With copy to:

ATTN: Josh Bullock, President
Lake Land College
5001 Lake Land Blvd
Mattoon, IL 61938

County of Effingham, Illinois

ATTN: Paul Kuhns, Sheriff
Effingham County, Illinois
101 N. Fourth Street, Suite 101
Effingham, IL 62401

With copy to:

ATTN: Joshua Douthit, Chairman
Effingham County Board
101 N. Fourth Street, Suite 301
Effingham, IL 62401

Notice might also be sent to such other address that may be designated by the receiving Public Agency from time to time in accordance with this Section. In any event, all notices must be delivered by personal delivery, nationally recognized overnight courier (with all fees pre-paid), or certified or registered mail (in each case, return receipt requested, postage prepaid). A notice is effective only (i) upon receipt by the receiving Public Agency and (ii) if the Public Agency giving the notice has complied with the requirements of this Section.

28) **Counterparts.** This Agreement may be, and is anticipated to be, executed in counterparts, each of which shall be deemed to be an original of this Agreement.

In Witness Whereof, the Public Agency designated below enters into this Agreement with all other Public Agencies who have signed or will sign this Agreement pursuant to legal authorization granted to it under the Constitution of the State of Illinois (Ill. Const. Art. VII, § 10), the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) and the final approval required of an entity such as the undersigned Public Agency.

(Balance of this page is intentionally left blank before the signature page.)

City of Effingham, Illinois, an Illinois municipal corporation

By: _____
Michael Schutzbach, Mayor

Dated: _____

ATTEST:

Abbey Nosbisch, City Clerk

STATE OF ILLINOIS)
) SS:
COUNTY OF EFFINGHAM)

I, the undersigned, a Notary Public, in and for said County and State aforesaid, do hereby certify that Michael Schutzbach, personally known to me to be the Mayor of the City of Effingham, Illinois, a municipal corporation, and Abbey Nosbisch, personally known to me to be the City Clerk of said municipality, and personally known to me to be the same persons whose names are subscribed to the foregoing instrument as Mayor and City Clerk, they signed and delivered the said instrument as Mayor and City Clerk of said municipality, and caused the corporate seal of said corporation to be affixed thereto, as their free and voluntary act, and as the free and voluntary act and deed of said municipal corporation for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of _____, 20__.

Notary Public

Lake Land College, Illinois, an Illinois Community College District #517

By: _____
Dr. Josh Bullock, President

Dated: _____

ATTEST:

Jean Anne Highland, Chief of Staff

STATE OF ILLINOIS)
) SS:
COUNTY OF EFFINGHAM)

I, the undersigned, a Notary Public, in and for said County and State aforesaid, do hereby certify that Dr. Josh Bullock, personally known to me to be the President of Lake Land College, Community College District #517 of Illinois and Jean Anne Highland, personally known to me to be the Chief of Staff of said College, and personally known to me to be the same persons whose names are subscribed to the foregoing instrument as President and Chief of Staff, they signed and delivered the said instrument as President and Chief of Staff of said College and caused the corporate seal of said corporation to be affixed thereto, as their free and voluntary act, and as the free and voluntary act and deed of said College for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of _____, 20__.

Notary Public

County of Effingham, Illinois

By: _____
Joshua Douthit, Chairman
Effingham County Board

Dated: _____

ATTEST:

Michelle M. Kollmann, County Clerk

STATE OF ILLINOIS)
) SS:
COUNTY OF EFFINGHAM)

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, do hereby certify that Joshua Douthit, personally known to me to be the Board Chairman of the County of Effingham, Illinois, a unit of local government, and Michelle M. Kollmann, personally known to me to be the County Clerk of said County, and personally known to me to be the same persons whose names are subscribed to the foregoing instrument as Board Chairman and County Clerk, they signed and delivered the said instrument as Board Chairman and County Clerk of said county, pursuant to authority, given by the Effingham County Board as their free and voluntary act, and as the free and voluntary act and deed of said county, for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of _____, 20__.

Notary Public



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: John Woodruff, Vice-President for Business Services

DATE: July 2, 2024

RE: Board Policy 05.37 Employee Compliance Training

As stated in the College's equity plan, we would like for the annual employee compliance training to encompass training on Diversity, Equity, Inclusion, and Belonging. This is a training course that is required for new employees upon hire. We will continue with our goal of completing the annual compliance training (for all subjects) for employees in approximately one hour.

We submitted this as first reading for your initial consideration during the June 10, 2024 regular Board meeting.

Attachment

05.37**Employee Compliance Training**

In accordance with federal and state legislation and regulations, Lake Land College is required to provide all employees specific information/training upon their initial employment with the College and updates at least annually. The goal of the information/training is to ensure that all employees understand their related professional obligations.

The Director of Human Resources is charged with ensuring that the required information/training is provided for all employees and that it includes, but is not limited to, the following:

- Abused and Neglected Child Reporting (Board Policy 05.36)
- Discrimination and Harassment (Board Policy 11.04)
- Drug-Free Workplace (Board Policy 11.07)
- Ethics and Standards of Conduct (Board Policy 11.23)
- Family Educational Rights and Privacy Act (Board Policy 07.11)
- ~~Prohibiting~~ Prohibition of Sexual-Based Discrimination, Harassment and Misconduct (Board Policy 11.04.01)
- Security of Critical and Sensitive Information (Board Policy 11.28)
- Whistle-Blowing and Fraud Protection (Board Policy 11.03)
- Diversity, Equity, Inclusion, and Belonging (Board Policy 01.03.07)

In addition to the requirements for all employees, the College provides information/training needed to meet federal and state requirements related to specific positions or workgroups.



MEMO

TO: Dr. Josh Bullock, President

FROM: Valerie Lynch, Vice President for Student Services

DATE: June 26, 2024

RE: Proposed Revisions to Board Policies 11.01 and 11.04.01

On April 19, 2024, the U.S. Department of Education released the final 2024 amendments to regulations implementing Title IX of the Education Amendments of 1972, requiring application of the amended requirements to complaints of sex discrimination regarding alleged conduct that occurs on or after August 1, 2024.

The amended Title IX regulations necessitate changes in our institutional policies and procedures for addressing sex-based misconduct, including claims of sex discrimination and sex-based harassment. The amendments also include new provisions specific to pregnancy and related conditions.

Because of the significant changes and the short implementation time allowed, the College has contracted with Robbins Schwartz for guidance related to both board policy changes and implementing procedures. Robbins Schwartz is scheduled to release their guidance documents on July 1, 2024. To ensure compliance by August 1, 2024, Dustha Wahls, Director of Human Resources/Title IX Coordinator, and I asked Robbins Schwartz to review, in advance of July 1, proposed changes to two key board policies: 11.01 *Affirmative Action/Equal Opportunity* and 11.04.01 *Prohibiting Sex-Based Misconduct*.

Attached are the proposed changes to those two policies, as reviewed. I would like to present the proposed revisions to the Board of Trustees at their meeting on July 11, 2024, and ask for first and final reading so that we may meet the requirements established by the Department of Education by the August 1 effective date.

Upon receipt of the guidance documents from Robbins Schwartz, we will work diligently to update all related implementing procedures and publish them in the *Student Handbook & Right to Know* on the College's website before August 1. We will provide each of the Board members with a copy of the finalized implementing procedures in their electronic folders.

Any revisions needed to additional board policies that we identify through this process will be presented to the Board at their August 12, 2024 meeting.

Dustha and I will both be available during the Board meetings to provide additional information or answer questions.

Thank you.

~~Affirmative Action/Equal Opportunity~~
Notice of Non-Discrimination

Lake Land College is committed to maintaining a working and learning environment that promotes equal opportunity ~~and affirmative action~~ and that is free from unlawful discrimination and harassment. It is the policy of Lake Land College not to engage in discrimination or harassment against any person because of race, traits of race, color, sex, age, religion, national origin, ancestry, physical or mental disability, association with a person with a disability, marital ~~or civil union~~ status, ~~military veteran~~ status, sexual orientation, gender identity, gender-related identity and expression, sex stereotypes, sex characteristics, pregnancy or related conditions, parental status, order of protection status, unfavorable discharge from military service, work authorization status, citizenship status, or ~~to engage in any basis of~~ discrimination on any basis precluded by applicable federal and state statutes. This policy applies to admission and access to and participation, treatment and employment in the College's programs, activities and services.

The following campus office is assigned the responsibility for ensuring compliance with this policy as well as federal and state statutes and regulations concerning ~~affirmative action~~ and equal opportunity and access:

~~Office of the~~ Director of Human Resources/Title IX Coordinator
Human Resources Office, Lensink Hall, Office #2,
(217) 234-5210; humanresources@lakelandcollege.edu/Human Resources Office

Inquiries about the application of Title IX of the Education Amendments of 1972 ("Title IX") may be addressed to the Director of Human Resources/Title IX Coordinator, the Office for Civil Rights, or both.

Complaint forms and procedures for reporting or filing complaints regarding conduct that may constitute discrimination or harassment, including sex discrimination under Title IX, or filing a complaint can be obtained through Counseling Services or Human Resources. In addition,

11.01

these offices will maintain current copies of appropriate laws, regulations, and policies.

Board Policies 11.04 Discrimination and Harassment and 11.04.01 Prohibiting Sex Discrimination -Based Misconduct provide information regarding grievance procedures for complaints and/or reports alleging discrimination or harassment.

Adopted November 9, 1998
Revised February 13, 2012
Revised July 11, 2024

11.04.01

Prohibiting Sex ~~Discrimination-Based Misconduct~~

Lake Land College is committed to maintaining a safe and healthy educational and employment environment that is free from sex discrimination, which includes discrimination and harassment on the basis of harassment and other misconduct on the basis of sex, which includes including on the basis of sexual orientation, gender identity, and gender-related identity and expression, sex stereotypes, sex characteristics, pregnancy or related conditions and parental status. The College prohibits all forms of sex ~~discrimination-based misconduct~~, including but not limited to ~~sex—discrimination, sex-based~~ dual harassment, sexual violence, domestic violence, dating violence, ~~and stalking, and other sex-based misconduct.~~ The College also prohibits discrimination and harassment on the basis of sex, sexual orientation, gender identity, gender-related identity and expression, sex stereotypes, sex characteristics, pregnancy or related conditions, and parental status under Board Policy 11.04 – *Discrimination and Harassment*.

It is the policy of Lake Land College to comply with Title IX of the *Education Amendments of 1972* (“Title IX”), the *Violence Against Women Reauthorization Act* (“VAWA”), Title VII of the *Civil Rights Act of 1964* (“Title VII”), the *Illinois Human Rights Act*, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (“Clery Act”), the *Preventing Sexual Violence in Higher Education Act*, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Individuals found to have engaged in prohibited sex ~~discrimination - based misconduct~~ will be subject to disciplinary action, up to and including termination and/or dismissal from the College.

Title IX Compliance

As required under Title IX, the College does not discriminate on the basis of sex and prohibits sex discrimination in the education program or activity that it operates. This requirement commitment not to discriminate

Board Policy No. 11.04.01

and prohibition on discrimination extends to admission and employment.

The College has designated the Director of Human Resources as the Title IX Coordinator(s), who is responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College's Title IX Coordinator(s), the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

Retaliation Prohibited

Any form of retaliation, including intimidation, threats, harassment coercion, discrimination, and or any other adverse action taken or threatened against any ~~complainant or person~~, who, in good faith, files a complaint, reports or disclosing sex discrimination, sexual harassment or other sex-based misconduct, or otherwise participates or declines to participate in an investigation into allegations of sex discrimination or against any person cooperating in the investigation of allegations of sex-based misconduct (including but not limited to testifying, assisting or participating in any manner in an investigation), is strictly prohibited.

Implementing Procedures

The College will establish, maintain and publish procedures implementing this Policy, which set forth:

- The scope and jurisdiction of the College's prohibition on sex discrimination-based misconduct;
- Definitions of prohibited conduct and a definition of consent;
- Responsibilities of, and contact information for, the College's Title IX Coordinator(s) and Deputy Title IX Coordinator(s);
- Options for assistance following an incident of sex-based discrimination, ~~harassment or other misconduct~~;
- Procedures for reporting and confidentially disclosing alleged sex discrimination-based misconduct, including a mechanism for reporting and independent review of allegations against one elected official by another elected official;

Board Policy No. 11.04.01

- The College's response to reports of alleged sex ~~discrimination-based misconduct~~;
- The College's ~~resolution-grievance~~ process for complaints alleging ~~Title IX sex discrimination, to include complaints alleging or sex-based dual harassment and/or alleging~~ sexual violence, domestic violence, dating violence, or stalking;
- Prevention and education programming provided to College students; and
- Training and education provided to ~~all College employees, and additional training provided to the Title IX Coordinator, Deputy Title IX Coordinator, College Police Department, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors.~~

Adopted August 8, 2016
Revised May 8, 2017
Revised January 8, 2018
Revised February 10, 2020
Revised August 10, 2020
[Revised July 11, 2024](#)

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
July 11, 2024**

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

Bloemer, Katelyn	8/28/24-11/21/24
Coonce, Amy	4/24/24-Intermittent
Workman, Bethany	9/30/24-12/20/24

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

Shoot, James	8/10/24-10/11/24
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End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Allen, Charles	Adult Education Welding Instructor Primary position Dual Credit Instructor	12/9/21
Bunch-Epperson, Genine	Traffic Safety Instructor - DUI Primary position Com Learning Instructor	6/11/24
Bushur, Maria	Alternative Education Instructor Primary position Adult Education Instructor	5/23/24
Carter, Natashaia	Lab Student Assistant Primary position Trio Ofc Coordinator	6/6/24
Catt, Dannielle	Community Learning Instructor Primary position Summer College for Youth	5/10/24
Horton, Jesse	IEL Instructor Primary position Adj Faculty Social Science	6/11/24
Musselwhite, Justin	Adult Education Welding Instructor Primary position Adult Ed Adjunct Faculty	6/11/24
Myers, Kendra	Pathways Substitute Instructor Primary position Adult Education Instructor	5/31/24
Plummer, Teresa	Pathways Substitute Instructor Primary position Adult Education Instructor	5/23/24
Rubin, Talianna	International Student Ambassador Primary position Tutor - Student Lrng Asst	6/11/24
Storm, Janalee	Print Shop Technician Assistant Primary position Cosmetology Receptionist	6/12/24
Strode, Celestia	International Student Ambassador Primary position Tutor - Student Lrng Asst	6/11/24
Therault, Emma	Perkins Student Worker Primary position Marketing & PR Intern	6/11/24

Wiles, Tessa	IEL Instructor Primary position Director of Dual Credit	6/11/24
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New Hire-Employees**The following employees are recommended for hire**

	Position	Effective Date
Unpaid Volunteer		
Oakley, Benjamin	Dual Credit Instructor	6/12/24

Full-time

Julius, Codi	TRIO Destination college Outreach Advisor	8/5/24
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Part-time

Bergstrom, Cooper	Print Shop Technician Assistant	6/24/24
Conlin, Courtney	Dual Credit Coordinator	7/1/24
French, Mikahya	Part-Time Groundskeeper	6/13/24
Phillips, Sharon	IDOT Quality Management Training Prg Spec	6/26/24
Richards, Sydney	Fitness Center Specialist	6/12/24
Roderick, Jared	Digital Media Specialist	6/17/24
Salami, Aisha	Newspaper Editor - Student Newspaper	7/1/24
Spencer, Audri	Part-Time Groundskeeper	6/12/24

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

	Position	Effective Date
Full-time		
Gunn, Robert	Correctional Automotive Technology Instructor	6/11/24
Nolen, William	Correctional Horticulture Instructor	7/2/24
Rhine, Scott	It Instructor/Prog Coordinator It-Network Adm	5/13/24
Steaman, William	Correctional Occupations Instructor	6/28/24

Part-time

Baumann, Greyson	College Work Study Radio TV	12/4/23
Bluhm, Lisa	Adjunct Faculty Business Division	5/6/24
Bok, Grace	Perkins Student Worker	4/26/23
Brummer, Madilyn	Newspaper Editor - Student Newspaper	4/10/24
Bryson, Beverly	Bookstore Rush Worker	5/16/24
Carlen, Kyle	Physical Plant Assistant	6/3/24
Compton, Debra	Pathways Classroom Assistant	5/16/24
Davis II, Aaron	College Work-Study	4/25/24
Dennis, Danielle	Perkins Student Worker	3/15/24
Evans, Sandra	Community Learning Instructor	10/25/23
Gentry, Wyatt	College Work-Study	5/10/24
Grant, Olivia	College Work-Study	4/29/24
Hacker, Chelsie	Community Learning Instructor	11/29/23
Hoene, Gage	College Work-Study	4/29/24
Hunter, Madison	College Work-Study	4/26/24
Iheasi, Elfrieda	Newspaper Editor - Student Newspaper	5/29/24

Johns, Alexis	Newspaper Editor - Student Newspaper	2/15/24
Kaurin, Emily	Newspaper Editor - Student Newspaper	5/2/24
Klingler, Steven	Adjunct Faculty Technology Division	5/4/23
Little, Diamond	College Work-Study	5/9/24
McEuen, Kristine	Community Learning Instructor	12/4/23
Omari, Marjolaine	Bookstore Rush Worker	12/21/23
Otis, Rebekah	College Work-Study	5/10/24
Parrott, Janet	Library Assistant - Technical Services	6/27/24
Phinney-Schultz, Alyssa	Clinical Dentist	4/17/23
Reardon, Robin	Special Needs Note Taker	12/4/23
Rhine, Lydia	Print Shop Technician Assistant	8/10/23
Rosario, Moises	Bookstore Rush Worker	1/11/24
Rosil, Enock	Bookstore Rush Worker	5/29/24
Russell, Megan	Newspaper Editor - Student Newspaper	5/6/24
Samuelson, Lauryn	Perkins Student Worker	3/16/24
Shanyurai, Terrence	Pathways Classroom Assistant	5/16/24
Skolte, Gerald	College Work-Study	4/9/24
Smock, Delissalynn	College Work-Study	5/10/24
Sullivan, Laura	Dual Credit Coordinator	4/18/24
Swinkunas, Christopher	Perkins Student Worker	6/6/24
White, Mary	Allied Health Den Clinical Instructor (hourly)	12/7/23

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Crone, William	Associate Dean of Correctional Programs	6/24/24
	Transferring from Corr Hort Inst-Jacksonville	
Cruit, Laney	Associate Dean of Correctional Programs	6/27/24
	Transferring from Alt Educ Transition Coor	
Horsch, Scott	Associate Dean of Correctional Programs	7/1/24
	Transferring from Associate Dean St. Charles	
Part-time		
Dickens-Montgomery, Amanda	Path Grant Support Service Provider	7/1/24
	Transferring from Path Grant Project Manager	