

Lake Land College District No. 517

Board of Trustees
Agenda and Board Book
May 13, 2024
Regular Meeting No. 689



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. 689
Monday, May 13, 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 April 8, 2024, Regular Meeting.
2. Approval of Minutes of April 8, 2024, Closed Session.
3. Approval of Agenda of May 13, 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 November 14, 2022, Closed Session.

Hearing of Citizens, Faculty and Staff.

Committee Reports.

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

Business Items.

Non-Action Items.

Topic	Board Book Page Number(s)
1. Faculty Focus on Advancing Student Success – STEM Reform Results and the RANGE Program.	
2. Monthly Data Point Discussion – Dashboards to Monitor Various Enrollment Goals.	
3. Appointment of Board Committees.	
4. Discussion of Proposed HVAC Controllers Project.	
5. Discussion of Luther Student Center Chillers Replacement.	
6. Proposed Revisions to Board Policy 07.10.01 – <i>Financial Aid Standards of Satisfactory Progress.</i>	28-33
7. Calendar of Events.	34-35

Action Items.

Topic	Board Book Page Number(s)
1. Approval of College-Wide Committees.	36-40
2. Acceptance of March 2024 Financial Statements.	41-52
3. Declaration of Surplus Equipment or Item(s).	53-54
4. Continued Employment of Grant Funded Employees.	55
5. Approval of Updated Agreement between the College and the Lake Land College Foundation.	56
6. Acceptance of Gift-in-Kind Donations from the Lake Land College Foundation.	57-61
7. Acceptance of National Science Foundation (NSF) Grant.	62-66
8. Approval of Purchase from Nanalysis Corporation for a Spectrometer.	67
9. Approval of Purchase of AMS Diagnostic Tools and Accessories for Use in the John Deere Tech Program.	68-71
10. Approval of Bid for the Printing and Mail Preparation of the 2024 Summer Magazine/Class Schedule.	72-73
11. Approval of Settlement Agreement and Release Between the Board of Trustees and Former College Faculty Member.	
12. Approval of Bid for Forklift for the CDL Program.	74-76
13. Approval of Bid for CDL Lot Seal and Striping Project.	77

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| 14. Approval of Purchase from Snap On Industrial for Additional Electric Vehicle Training Kits. | 78-82 |
| 15. Approval of Student Accident Insurance Policy Renewal. | 83 |
| 16. Approval of Two-Year Agreement with InfoTech for ISS Research and Support Services. | |
| 17. Approval of Two-year Agreement with NEOGOV for the Learn Module. | 84-86 |
| 18. Approval of Purchase of HyFlex Equipment for the Effingham Technology Center. | 87-92 |
| 19. Waiver of First Reading and Approval of Proposed Revisions for Board Policy 07.05 – <i>Course Placement by Assessment</i> . | 93-96 |
| 20. Approval of WIOA Service Provider Contract. | 97 |
| 21. Closed Session.
Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (8), closed session is called to discuss the appointment, employment, compensation, performance or dismissal of specific employees and to discuss security and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, and staff. | |
| [Return to Open Session - Roll Call] | |
| 22. Approval of Purchase for Cyber Security Audit as Discussed in Closed Session. | |
| 23. Approval of Purchase of Disaster Recovery Equipment as Discussed in Closed Session. | |
| 24. Approval of Human Resources Report as Discussed in Closed Session. | 98-100 |

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

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



Regular Board Meeting No. 688
Board and Administration Center, Room 011
Mattoon, IL
April 8, 2024

Minutes

Call to Order.

Chair Cadwell called the April 8, 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, Mr. Thomas Wright, Vice-Chair; and Student Trustee Ms. Jackie Schertz.

Trustees Absent:

None.

Others Participating via Telephonic or Electronic Means:

None.

Others Present:

Dr. Jonathan Bullock, President; Ms. Jean Anne Highland, Chief of Staff; Ms. Seirra Laughhunn, Executive Assistant to the President's Office; and members of the staff.

Approval of Consent Items.

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

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1. Approval of Minutes of March 11, 2024, Regular Meeting.
2. Approval of Minutes of March 11, 2024, Closed Session.
3. Approval of Agenda of April 8, 2024, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	569,052.00
Building Fund	\$	31,828.63
Site & Construction Fund	\$	36,045.40
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	86,562.22
Restricted Purposes Fund	\$	409,648.04
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	16,729.72
Student Accts Receivables	\$	356,295.88
Total	\$	1,506,161.89

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

5. Destruction of Tape Recording of the October 10, 2022, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Adjournment Sine Die.

Trustee Reynolds moved and Trustee Walk seconded to adjourn sine die at 6:03 p.m. to conduct the annual organizational meeting.

Motion carried by unanimous voice vote.

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Organization of the Board

Call to Order and Appointment of Secretary Pro Tem.

Chair Cadwell called the meeting to order at 6:03 p.m. and appointed Trustee Storm to act as Secretary Pro Tem.

Roll Call.

Trustees Present: Mr. Gary Cadwell, Mr. Kevin Curtis, Mr. Larry D. Lilly, Ms. Doris Reynolds, Mr. Dave Storm, Ms. Denise Walk, Mr. Tom Wright and Student Trustee Jackie Schertz.
Members Absent: None.

Election of Chairperson Pro Tem.

Trustee Curtis nominated Trustee Cadwell to act as Chairperson Pro Tem. Trustee Wright seconded the nomination.

There being no further nominations, Chair Pro Tem Cadwell declared the nominations to be closed.

Chairman Pro Tem asked for a roll call vote on the motion to appoint Trustee Cadwell as the Chairperson Pro Tem.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Election of Secretary Pro Tem.

Trustee Wright nominated Trustee Storm to act as Secretary Pro Tem. Trustee Curtis seconded the nomination.

There being no further nominations, Chair Pro Tem Cadwell declared the nominations to be closed.

Chairman Pro Tem Cadwell asked for a roll call vote on the motion to appoint Trustee Storm as the Secretary Pro Tem.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Election of Board Chair and Length of Term.

Trustee Curtis nominated Trustee Cadwell to serve as Chair of the Board for a period of one year. Trustee Walk seconded the nomination.

There being no further nominations, Chair Pro Tem Cadwell declared the nominations to be closed and requested a roll call vote on the motion to elect Trustee Cadwell as the Board Chair for a period of one year.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Election of Board Vice-Chair and Length of Term.

Trustee Reynolds nominated Trustee Wright to serve as Vice Chair of the Board for a period of one year. Trustee Curtis seconded the nomination.

There being no further nominations, Chair Pro Tem Cadwell declared the nominations to be closed and requested a roll call vote on the motion to elect Trustee Wright as Board Vice Chair for a period of one year.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Election of Board Secretary and Length of Term.

Trustee Walk nominated Trustee Storm to serve as Secretary of the Board for a period of one year. Trustee Wright seconded the nomination.

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There being no further nominations, Chair Pro Tem Cadwell declared the nominations to be closed and requested a roll call vote on the motion to elect Trustee Storm as the Board Secretary for a period of one year.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

6:06 p.m. - The new officers took their seats, and Chair Cadwell took responsibility for the meeting.

Approval of Resolution No. 0424-016 – Appointment of College Treasurer and Approval of Surety Bonds.

Trustee Reynolds motioned and Trustee Walk seconded to Approve Resolution No. 0424-016 as presented to appoint Ms. Jean Anne Highland, Chief of Staff, as College Treasurer and approve the related Surety Bonds. A full and complete copy of the Resolution is attached to and part of these minutes.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 0424-017 Authorizing College Treasurer to Act as College Fiscal Agent.

Trustee Wright motioned and Trustee Walk seconded to Approve Resolution No. 0424-017 as presented to authorize the Treasurer to act as the College's fiscal agent. A full and complete copy of the Resolution is attached to and part of these minutes.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

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Committee Reports.

ICCTA/Legislative.

Trustee Walk said April is Community College Month and the ICCTA Board meeting is Wednesday, May 1 and Lobby Day is Thursday, May 2.

Resource & Development.

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

Finance.

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

Buildings & Site.

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

Foundation.

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

- The Employee Giving Campaign kicks off this month, encouraging all employees to participate. The campaign will highlight The Impact of 5 ways to make a meaningful impact, but employees are welcome to support any area/fund.
- Foundation board members will be touring the newly renovated Neal Hall following the next quarterly board meeting on April 22, 2024.
- We're excited to partner with the Book Store this year. Graduates will receive Lake Land College Foundation & Alumni tote bags during the week they pick up their cap and gown.
- A new donor portal is being released this month to all donors with annual and endowed scholarships. Donors can now find information on their scholarship recipients online through the scholarship software.

Student Report

Ms. Jacqueline Schertz, Student Trustee, said on February 21, 2024, student life celebrated black history month with a themed trivia game. On Wednesday, March 13, the Student Activity

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Board (SAB) hosted the advising pizza party where students were able to learn more about advising as well as check in with the advisors on the next steps. She said the final day to fill out the intent to graduate was on March 15 and the following week voting took place which we have brought to the Board to approve as an agenda item later this evening. Ms. Schertz said the Student Government Association (SGA) was able to take care of student requests for a microwave in the west building break room. On Wednesday students were able to stop by Luther Student Center to vote or prove that they already have voted for a sweet treat. She said it was fun seeing the campaign posters around campus that week. She also said there was a club contest taking place for the Laker food pantry contest where clubs had different boxes and the Broadcasting club won, earning \$50 for their club. On March 27 the SAB event was free cookies and crafts advertising for the spring art show taking place on April 24 and last Wednesday we hosted our club luncheon where Robert Morse, our Vice President of SGA presented, followed by the disability visibility panel. Students had the opportunity to hear from Laker students and employees living with both visible and invisible disabilities. During SGA's meeting we approved a new club and that makes three new clubs this year. During the solar eclipse earlier today, the student life office was able to pass out 400 solar glasses to our students! She said advocacy day is April 18 and SGA members are planning to represent our college and speak with politicians in Springfield. We are also hosting our April Blood drive on the 18 through the American Red Cross. She said the club carnival is in May and we are still looking for volunteers to brave the dunk tank. She said if anyone feels so inclined, we would be more than excited to put your name down!

President's Report.

Dr. Bullock gave the following updates:

- The College did not receive a payment from the Illinois Department of Corrections (IDOC) or the Illinois Department of Juvenile Justice (IDJJ) in March toward the FY 2024 outstanding balance. A total of \$934,277 remains outstanding for IDOC and \$142,671 remains outstanding for IDJJ.
- In March, the College received payments from the State of Illinois for FY 2024 credit hour reimbursement of \$361,260 and equalization of \$587,861. A total of \$1.5 million remains outstanding for credit hour reimbursement, \$1.6 million for equalization.
- The College received \$4,186 in property tax payments in March.
- Finally, the College will be observing summer hours of operation for energy savings beginning on Friday, May 17.

Business - Non-action Items.

Quarterly Investment Report.

Mr. Gary Swearingen from SC3F Wealth management Group (formerly Wells Fargo Advisors) presented during the meeting and summarized key data in the Quarterly Investment Report for the period ending March 31, 2024. Each trustee received a copy of the report.

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Acknowledgement of Community College Month.

Chair Cadwell provided a statement on behalf of the Board of Trustees regarding national Community College Month this April and Governor Pritzker's recent proclamation for the state's acknowledgement. The Governor's proclamation was included in the Board Book and highlighted the valuable role community colleges provide in Illinois.

Faculty Focus on Advancing Student Success – Farm Report.

Mr. Christian Kessler, Agronomy Instructor/Farm Manager, highlighted the Farm Report.

Updates from Students with Phi Theta Kappa (PTK).

PTK Students Tasha Carter and Brianna Sexton, highlighted their PTK initiatives for the academic year 2023-2024.

Phi Theta Kappa All-Illinois Academic Team Nominees.

Ms. Highland announced that two students, Ms. Natasha Carter and Ms. Brianna Nichols, were nominated and recognized as members of the All-Illinois Community College Academic Team.

Spring 2024 Commencement.

Dr. Bullock invited Trustees to participate in the Spring 2024 Commencement ceremony at 6:00 p.m. on Friday, May 10, 2024, in the Field House.

Curriculum Committee Update.

Dr. Bullock presented an update on activities by the Curriculum Committee from October 2023 to March 2024.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Additionally, Dr. Bullock highlighted two upcoming events, the Commencement ceremonies to be held Friday, May 10, 2024, and the Board of Trustees retreat to be held Wednesday, May 22, 2024. He said that Mr. Jim Reed, ICCTA Executive Director, will be attending to help facilitate the retreat and foster discussions for effective board governance.

Action Items.

Acceptance of February 2024 Financial Statements.

Trustees reviewed the February 2024 Financial Statements and heard from Trustee Storm who highlighted the Financial Statements and significant variances.

Trustee Storm moved and Trustee Walk seconded to approve as presented the February 2024 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Declaration of Surplus Item(s) or Equipment.

Dr. Bullock requested the Board declare as surplus the blades and Nacelle that have been removed from the South Wind Turbine. He reported that even though these items were removed from the South Wind Turbine several years ago the College had to keep the items since they were partially purchased with Community Based Job-Training (CBJT) grant funds from the U.S. Department of Labor. He said the CBJT grant required us to wait 10 years after the conclusion of the grant prior to disposing of any equipment and the CBJT grant ended in 2013 so we are now able to surplus these parts.

Trustee Lilly moved and Trustee Wright seconded to declare as surplus the blades and Nacelle that have been removed from the South Wind Turbine 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, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Certification of Student Trustee and Sophomore Student Government Association Election Results.

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Trustees heard a request from Ms. Highland to accept the above-referenced election results and seat the newly elected student trustee, Ms. Abbie Rose Kelly of Windsor.

Trustee Reynolds moved and Trustee Curtis seconded to certify as presented the 2024 winners of the sophomore SGA delegate's election, the student trustee election and seat Ms. Abbie Rose Kelly as the 2024-2025 student trustee effective April 15, 2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of New Student Club – the Swiftie Nation Club.

Trustees reviewed a request from Ms. Lisa Shumard-Shelton, Director of Student Life, requesting the Board approve a new student club – the Swiftie Nation Club. Trustees received the proposed student club constitution which has been approved by Dr. Valerie Lynch, Vice President for Student Services, the student Judicial Committee and the full board of the Lake Land College Student Government Association (SGA). In a memo provided by Ms. Shumard-Shelton she reported the following:

- The purpose of this club is to give Taylor Swift fans a place to gather and discuss theories, songs, albums and to analyze lyrics as well as share their passion for the music of Taylor Swift. Any currently enrolled student may join.
- This club is open to any current Lake Land College student who wishes to join.
- The full-time Faculty/Staff Co-Advisors are Andy Cougill, Librarian and Nichole Ogilvie, Athletic Trainer.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the request for a new student club- The Swiftie Nation Club.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Proposed Revisions to Board Policy 05.04.04 – Work Week.

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Dr. Bullock recommended the Board approve proposed revisions to Board Policy 05.05.04 – *Work Week*. Trustees reviewed details of the proposed revisions. Dr. Bullock said the College launched a pilot Flex Work / Remote Work program in the summer of 2022. He said that Ms. Dustha Wahls, Director of Human Resources, reported that as we near the end of the pilot program we are seeking to add language to Board Policy 05.04.04 to codify this as a College program and no longer in the pilot phase.

Trustee Curtis moved and Trustee Walk seconded to approve as presented proposed revisions to Board Policy 05.04.04 – *Work Week*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Revised Academic Calendars.

Trustees heard a presentation from Dr. Bullock, on behalf of the Academic and Enrollment Calendar Committee, for the Board to approve revised academic calendars for 2026-2027. Trustees reviewed a memo from Dr. Lynch reporting that due to an oversight, the 2026-2027 calendar did not include the College being closed on Monday, July 5, 2027, for Independence Day. Dr. Bullock said the proposed, revised academic calendars also adjust the dates for the end of the summer term to allow for the proper number of instructional days.

Dr. Bullock reported that the recommended calendars comply with requirements established in Board Policies 06.03 *Academic Calendar* and 05.20 *Holidays and Summer Work Week* and satisfy the requirements of the Illinois Community College Board and the collective bargaining agreement between the Lake Land College Faculty Association and the Board of Trustees.

Trustee Lilly moved and Trustee Wright seconded to approve as presented the academic calendars for 2026-2027.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Purchase of Master Tool Kits for EV Maintenance and Repair Training from Snap On Industrial.

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Dr. Bullock recommended the Board approve the purchase of three master tool kits from Snap On Industrial at a total cost of \$37,202.25 for use by the Technology Division to train students in the electric vehicle (EV) maintenance and repair. Trustees reviewed the quote received from Snap On for the price of one EV Cart Original Maintenance Tool Kit.

Dr. Bullock said the Board accepted the ICCB Rev Up EV grant earlier this year, and funds from this grant will be used for this purchase. Additionally, during the March 2024 regular meeting the Board approved the purchase of tool kits from Snap On. He said after participating in training on the products, Automotive instructor Mr. Brian Madlem determined that what he had initially requested were not the best items to utilize in the classroom. Mr. Madlem requested instead of the kits approved by the Board for purchase in March 2024, the automotive technology program would like to purchase three different master tool kits from Snap On tools at a total cost of \$37,202.25.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the purchase of three EV Cart Original Maintenance Master Tool Kits from Snap On Industrial at a total cost of \$37,202.25 for use by the Technology Division to train students in the electric vehicle (EV) maintenance and repair, and rescind the Board's March 11, 2024 approval of the purchase of different EV training tool kits from Snap On at a cost of \$26,882.64.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Purchase of Dynamometer for Use in the John Deere Tech Program.

Dr. Bullock recommended the Board approve the purchase of a dynamometer from AW Dynamometer, Inc. of Pontiac, Illinois, at a total cost of \$36,820, for use by the John Deere Tech program. Trustees reviewed quotes from two separate vendors and AW Dynamometer submitted the lowest quote.

Dr. Bullock noted that funds received from the FY 2024 Ullrich Grant will be used for this purchase and a formal bid was not necessary due to this being a specific item to work within the other John Deere equipment in this program.

Trustee Curtis moved and Trustee Wright seconded to approve as presented the purchase of a dynamometer from AW Dynamometer, Inc. of Pontiac, Illinois, at a total cost of \$36,820, for use by the John Deere Tech program.

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There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Bid for Cardiac Monitor.

Dr. Bullock presented a request to the Board from Ms. Jasmine Ballard, Emergency Medical Services Coordinator, that the Board approve the bid from ZOLL Medical Corporation of Chelmsford, Massachusetts, in the amount of \$51,482.18, for the purchase of a cardiac monitor to be used by the Emergency Medical Services program. Trustees received the bid sheet detailing two bids received. Dr. Bullock noted that although ZOLL did not submit the lowest bid, they were the only vendor submitting a bid according to our specifications, including providing a CPR Case Review monitoring system that provides real time corrective feedback for improved learning. He said that additionally, ZOLL provides a four-year warranty for their product whereas the other bidder, Stryker Sales, only offered a 90-day warranty.

Dr. Bullock said that funds received from the PATH grant will be utilized for this purchase.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the bid from ZOLL Medical Corporation of Chelmsford, Massachusetts, in the amount of \$51,482.18, for the purchase of a cardiac monitor to be used by the Emergency Medical Services program.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Bid for Flooring Replacement for Various Rooms in the Field House and Northwest Buildings.

Dr. Bullock presented a request to the Board from Mr. Jeremy Moore, Facilities Planning Manager, that the Board award the bid from TSI Commercial Floor Covering Inc. of Champaign, in the amount of \$76,485, for the base bid and alternative bid for the Northwest Building and Field House flooring replacement project. Trustees received a copy of the bid sheet detailing TSI Commercial Floor Covering submitting the lowest of two received bids. Dr. Bullock said this project involves the replacement of flooring

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located in the commons area and seven classrooms in the Northwest Building and one classroom in the Field House.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the bid from TSI Commercial Floor Covering Inc. of Champaign, in the amount of \$76,485, for the base bid and alternative bid for the Northwest Building and Field House flooring replacement project.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of New One-Year Agreement and Purchase of Tableau to Expand the Data Visualization Tool.

Ms. Jean Anne Highland, Chief of Staff, recommended the Board approve a one-year purchase agreement with Tableau, a Salesforce Company, in the amount of \$64,338, to enhance our current dashboard or data visualization tool. Trustees received a document detailing the various pricing proposals for the software tool renewal and the proposed agreement from Tableau.

Ms. Highland reported that the College's current agreement with Tableau expires June 25, 2024, and provides for a Tableau server, three creators, five explorers, 100 viewers and data management. She also reported that if we renewed the agreement at the existing license level the total cost would be \$23,247.

She said that as Ms. Lisa Cole, Director of Data Analytics, has expanded our data visualization capabilities, Ms. Cole is recommending we increase our Tableau purchase to the next license level which would expand our viewers of the Tableau dashboards for up to 630 employees (viewers) and also enable a widget to be placed within our Hub for employees' easier access to the tool. Ms. Highland said that given the College's educational purposes, the College will receive a 57% discount for a one-year agreement with the increased Tableau capability, for a total cost of \$64,338. Ms. Cole has worked with the Salesforce executive for the College to consider multiple renewal options. However, the option of the enhanced level for up to 630 employees to utilize the tool at the one-year agreement cost is the recommendation of the President's Cabinet. She said the college plans to monitor in the next year how many increased users are accessing the Tableau data visualization tool before we consider a longer-term agreement.

Ms. Highland noted that a bid is not needed per the exception in Board Policy 10.22 (4.F.) - purchases and contracts for the use, purchase, delivery, movement, or installation of data

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processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services.

Trustee Reynolds moved and Trustee Lilly seconded to approve as presented a one-year purchase agreement with Tableau, a Salesforce Company, in the amount of \$64,338, to enhance our current dashboard or data visualization tool, effective June 25, 2024.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Appointment or Reappointment of Division Chairs.

Dr. Bullock presented a recommendation from Dr. Ike Nwosu, Vice President for Academic Services, for the Board to reappointment six division chairs and the appointment of one new division chair for academic year 2024/2025. Dr. Bullock said Ms. Salisa Hortenstine-Olmsted, the current Humanities and Communications Division Chair, will be retiring at the end of the Summer 2024 term, and she has been mentoring Mr. Ed Thomas, Communication Studies Instructor, during the 2023/2024 academic year in preparation of his appointment as the new Humanities and Communications Division Chair.

Dr. Bullock said that he concurs with Dr. Nwosu's recommendations and respectfully requested the Board approve the appointment or reappointment of seven division chairs as presented.

Trustee Reynolds moved and Trustee Curtis seconded to approve the appointment or reappointment of division chairs for academic year 2024/2025 as follows:

- Mr. Ryan Orrick, Agriculture Division
- Ms. Erin Swingler, Allied Health Division
- Ms. Tynia Kessler, Business Division
- Mr. Ed Thomas, Humanities and Communications Division (new appointment)
- Dr. Mike Rudibaugh, Math and Science Division
- Mr. Charles Jarrell, Social Science and Education Division
- Mr. Michael Beavers, Technology Division

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Six-year Generator Service Contract with Altorfer Power Systems of Urbana for the Effingham Technology Center.

Dr. Bullock presented a recommendation from Mr. Scott Rawlings, Director of Physical Plant, for the Board to approve a six-year generator service contract with Altorfer Power Systems of Urbana for the Effingham Technology Center at a total cost of \$5,432 per year. Trustees received the proposed maintenance schedule and quote for the agreement.

In his memo, Mr. Rawlings reported that Altorfer Power Systems is the current provider for the maintenance and emergency services for five Caterpillar diesel powered generators on the College's main campus to provide emergency power in the event of a utility power failure, or a utility peak-shave order, and an emergency fire pump for the John Deere Tech program. He noted the newly acquired Effingham Technology Center needs to be added to the current maintenance schedule. Altorfer has provided a proposed six-year option totaling \$32,592 over the term of the agreement or \$5,432 per year. Dr. Bullock said this agreement will put the Effingham Technology Center on the same time and maintenance schedule as the rest of the campus generators.

Dr. Bullock noted that a bid is not necessary per the exception in Board Policy 10.22 (4.E.) - contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent.

Trustee Walk moved and Trustee Wright seconded to approve as presented a six-year generator service contract with Altorfer Power Systems of Urbana for the Effingham Technology Center at a total cost of \$5,432 per year.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Property, Casualty and Liability Insurance.

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Trustees heard a recommendation from Dr. Bullock for the Board to approve the property, casualty and liability insurance bid submitted by Employers Mutual Casualty (EMC), in the amount of \$290,930 for the coverage period April 15, 2024 through April 15, 2025. He said Dimond Brothers Insurance, the College's property and casualty insurance consultant, solicited bids from several providers, with two quotes being received and EMC provided the lowest bid. Trustees learned the proposed bid from EMC represents an increase of \$58,615 or 25.2% in costs for the current policy year that expires April 15, 2024

Trustee Walk moved and Trustee Lilly seconded to approve as presented the property, casualty and liability insurance bid from Employers Mutual Company (EMC), in the amount of \$290,930 for the upcoming policy year April 15, 2024, through April 15, 2025, and also approve the bid from EMC for a three-year student medical malpractice coverage with a premium of \$52,229 for the period April 15, 2024 through April 15, 2027 and a one-year liability coverage for the Dragster with a premium of \$1,585 for the period April 2, 2024 through April 2, 2025.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Approval of Agreement with Ferrelli for ISS and Payroll Processing Support.

Trustees heard a recommendation from Ms. Highland for the Board to approve a 12-month engagement agreement with Ferrelli of Haddonfield, New Jersey, for consulting services for Information Systems and Services (ISS) for a total of \$29,940.00 and for Payroll at a total cost of \$10,140 which includes eight hours travel time, plus travel and expenses in which Ferrelli consultants will follow GSA published guidelines for lodging and meals. Trustees were provided the details of the proposed consulting services and the two separate service agreements/quotes for the proposed work for ISS and the Payroll teams.

Ms. Highland noted that a bid is not necessary per the exception in Board Policy 10.22 (4.F.) - purchase and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services.

Trustee Wright moved and Trustee Reynolds seconded to approve as presented a 12-month engagement agreement with Ferrelli of Haddonfield, New Jersey, for consulting services for ISS for a total of \$29,940.00 and for Payroll at a total cost of cost of \$10,140 which includes eight hours travel time, plus travel and expenses in which Ferrelli consultants will follow GSA published guidelines for lodging and meals.

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There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Closed Session

7:10 p.m. – Trustee Walk moved and Trustee Curtis seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Return to Open Session - Roll Call

7:16 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, Mr. Thomas Wright and Student Trustee Schertz.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

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Appointment of Vice President for Business Services as Discussed in Closed Session.

Dr. Bullock recommended for the Board to appoint Mr. John Woodruff of Charleston to the position of vice president for business services. Trustees were provided Mr. Woodruff's resume.

Trustee Reynolds moved and Trustee Walk seconded to appoint Mr. John Woodruff of Charleston to the position of vice president for business services effective April 24, 2024. This follows discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

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

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

Trustee Reynolds motioned and Trustee 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 request for a general leave of absence without pay and the appointment of the vice president for business services.

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

Alexander, Amber	3/26/24-6/27/24
Gough, Grayson	4/24/24-7/14/24
Homann, Ashley	8/5/24-10/25/24
Olarge, Annabelle	4/19/24-6/10/24

The following employee has requested a Maternity Leave/ Board policy 05.04.10

Lash, Lara	4/29/24-5/10/24
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The following positions have been recommended by the Lake Land College President's Cabinet

Surgical Technologist Program Director and Clinical Coordinator	Level 15
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Additional Appointments

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The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Croft, Hank	Adjunct Faculty Technology Division Sub Primary position Tutor	2/19/24
Marino Lopez, Juliana	Fitness Center Specialist Primary position Tutor	3/11/24
Therault, Emma	Admissions and Records Commencement Asst Primary position Perkins Student Worker	5/6/24
Upton, Jacob	Technical Support Assistant Primary position Tutor	3/25/24

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Woodruff, John	Vice President for Business Services	4/24/24
Wooten, Katelin	Correctional Office Assistant	3/18/24
Part-time		
Baldwin, Patricia	Library Assistant	4/1/24
Bergstrom, Reese	Technical Support Assistant	3/25/24
Dawson, Kieran	Allied Health Lab Assistant	3/18/24
Gonzalez, Adriana	Special Needs Note Taker	3/15/24
Shirley, Katelynn	Lab Student Assistant	3/13/24
Speer, Clara	Library Assistant	4/1/24
Unpaid		
Kelly, Abbie	Lake Land College Student Trustee	4/15/24
Lilly, Larry	Lake Land College Trustee	3/11/24
Martin, Jamie	Dual Credit Instructor	3/15/24
Moore, Michael	Athletic Department Bus Driver	3/6/24
College Work Study		
Koontz, Willow	College Work-Study	3/12/24
Roan, Amber	College Work-Study	3/15/24

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Briney, Jennifer	Associate Dean of Correctional Programs	3/4/24
Sims, Kyle	Adult Education Advisor	3/15/24
Smith, Justin	Correctional Construction Occupations Instr	3/19/24

Part-time

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Agney, Megan	Student Path Recipient	5/9/23
Ault, Alexis	Early Childhood Student Intern	8/17/23
Brock, Reese	Admissions and Records Data Entry Assistant	1/29/24
Dickenson, Christina	College Work Study - Business	3/1/23
Estacio, Estiven	Print Shop Technician Assistant	2/16/24
Jansen, Luke	Adjunct Faculty Math and Science Division	5/6/23
Jenkins, Adam	Police Officer	4/28/23
Moore, John	Adjunct Faculty Math and Science Division	8/22/23
Morris, Rodney	Technical Support Assistant	3/15/24
Shuff, Kara	Pathways Classroom Assistant	5/12/23
Sullivan, Terence	Adjunct Faculty Math and Science Division	5/6/23

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Bennet, Lisa	Adult Education Advisor Transferring from Alternative Ed Caseworker	5/20/24

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Acceptance of the Illinois Community College Board (ICCB) Noncredit Workforce Training Initiative Grant.

Ms. Highland presented a recommendation from Dr. Beth Craig, Grants Writer and Coordinator, for the Board to accept a one-year grant for \$100,000 from the Illinois Community College Board (ICCB) Noncredit Workforce Training Initiative Grant. Trustees received the ICCB approved grant budget. Dr. Craig reported that with the grant funds the College plans to develop a powered industrial truck (forklift) training credit certificate to offer to employees of local businesses. Ms. Highland reported the grant funds will be used to:

- 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.

Trustee Wright moved and Trustee Reynolds seconded to accept as presented a one-year grant for \$100,000 from the Illinois Community College Board (ICCB) Noncredit Workforce Training Initiative Grant.

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There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Schertz voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

Adjournment.

Trustee Walk moved and Trustee Curtis seconded to adjourn the meeting at 7:21 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 for Student Services

FROM: Jennifer Hedges, Director of Financial Aid and Veterans Services

DATE: May 6, 2024

RE: Changes to Board Policy 07.10.01 – Financial Aid Standards of Satisfactory Progress

Lake Land College completed a Program Review with the Illinois Student Assistance Commission (ISAC) in February 2024. As a result of that review, it was recommended that we update our Satisfactory Academic Progress policy to better support our students in achieving the grade point average (GPA) required for graduation.

Concerns were cited with our policy as the current escalating scale does not require students to achieve a 2.0 GPA until they have attempted 56 or more credit hours. Many of our academic programs (certificate and non-degree) are completed in much less than 56 credit hours. I would recommend that we revise the GPA portion of our policy to better support our students in successful completion of their academic program(s) and to more accurately align with federal regulation.

The following chart displays the suggested revision:

Minimum GPA	Credit hours attempted
1.6	0-15
1.8	16-29
2.0	30+

I'm respectfully asking the board to review for first reading the proposed changes described above and provided in the attached document at the May 13, 2024 Board of Trustees meeting. If you have any questions, please feel free to reach out. Thank you.

07.10.01

Financial Aid Standards of Satisfactory Progress

In accordance with United States Department of Education regulations, Lake Land College is required to establish satisfactory progress standards for federal and state financial aid recipients. These standards ensure that only those recipients demonstrating satisfactory progress toward the completion of their educational objectives continue to receive financial aid assistance. These standards apply to all students, regardless of current or previous financial aid eligibility status.

Satisfactory Progress

The Financial Aid Satisfactory Progress Standards are measured each semester and determined by a combination of the following elements:

1. Completion Rate

To continue financial aid eligibility, a student must successfully complete at least 67 percent of the student's official cumulative credit hour enrollment as determined at the end of the "add/drop" period.

Grades of "F", "W", "I", and "U" do not meet satisfactory progress standards. A course for which a passing grade was received may be repeated one time and will count once as completed and twice as attempted. Approved developmental/remedial credits for students enrolled in a program eligible for financial aid will be included in determining satisfactory progress.

2. Grade Point Average

All financial aid recipients must comply with the minimum standard for cumulative Grade Point Average (GPA) regardless if the student previously received financial aid at Lake Land College or any other institution of higher education. Whether or not one has previously received financial aid, recipients must have attained an acceptable minimum grade point average (GPA) required by the College to remain in good academic standing. (See Board Policy 07.26 – Academic Standing.) The cumulative GPA for financial aid includes

grades for all courses

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Board Policy 07.10.01

attempted at Lake Land College, including developmental/remedial courses. [Lake Land College uses an escalating minimum GPA consistent with the school's graduation requirements.](#)

<u>Minimum GPA</u>	<u>Credit hours attempted</u>
<u>1.6</u>	<u>0-15</u>
<u>1.8</u>	<u>16-29</u>
<u>2.0</u>	<u>30+</u>

3. Maximum Timeframe

Regardless of any combination of course work attempted at Lake Land College, a student may not receive financial aid beyond 150 percent of the student's official academic program as measured in semester hours. Attempted credits include all earned, unearned, repeated, and transfer credits. All attempted credits count toward this limit even if financial aid was not received, or the student changes programs or pursues multiple or additional degrees.

4. Warning, Suspension, and Reinstatement

A financial aid recipient not meeting GPA or Completion Rate satisfactory progress standards will be notified and placed on financial aid warning for their next term of enrollment.

A student on warning status who does not then meet satisfactory progress standards following the next term of enrollment will be notified and placed on financial aid suspension and lose financial aid. A student suspended from receiving financial aid must meet the GPA and Completion Rate elements previously described to regain eligibility or follow the appeal procedure. There is no warning status for maximum timeframe; students who reach the 150% maximum will be placed on financial aid termination and no longer be eligible for financial aid.

Appeal Procedure

Because unusual circumstances may influence satisfactory progress, students may file an appeal. Complete details for the appeal procedure

Board Policy 07.10.01

are available from the Financial Aid Office. An in-person conference with a financial aid advisor is required prior to filing an appeal. Decisions of the Financial Aid Satisfactory Progress Review Board are final. A student may appeal only one time for each element.

Programs Covered

Financial Aid programs covered by this policy include: Illinois Monetary Award, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Direct Stafford Loan (subsidized and unsubsidized), and the Federal Parental Loan for Undergraduate Students.

Adopted November 9, 1998

Revised November 8, 1999

Revised April 9, 2001

Revised December 11, 2017

Revised

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Calendar of Events

Monday, May 13, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Wednesday, May 22, 2024	Noon – 3 p.m. Annual Board of Trustees Retreat Foundation and Alumni Center
Thursday, June 6, 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, June 10, 2024	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
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

Lake Land College Standing Committees 2024-2025

Standing Committees:

Appointed to advise, make proposals, and when applicable, render decisions concerning educational needs and policy adherence of the institution. Committees noted with an * are referenced for faculty membership representation in the faculty association collective bargaining agreement. Unless otherwise noted, faculty appointments may include instructional or academic support faculty.

Academic and Enrollment Calendar Committee

Purpose: Develop and recommend to the College President the College academic calendar. Establish enrollment calendars.

Chair: VP for Student Services

Committee Assistant: Administrative Assistant to the Vice Presidents

Members:

Director of Marketing & Public Relations

Comptroller

Academic Scheduling Coordinator

Academic Counselor/Coordinator for Orientation

Dean of Academic Operations

Chief Information Officer

Coordinator of Student Communications & Initiatives

Dean of Admissions Services

Financial Aid Representative

Manager of Bookstore and Textbook Rentals

One Teaching Faculty

One Career Division Chair

One Transfer Division Chair

VP for Academic Services

Sponsor: VP for Student Services

Academic Council Committee*

Purpose: To facilitate ongoing dialogue between full-time faculty and the Administration/Board of Trustees.

Co-Chair: VP for Academic Services and One Faculty to be voted on by faculty at first meeting.

Committee Assistant: Administrative Assistant to the Vice Presidents

Members:

VP for Academic Services

*One academic support faculty member elected by academic support faculty (7)

*One teaching faculty member elected from each academic division (1)

Agriculture:

Allied Health:

Business:

Humanities:

Math/Science:

Academic Support:

Social Science:

Technology:

At least two administrators: VP for Business Services & VP for Student Services

Director of Human Resources

Dean of Academic Operations

Faculty appointments are for three-year rotating terms

*Faculty Association President

Sponsor: VP for Academic Services

Academic Standards Committee

Purpose: Establish and review academic standards and requirements and recommend related changes in Board Policy to the College President.

Co-Chair: VP for Student Services and VP for Academic Services

Committee Assistant: Administrative Assistant to the Vice Presidents

Members:

Dean of Academic Operations

Dean of Admission Services

Director of Enrollment Services

Director of Financial Aid

One Academic Counselor

One Division Chair

Two Faculty

Student selected by Student Government Association

Sponsor: VP for Student Services

(DC and faculty appointments are three-year terms)

Lake Land College Standing Committees 2024-2025

Advising Committee

Purpose: Develop, implement, and assess advising practices that promote retention, persistence, and completion.

Chair: Academic Counselor/Coordinator of Advising

Committee Assistant: Counseling Services Specialist

Members:

One to two Teaching Faculty from each division:

Allied Health

Agriculture

Business

Humanities

Technology

Math/Science

Social Science

Two Academic Counselors

Two students selected by Student

Government Association

Sponsor: VP for Student Services

Assessment Committee

Purpose: Support continuous improvement by leading College-wide participation and integration of assessment activities and results.

Co-Chairs: Director of Institutional Research and Reporting & Faculty Member

Committee Assistant: Data Analyst & Assessment Coordinator

Members:

One Administrator

One Business Services Staff

One Student Services Staff

One Academic Services Staff

Director of Data Analytics

Director of Institutional Research and Reporting

One Teaching Faculty from each division:

Allied Health

Agriculture

Business

Humanities

Technology

Math/Science

Social Science

Sponsor: VP for Academic Services

Community and College Services Awareness Committee

Purpose: Raising awareness of information on resources within the college and external agency partners committed to assisting all students with a focus on underrepresented populations and at-risk students. Through information sharing and networking, our vision is to keep updated and accurate communication to use in serving students as well as to collaborate on how to overall best serve any current or future students in need of assistance.

Chair: Dean of Workforce Development and Community Education

Members: Director of Adult Education
Adult Education Transition Coordinator

Director of Student Life

Director of TRiO

Community Outreach Coordinator

Academic Counselor

VP for Student Services

Chief of Staff

Financial Aid representative

Perkins Specialist

Paraprofessional

Sponsor: VP for Student Services

Curriculum Committee

Purpose: Foster innovative course, credential, and program offerings. Facilitate and recommend the addition, revision or elimination of courses, credentials, and programs.

Chair: VP for Academic Services

Committee Assistant: Administrative Assistant to the Vice Presidents

Members:

Dean of Academic Operations

Dean of Admission Services

Data Analyst & Assessment Coordinator

Director of Data Analytics

Director of Institutional Research and Reporting

Director of Library Services

Associate Dean of Enrollment

All Division Chairs

Academic Scheduling Coordinator

One Member from Workforce Solutions and

Community Ed.

Lake Land College Standing Committees 2024-2025

One Admissions and Records Staff
 One Academic Counselor
 One Career Faculty
 One Transfer Faculty
 Two students selected by the Student Government Association
Sponsor: VP for Academic Services

Developmental Education Committee

Purpose: Improve student retention, persistence, and completion through communication and integration of developmental education best practices and continuous improvement strategies.

Chair: Division Chair for Math/Science or Humanities

Committee Assistant: Administrative Assistant to the current Chair

Members:

Director of Data Analytics
 Director Student Success Service
 Director of Institutional Research and Reporting
 Developmental Reading/Writing Instructor
 English Instructor
 2 Math Instructors
 Director of Adult and Alternative Education
 Counselor/Retention Coordinator
 Counselor for Student Accommodations
 Director of TRIO SSS
 Division Chairs for Mathematics and Humanities
 Student identified by Director Student Success Service

Sponsor: VP for Academic Services

Diversity, Equity, Inclusion and Belonging Education Committee (DEIB)

Purpose: Provide leadership to educate, advocate and celebrate diversity to facilitate an inclusive environment.

Chair: Director of Student Success Services

Committee Assistant: Paraprofessional on the Committee

Members:

Director of Student Life
 Coordinator of International Studies Program
 Coordinator of Diversity, Equity, Inclusion, and Belonging
 Counselor for Student Accommodations

Trio Student Support Services Advisor
 One Human Resources Staff
 One Supervisory/Support Staff
 One Media and Public Relations Staff
 One Paraprofessional
 One Custodial
 Five Faculty Members
 One Adjunct Faculty Member
 Two students selected by the Student Government Association.

Sponsor: VP for Student Services
 (One member also serves on Employee Development Committee)

Employee Appreciation and Engagement Committee

Purpose: The committee is charged with hosting ad hoc appreciation and engagement events and developing methods to show appreciation and engagement that foster a sense of belonging. The committee works in conjunction with the Employee College Events and Recognition Committee.

Chair: Director of Human Resources

Committee Assistant: TBD

Members:

Membership by volunteer
 Preferred one person from each work group to represent inclusivity:
 One Paraprofessional
 One Support-Staff
 One Faculty member
 One Custodial member
 New staff member
 Seasoned staff member

Co-Sponsors: VP for Business Services and President

Employee College Events and Recognition Committee

Purpose: Coordinates the official annual college wide events. Committee members provide support to the Employee Appreciation and Engagement Committee and reward employees demonstrating the College's vision and values.

Chair: Human Resources Staff Member

Committee Assistant: TBD

Lake Land College Standing Committees 2024-2025

Members:

One Marketing & Public Relations
 One Audio-Visual Services
 One Supervisory/Support
 One Physical Plant
 One Human Resources
 One Adjunct Faculty
 One Faculty
 One Paraprofessional
Sponsor: VP for Business Services and President

Emergency Operations Center Policy Group Committee (EOC) (Formerly NIMS)

Purpose: Ensure the college is prepared to respond to critical incidents. Maximize the safety and well-being of students, employees and visitors by executing the appropriate response to mitigate the crisis.

Chair: Police Sergeant & Coordinator for Emergency Mgt. Response & Training

Committee Assistant: Executive Assistant to the President's Office

Members:

Chief of Police
 Chief of Staff
 Vice President for Academic Services
 Vice President for Business Services
 Vice President for Student Services
 Dean for Workforce Solutions and Community Education
 Director of Marketing and Public Relations
 Communications Engagement Coordinator
 Chief Information Officer
 Director of Human Resources
 Director of Physical Plant
 Webmaster

Sponsor: President

Employee Development Committee*

Purpose: Plan the three scheduled faculty and staff development days (per academic year).

Chair: Training & Development Coordinator

Committee Assistant: Sr. Human Resources Generalist

Members:

*Five faculty members

One Paraprofessional
 Two Supervisory/Support Staff
 One Human Resources Staff
Sponsor: VP for Business Services
 (One member also serves on Inclusion and Diversity Education Committee)

Faculty Sabbatical Leave Committee*

Purpose: Evaluate and make recommendations regarding requests for faculty sabbatical leaves.

Chair: VP for Academic Services

Committee Assistant: Administrative Assistant to the Vice Presidents

Members:

*One teaching faculty from each division

*One Academic Support Faculty

VP for Student Services

Sponsor: VP for Academic Services (Faculty appointments are for three-year rotating terms.)

General Education Committee

Purpose: Establish and promote the general education philosophy and learning goals. Recommend strategies for integration and assessment of general education and learning goals within the college curriculum.

Chair: Transfer Faculty Member (3 year term)

Committee Assistant: Data Analyst & Assessment Coordinator

Members:

Director of Data Analytics

Faculty members should represent all academic divisions -

Five Transfer Faculty

Three Career faculty including Chair

Two Academic Support Faculty

Student selected by Student Government Association

Sponsor: VP for Academic Services

Health Insurance Committee*

Purpose: Provide annual evaluation and recommendations regarding College

Lake Land College Standing Committees 2024-2025

programs for employee wellness and health insurance.

Chair: VP for Business Services

Committee Assistant: Administrative Assistant to the Vice Presidents

Members:

College Nurse
 Three Administrators
 *Three Faculty (Teaching or Non-Teaching)
 One Paraprofessional
 One Custodial
 Two Supervisory/Support
 Sr. Human Resources Generalist and College Compliance Coordinator
Sponsor: VP for Business Services

Innovation Committee*

Purpose: Evaluates faculty requests for funding to support innovation in the classroom, professional development experiences and initiatives that support areas of focus to move the college forward.

Chair: VP for Academic Services

Committee Assistant: Administrative Assistant to the Vice Presidents

Members:

Three Faculty Members (3 year rotating terms)
 Three Staff/Administrators
Sponsor: VP for Academic Services

Occupational Safety Committee

Purpose: Promote occupational safety and ensure that the College is in compliance with related state and federal occupational safety regulations.

Chair: Sr. Human Resources Generalist and College Compliance Coordinator

Committee Assistant: Employment Specialist

Members:

College Nurse
 Director of Physical Plant Operations
 Lab & Chemical Safety Coordinator
 One Custodial Staff
 One Paraprofessional
 Two Faculty

One Administrator/Supervisory
Sponsor: VP for Business Services

Strategic Planning Committee

Purpose: Assist with facilitating the development and maintenance of the College's strategic plan. Serve as a resource to the President's Cabinet on issues related to the strategic plan. Be champions for the planning process and aid in communicating the process with the College community.

Chair: Chief of Staff

Committee Assistant: Executive Assistant to the President's Office

Members:

Vice President for Academic Services
 Chief Information Officer
 Associate Dean of Enrollment
 Director of Institutional Research and Reporting
 Director of Data Analytics
 Data Analyst and Assessment Coordinator
 One Faculty Association
 One Paraprofessional
 One Custodial
 Two Support (Business Services and Student Services)
 One Career Tech Faculty
 One Transfer Faculty
 Four Appointed Team Members (Academic Services, Student Services, Business Services, and Workforce Solutions and Community Education)
Sponsor: President

Training/Retraining Committee*

Purpose: Discuss problem areas and determine faculty members who will be affected when there is retrenchment at the College.

Chair: VP for Academic Services

Committee Assistant: Administrative Assistant to the Vice Presidents

Members:

Membership is appointed as needed.
Sponsor: VP for Academic Services



MEMO

TO: Dr. Josh Bullock, President

FROM: Ms. Madge Shoot, Comptroller

DATE: April 15, 2024

RE: March 2024 Financial Statement Summary

Outlined below are the budgetary variances of note for the month of March for Fiscal Year 2024.

Areas of Concern:

- We are not experiencing any budgetary areas of concern through the first nine months of FY2024

Overall Variances:

- *Revenue* – Total March 2024 revenue was \$1,229,022 resulting in an unfavorable variance of \$275,709 and an unfavorable YTD variance of \$359,368. We are still experiencing the shortfall of tuition due to the reduced enrollment for Fall 2023. CTE and CPPRT funding were both less than we had anticipated.
- *Expenditures* – Total March 2024 expenditures were \$3,687,124 resulting in a monthly unfavorable variance of \$75,291 and a favorable YTD variance of \$3,697,112. This is a result of lower operational expenditures.

Revenue Variances:

- *Local Sources* – An unfavorable variance exists of \$34,776 for the month and an unfavorable variance of \$833,986 YTD. This is a result of lower than expected CPPRT payments.
- *ICCB Credit Hour Grant* – We received \$305,439 in March 2024 resulting in an unfavorable variance of \$31,581 and an YTD favorable variance of \$802,414. The variance is related to the January credit hour payment that was received from the state was larger than expected. This will normalize as the year proceeds.

- *ICCB Equalization Grant* – We received \$587,861 of equalization payments in March 2024 resulting in a favorable variance of \$14,809 monthly and a favorable YTD variance of \$133,282.

Tuition & Fees – March 2024 yielded an unfavorable monthly variance of \$71,377 for tuition and an unfavorable monthly variance of \$149,514 in fees. Year to date tuition is unfavorable \$757,770 and fees are unfavorable \$118,993. This is a result of a decrease in enrollment for Fall 2023 semester.

- *Other State Sources* – The month to date variance in other state sources is favorable by \$589 with an YTD unfavorable variance of \$51,918. This is due to receiving lower than expected CTE funds.
- *Other Revenue* – Other revenue is unfavorable by \$3,861 for March 2024 and favorable by \$467,603 YTD.

Expenditure Variances:

- *Salary & Wages (overall)* – Are favorable \$115,167 for the month of March 2024 and favorable YTD of \$1,460,660. This is due to the timing of when overload and adjunct pay began in FY2024. This should normalize by year end.
- *Employee Benefits (overall)* – An unfavorable monthly variance in employee benefits exists in March 2024 of \$141,915 and a favorable YTD of \$135,590. This is a result of only passing on part of the premium increase to employees and the remainder will be offset from the Medical Designated fund balance at year end.
- *Instructional* – The Instructional expenditures had a favorable variance in March 2024 of \$17,555 and a favorable variance YTD of \$895,763.
- *Academic Support* – The Academic Support expenditures have an unfavorable variance of \$15,989 for the month of March 2024 and a favorable YTD variance of \$52,516.
- *Student Services* – The Student Services expenditures had a monthly favorable variance in March 2024 of \$12,332 and a favorable variance YTD of \$296,433. This variance is mainly related to the underspending of operational expenses.
- *Public Service/Continuing Education* – The Public Service/Continuing Education had a favorable variance in March 2024 of \$41,064 and a favorable variance YTD of \$380,892. This is attributed to lower operational expenses.
- *Operations & Maintenance* – The Operations and Maintenance expenditures were \$8,292 favorable to budget in March 2024 and a favorable YTD variance of \$378,782. This is a result of lower utilities than budgeted and also delayed purchases of equipment for the Effingham Technology Center.

- *Institutional Support* – The Institutional Support expenditures were \$137,613 unfavorable to budget in March 2024 and \$2,052,253 favorable to budget YTD. The large favorable variance is related to lower operational spending YTD.
- *Scholarships, Grants, Waivers* – The Scholarships, Grants and Waivers area had an unfavorable variance for March 2024, of \$932 and an unfavorable variance of \$359,526 YTD. This is a result of the timing of when scholarships and tuition waivers are applied to student accounts.

OTHER FUNDS

Fund 03 - Operational and Maintenance Restricted Funds

- Year to date, the revenues are favorable to budget by \$252,631 and expenditures were favorable by \$2,259,338 for a favorable net excess of \$2,511,969. This is a result of slower than anticipated construction projects.

Fund 04 – Bond and Interest Fund

- Year to date, the revenues were over budget by \$215,063 and expenditures were over budget by \$73,681 for a net variance of \$141,382.

Fund 05 – Auxiliary and Enterprise Funds

- Year to date, the revenues were favorable to budget by \$219,647 and expenditures were unfavorable to budget by \$341,161 for a net excess of a negative \$121,514.

Fund 06 – Restricted Funds

- Year to date, overall revenue is \$14,244,671 unfavorable to budget.
- Year to date, overall expenditures are \$10,415,461 favorable to budget.
 - Fund 06 is our restricted purposes fund where we record grants and third-party spending such as IDOC and DJJ. The grant document or IDOC/DJJ contract dictates what we will receive as revenue and the same amount is allocated for spending. We are only reimbursed based on what we actually spend so the revenues and the expenses will always equal at year end.

Fund 11 – Audit Fund

- Year to date, the revenues are unfavorable to budget by \$10,393 and expenditures were unfavorable to budget by \$1,729 for a net negative \$12,122.

Fund 12 – Tort Fund

- Year to date, the revenues are favorable to budget by \$35,574 and expenditures were unfavorable to budget by \$201,371 for a net negative \$165,797.

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

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance
2,455,720.42	2,570,887.05	115,166.63	Salary and Wages	15,004,873.87	16,465,533.73	1,460,659.86
562,427.55	420,512.74	(141,914.81)	Employee Benefits	3,533,183.94	3,668,774.28	135,590.34
355,083.44	227,747.79	(127,335.65)	Contractual Services	2,114,343.15	2,797,844.42	683,501.27
110,197.01	155,093.04	44,896.03	General Materials and Supplies	1,869,086.01	2,961,544.63	1,092,458.62
34,044.58	53,288.30	19,243.72	Travel and Meeting Expenses	267,257.26	459,525.94	192,268.68
21,809.57	21,647.50	(162.07)	Fixed Charges	145,064.58	407,729.00	262,664.42
119,094.42	132,656.50	13,562.08	Utilities	1,041,967.51	1,299,658.74	257,691.23
-	10,000.00	10,000.00	Capital Outlay	948,363.60	545,455.00	(402,908.60)
25,483.78	18,875.00	(6,608.78)	Contingency Funds	771,004.09	930,762.12	159,758.03
931.81	1,125.00	193.19	Other Expenditures	1,208,512.92	910,875.00	(297,637.92)
3,684,792.58	3,611,832.92	(72,959.66)	Total	26,903,656.93	30,447,702.86	3,544,045.93

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	\$9,029,513	\$9,292,628	\$263,115	\$11,357,239	\$10,696,673	\$11,357,239	\$660,566
Salary and Wages - Acad. Support	\$500,962	\$506,928	\$5,966	\$359,212	\$612,386	\$359,212	(\$253,174)
Salary and Wages - Stud. Svcs	\$1,627,596	\$1,773,630	\$146,035	\$2,243,554	\$2,220,533	\$2,243,554	\$23,021
Salary and Wages - Public Svc.	\$352,828	\$549,714	\$196,886	\$714,628	\$628,314	\$714,628	\$86,314
Salary and Wages - Maintenance	\$893,457	\$1,045,614	\$152,157	\$1,361,220	\$1,212,400	\$1,361,220	\$148,820
Salary and Wages - Inst. Support	\$2,600,517	\$3,297,020	\$696,502	\$4,280,633	\$3,980,226	\$4,280,633	\$300,407
Total Salary and Wages	\$15,004,874	\$16,465,534	\$1,460,660	\$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	\$1,718,186	\$1,752,254	\$34,067	\$2,468,069	\$1,692,455	\$2,468,069	\$775,614
Employee Benefits - Acad. Support	\$120,599	\$132,733	\$12,134	\$61,120	\$138,889	\$61,120	(\$77,769)
Employee Benefits - Stud. Svcs	\$410,703	\$466,756	\$56,054	\$601,523	\$484,081	\$601,523	\$117,442
Employee Benefits - Public Svc.	\$59,563	\$92,799	\$33,237	\$124,744	\$92,956	\$124,744	\$31,788
Employee Benefits - Maintenance	\$305,486	\$342,461	\$36,975	\$460,345	\$380,796	\$460,345	\$79,549
Employee Benefits - Inst. Support	\$918,647	\$881,771	(\$36,877)	\$1,255,711	\$1,248,072	\$1,255,711	\$7,639
Total Employee Benefits	\$3,533,184	\$3,668,774	\$135,590	\$4,971,512	\$4,037,249	\$4,971,512	\$934,263

Mar-24	Operations & Maint Restricted--Fund 03				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Sources	1,895,744	2,075,000	(179,256)	1,727,416	2,075,000
Bond Proceeds			-	15,159,895	
Loan Proceeds			-		
Investment Income	431,887		431,887	269,065	
Total Revenues	2,327,631	2,075,000	252,631	17,156,376	2,075,000
Expenditures:					
Student Center Renovations : Buildi			-		
Construction Proj : Site Improvemen	3,585,835	2,897,392.50	(688,443)	931,192	3,863,190
PHS Projects : Site Improvements					
New Site: Site Improvements	52,219	3,000,000	2,947,781	11,532	3,000,000
Other			-	16,117,744	
Total Expenditures	3,638,054	5,897,393	2,259,338	17,060,468	6,863,190
Excess of Revenues over Expenditures & Transfers	(1,310,424)	(3,822,393)	2,511,969	95,909	(4,788,190)

Mar-24	Bond and Interest--Fund 04				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
General : Local Taxes	6,820,285	6,596,625	223,660	6,679,262	6,596,625
General : Investment Income	(8,597)		(8,597)	9,211	164,300
General : Transfer from Other Funds			-		
Total Revenues	6,811,688	6,596,625	215,063	6,688,473	6,760,925
Expenditures:					
Work Cash Bonds : Debt Principal Pa			-		
Work Cash Bonds : Interest on Debt			-		
Work Cash Bonds : Other Fixed Charg			-		
Funding Bonds : Debt Principal Paym	5,888,003	5,885,000	(3,003)	6,370,024	5,885,000
Funding Bonds : Interest on Debt	508,890	436,463	(72,427)	272,545	872,925
Funding Bonds : Other Fixed Charges			-		
Funding Bonds : Bond Is			-	251,417	3,000
Administration : Intere	500	2,250	1,750		
Total Expenditures	6,397,393	6,323,713	73,681	6,893,985	6,760,925
Excess of Revenues over Expenditures & Transfers	414,295	272,913	141,382	(205,512)	-

Mar-24	Auxillary Enterprise Fund--Fund 05				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Ag Judging Activity Fees			-		6,500
Ag Judging Transfer			-		31,143
Auto Shop		15,500	(15,500)		15,500
Athletics			-		890,791
Fitness Center	33,417	55,000	(21,583)	34,439	55,000
Bookstore	532,236	578,313	(46,077)	638,953	771,084
Print Shop	819,223	698,000	121,223	803,088	905,000
Food Service	11,492	12,600	(1,108)	11,272	16,800
College Farm	116,486	100,000	16,486	118,663	140,000
Comm Choir			-		5,100
Student Life	166,206		166,206	169,902	245,500
WLKL Radio Activity fees			-		1,100
Transfer for Tuition Waivers			-		
Total Revenues	1,679,060	1,459,413	219,647	1,776,316	3,083,518
Expenditures:					
Ag Judging	35,029	34,861	(167)	27,657	37,760
Auto Shop		15,500	15,500	-	15,500
Athletics	799,093	899,570	100,477	662,988	1,031,961
Fitness Center	43,326	69,500	26,174	46,827	69,500
Bookstore	548,571	699,170	150,599	647,480	814,056
Print Shop	806,977	670,201	(136,776)	707,288	852,124
Food Service	6,876	6,621	(255)	5,777	8,659
College Farm	35,514	74,796	39,282	91,133	95,374
Comm Choir		5,100	5,100	-	5,100
Student Life	267,872	335,199	67,327	183,913	386,240
WLKL Radio	311	1,100	789	-	1,100
Tuition Waivers	609,212	-	(609,212)	524,817	
Total Expenditures	3,152,779	2,811,618	(341,161)	2,897,878	3,317,375
Excess of Revenues over Expenditures & Transfers	(1,473,719)	(1,352,205)	(121,514)	(1,121,562)	(233,856)

Mar-24	Restricted Purposes Fund--Fund 06				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Adult Ed	553,228	494,238	58,990	380,098	658,804
Pathways	137,552	311,589	(174,037)	316,894	415,452
Perkins	312,383	314,465	(2,082)	180,243	421,964
WIOA	1,766,982	2,285,554	(518,571)	2,259,196	3,022,338
College Work Study	-	70,577	(70,577)	-	70,577
GAST	20,000	20,000	-	20,000	20,000
IL Cooperative Work Study	18,005	50,000	(31,995)	54,158	50,000
IPRF Grant	37,562	66,000	(28,438)	26,679	88,000
Veterans Services	76,785	190,000	(113,215)	54,015	520,000
ISAC MAP	1,534,188	1,520,000	14,188	1,495,002	1,520,000
Department Of Education	2,566,753	10,874,314	(8,307,561)	4,512,393	10,874,314
Direct loans	599,030	2,068,000	(1,468,970)	1,159,535	2,068,000
Corrections	5,637,816	10,413,921	(4,776,105)	5,846,697	13,956,662
CARES Funds-Students	-	-	-	2,422,506	-
CARES Funds-Institutional	-	-	-	2,296,640	-
Privately Funded Grant	1,729,275	541,929	1,187,347	1,166,926	182,970
TRIO SSS	191,721	208,773	(17,052)	181,892	286,323
TRIO DC	243,288	239,880	3,408	213,640	320,160
Total Revenues	15,424,567	29,669,239	(14,244,671)	22,586,515	34,475,564
Expenditures:					
Adult Ed	469,112	494,238	25,126	386,885	658,804
Pathways	425,544	311,589	(113,955)	274,799	415,452
Perkins	329,810	314,465	(15,345)	243,819	421,964
WIOA	2,112,174	2,285,554	173,379	2,457,141	3,022,338
College Work Study	26,158	70,577	44,419	21,559	70,577
GAST	1,256	20,000	18,744	-	20,000
IL Cooperative Work Study	18,005	50,000	31,995	4,746	50,000
IPRF Grant	6,331	66,000	59,669	10,708	88,000
Veterans Services	137,888	190,000	52,112	156,440	520,000
ISAC MAP	1,537,248	1,520,000	(17,248)	1,575,028	1,520,000
Department of Education	4,936,894	10,874,314	5,937,420	4,470,119	10,874,314
Direct loans	1,086,955	2,068,000	981,045	1,150,864	2,068,000
Corrections	6,524,864	10,413,921	3,889,057	6,018,569	13,956,662
CARES Funds-Students	-	-	-	2,422,506	-
CARES Funds-Institutional	-	-	-	2,358,069	-
Privately Funded Grant	1,142,276	541,929	(600,347)	549,397	182,970
TRIO SSS	219,086	208,773	(10,313)	201,304	286,323
TRIO DC	280,178	239,880	(40,298)	232,438	320,160
Total Expenditures	19,253,778	29,669,239	10,415,461	22,534,391	34,475,564
Excess of Revenues over Expenditures & Transfers	(3,829,211)	-	(3,829,211)	52,124	-

Mar-24	Audit Fund--Fund 11				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	189,607	200,000	(10,393)	173,596	200,000
Total Revenues	189,607	200,000	(10,393)	173,596	200,000
Expenditures:					
Admin Staff Ful	20,354.12	20,979.72	626	18,235	27,273.64
Support Staff F	12,947.95	13,366.08	418	11,327	17,375.90
Medical Benefit	6,140.73	7,495.74	1,355	6,749	9,994.32
Life Insurance	21.45	20.70	(1)	19	27.60
Audit Services	72,627.00	68,000.00	(4,627)	47,800	68,000.00
Printing	-	500.00	500	-	500.00
Total Expenditures	112,091	110,362	(1,729)	84,131	123,171
Excess of Revenues over Expenditures & Transfers	77,516	89,638	(12,122)	89,465	76,829

Mar-24	Tort Fund--Fund 12			Previous YTD	Annual Budget
	Current YTD Actual	Current YTD Budget	Variance		
Revenues:					
Local Taxes	1,142,574	1,107,000	35,574	2,366,493	1,107,000
Misc Income			-		
Total Revenues	1,142,574	1,107,000	35,574	2,366,493	1,107,000
Expenditures:					
Student Services	74,373	66,596	7,777	61,696	89,341
Operations and Maintenance	164,109	162,000	2,108	141,979	224,394
Police Dept	529,469	424,468	105,001	439,028	533,236
Institutional Support	261,790	254,738	7,051	222,572	353,637
Fixed Charges-ins	562,653	483,219	79,434	540,101	821,969
Total Expenditures	1,592,393	1,391,021	(201,371)	1,405,374	2,022,577
Excess of Revenues over Expenditures & Transfers	(449,818)	(284,021)	(165,797)	961,119	(915,577)



MEMO

TO: Dr. Josh Bullock

FROM: Madge Shoot, Comptroller

CC:

DATE: April 16, 2024

RE: Surplus Items

As part of the Master Plan, furniture for several classrooms and commons areas in the Northwest Classroom Building along with rooms in the Field House were replaced. This furniture includes folding tables, chairs and Nova desks among other things. We will first offer these items to other campus areas and anything remaining after that point will be disposed of in ways that will best benefit the College financially. Those routes could include sales to individuals, auction house consignment, and/or wholesale purchasers.

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



MEMO

TO: Dr. Josh Bullock

FROM: Madge Shoot, Comptroller

CC:

DATE: April 16, 2024

RE: Surplus Items

As we prepare for the closing of the Pathways to the Future Alternative High School, we have identified items to declare as surplus. The Pathways program has five classroom locations on and off campus. The items to surplus will include, but not be limited to, furniture and instructional supplies. The instructional supplies are made up of textbooks, workbooks, board games, sets of paperback novels and table top instructional aids. As this program transitions, the current teaching staff will be moving to partnering school districts. We would like to first offer these items to current teaching staff and school districts, anything remaining will be disposed of in ways that will best benefit the College financially. Those routes could include sales to individuals, auction house consignment, and/or wholesale purchasers.

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



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC:

DATE: April 18, 2024

RE: Continued Employment of Grant Funded Employees

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

LAKE LAND
COLLEGE

FOUNDATION

MEMO

TO: Lake Land College Board of Trustees
FROM: Christi Donsbach, Executive Director for College Advancement
CC: Dr. Josh Bullock, President
DATE: April 26, 2024
RE: College / Foundation MOU

Lake Land College Foundation Board recently approved an updated version of the original Memorandum of Understanding between the Lake Land College Board of Trustees and the Lake Land College Foundation, Inc. (dated 06/11/2012) at the quarterly Foundation Board meeting on April 22, 2024. The LLC Foundation Board respectfully requests the Board of Trustees to review and approve the enclosed updated version as well. Thank you for the continued support and partnership!

LAKE LAND
COLLEGE

FOUNDATION

MEMO

TO: Lake Land College Board of Trustees
FROM: Christi Donsbach, Executive Director for College Advancement
CC: Dr. Josh Bullock, President
DATE: April 23, 2024
RE: Gift-in-Kind equipment items

Lake Land College Foundation has received recent notification of recent gift in kind items from the following organizations/individuals:

1. John Deere & Co – engines (\$75,000) – John Deere TECH Program
2. American Select Tubing – Sprue Pickers (\$3,000) – Technology Department
3. Sound Source – Wireless System (\$598.00) – ISS Department
3. Lily Laij –Electronic Knitting Machine (\$300.00) – Workforce Development

The Foundation Board approved the gift in kind equipment donations at their quarterly meeting on April 22, 2024. I respectfully request the Board of Trustees move to accept this donation from the Lake Land College Foundation.

Gift-in-Kind Certification

(Approval by all parties must be obtained before gift is accepted)

Donor's Name American Select Tubing Organization _____

Address 4005 Dewitt Ave City Mattoon State/Zip IL, 61938

Telephone 247-234-7300 Fax _____

Donor's Estimated Value \$ 3,000.00

Gift-in-Kind Description: (Please describe in detail)

Description Sprue Pickers

Location of Item _____ Transportation Cost _____

Vehicle Year: _____ Make: _____ Model: _____ VIN: _____

Unit Receiving Gift _____ Donor intent/restrictions _____

Gift Usage Plan:

Use/holding/Maintenance (including operating/storage cost) _____

Sale/disposition of gift (including cost) _____

By signing this form the donor attests that they are relinquishing rights to said property

Donor Signature: _____ Date: _____

Note: Gift receipts do not reflect the dollar value of the contribution. Under mandated Internal Revenue Service guidelines, this valuation responsibility is left to the donor.

CERTIFICATION BY RECEIVING OFFICIAL

I certify that the above is an accurate description of a gift-in-kind made to the Lake Land College Foundation, Inc. on the date listed above. *Title must be attached if gift is a vehicle. If the College deems this gift to be unsatisfactory or unacceptable and declines to accept this item, then attach a description of the Foundation's final disposition of the gift.*

Gift Receiver _____ Date _____

ACADEMIC/FOUNDATION REVIEW

Division Chair _____ Date: _____

Vice President _____ Date: _____

Foundation CEO _____ Date: _____

Foundation Treasurer _____ Date: _____

FOUNDATION REVIEW/APPROVAL

The signatures below indicates by the Foundation of the gift as described and the transfer to and accepted by the College for said gift, including maintenance costs, if applicable. The date of transfer will be the date of the Lake Land College Board of Trustees' approval.

Foundation President _____ Date: _____

BOARD OF TRUSTEE APPROVAL

Lake Land College President _____ Date: _____

Board of Trustees of Community College Dist. 517 _____ Date: _____

Gift-in-Kind Certification

(Approval by all parties must be obtained before gift is accepted)

Donor's Name David Bostic Organization John Deere

Address 10789 S Ridgeview Rd City Olathe State/Zip KS, 66061

Telephone 309-236-9173 Fax _____

Donor's Estimated Value \$ 75,000.00

Gift-in-Kind Description: (Please describe in detail)

Description Br15 L Cummins Engine (DZ121599)

Location of Item _____ Transportation Cost \$2,000

Vehicle Year: _____ Make: Cummins Model: QSX15 VIN: 80468175

Unit Receiving Gift JD TECH Program Donor intent/restrictions Use for JC TECH Program Only

Gift Usage Plan:

Use/holding/Maintenance (including operating/storage cost) _____

Sale/disposition of gift (including cost) _____

By signing this form the donor attests that they are relinquishing rights to said property

Donor Signature: _____ Date: _____

Note: Gift receipts do not reflect the dollar value of the contribution. Under mandated Internal Revenue Service guidelines, this valuation responsibility is left to the donor.

CERTIFICATION BY RECEIVING OFFICIAL

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Gift Receiver _____ Date _____

ACADEMIC/FOUNDATION REVIEW

Division Chair _____ Date: _____

Vice President _____ Date: _____

Foundation CEO _____ Date: _____

Foundation Treasurer _____ Date: _____

FOUNDATION REVIEW/APPROVAL

The signatures below indicates by the Foundation of the gift as described and the transfer to and accepted by the College for said gift, including maintenance costs, if applicable. The date of transfer will be the date of the Lake Land College Board of Trustees' approval.

Foundation President _____ Date: _____

BOARD OF TRUSTEE APPROVAL

Lake Land College President _____ Date: _____

Board of Trustees of Community College Dist. 517 _____ Date: _____

Gift-in-Kind Certification

(Approval by all parties must be obtained before gift is accepted)

Donor's Name Lily Laij Organization _____

Address 4324 Western Ave City Mattoon State/Zip IL, 61938

Telephone 217-273-8619 Fax _____

Donor's Estimated Value \$ 300.00

Gift-in-Kind Description: (Please describe in detail)

Description Brothers KH940 Electronic Knitting Machine

Location of Item _____ Transportation Cost _____

Vehicle Year: _____ Make: _____ Model: _____ VIN: _____

Unit Receiving Gift _____ Donor intent/restrictions _____

Gift Usage Plan:

Use/holding/Maintenance (including operating/storage cost) _____

Sale/disposition of gift (including cost) _____

By signing this form the donor attests that they are relinquishing rights to said property

Donor Signature: _____ Date: _____

Note: Gift receipts do not reflect the dollar value of the contribution. Under mandated Internal Revenue Service guidelines, this valuation responsibility is left to the donor.

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Gift Receiver _____ Date _____

ACADEMIC/FOUNDATION REVIEW

Division Chair _____ Date: _____

Vice President _____ Date: _____

Foundation CEO _____ Date: _____

Foundation Treasurer _____ Date: _____

FOUNDATION REVIEW/APPROVAL

The signatures below indicates by the Foundation of the gift as described and the transfer to and accepted by the College for said gift, including maintenance costs, if applicable. The date of transfer will be the date of the Lake Land College Board of Trustees' approval.

Foundation President _____ Date: _____

BOARD OF TRUSTEE APPROVAL

Lake Land College President _____ Date: _____

Board of Trustees of Community College Dist. 517 _____ Date: _____

Gift-in-Kind Certification

(Approval by all parties must be obtained before gift is accepted)

Donor's Name Mike Kallis Organization Sound Source

Address 1609 Broadway Ave E City Mattoon State/Zip IL, 61938

Telephone 217-258-8919 Fax _____

Donor's Estimated Value \$ 598.00

Gift-in-Kind Description: (Please describe in detail)

Description Yamaha MG10 mixer / JTS Wireless System

Location of Item _____ Transportation Cost _____

Vehicle Year: _____ Make: _____ Model: _____ VIN: _____

Unit Receiving Gift _____ Donor intent/restrictions _____

Gift Usage Plan:

Use/holding/Maintenance (including operating/storage cost) _____

Sale/disposition of gift (including cost) _____

By signing this form the donor attests that they are relinquishing rights to said property

Donor Signature: _____ Date: _____

Note: Gift receipts do not reflect the dollar value of the contribution. Under mandated Internal Revenue Service guidelines, this valuation responsibility is left to the donor.

CERTIFICATION BY RECEIVING OFFICIAL

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Gift Receiver _____ Date _____

ACADEMIC/FOUNDATION REVIEW

Division Chair _____ Date: _____

Vice President _____ Date: _____

Foundation CEO _____ Date: _____

Foundation Treasurer _____ Date: _____

FOUNDATION REVIEW/APPROVAL

The signatures below indicates by the Foundation of the gift as described and the transfer to and accepted by the College for said gift, including maintenance costs, if applicable. The date of transfer will be the date of the Lake Land College Board of Trustees' approval.

Foundation President _____ Date: _____

BOARD OF TRUSTEE APPROVAL

Lake Land College President _____ Date: _____

Board of Trustees of Community College Dist. 517 _____ Date: _____



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 NSF ATE Grant

Lake Land College has received a three-year grant for \$349,741 from the National Science Foundation (NSF) Advanced Technological Education (ATE) program. This grant program was established to support two-year institutions as they educate technicians for the high-technology fields that drive our nation's economy.

The overarching goal of this grant project is to meet local industry need for skilled automation technicians. The Technology Division will create two levels of certification in automation through the Applied Engineering Technology Program. The Automation Technician Specialist I and II certifications will respond to the need for access to educational opportunities, materials, and resources and meet the demands for maintaining education-work-life balance for traditional and non-traditional students. The project will (a) collaborate with local industries to develop a flexible curriculum based on industry input and standards that prepares students/workers; (b) implement effective open lab operations and processes; and (c) create a long-term recruitment plan that will build relations with local high schools and enable students to work with tools and automation starting at a young age, as well as recruiting incumbent workers who are seeking up-skilling opportunities.

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

SUMMARY PROPOSAL BUDGET

YEAR 1

ORGANIZATION Lake Land College				FOR NSF USE ONLY			
				PROPOSAL NO.		DURATION (months)	
						Proposed	Granted
PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR Michael Beavers				AWARD NO.			
A. SENIOR PERSONNEL: PI/PI, Co-PI's, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)				NSF Funded Person-months		Funds Requested By proposer	Funds granted by NSF (if different)
			CAL	ACAD	SUMR		
1.	Michael Beavers - Principal Inv			2.15		24,073	
2.	Gary Lindley			1.52		10,400	
3.							
4.							
5.							
6.	() OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)			0.0		0	
7.	(2) TOTAL SENIOR PERSONNEL (1 - 6)			3.67		34,473	
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)							
1.	(0) POST DOCTORAL SCHOLARS			0.0		0	
2.	(1) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)			1.56		13,770	
3.	(0) GRADUATE STUDENTS					0	
4.	(0) UNDERGRADUATE STUDENTS					0	
5.	(0) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)					0	
6.	(0) OTHER					0	
TOTAL SALARIES AND WAGES (A + B)						48,243	
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)						16,436	
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)						64,679	
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.)							
TOTAL EQUIPMENT						0	
E. TRAVEL						14,176	
1. DOMESTIC (INCL. U.S. POSSESSIONS)							
2. INTERNATIONAL						0	
F. PARTICIPANT SUPPORT COSTS							
1.	STIPENDS	\$	0				
2.	TRAVEL		0				
3.	SUBSISTENCE		0				
4.	OTHER		0				
TOTAL NUMBER OF PARTICIPANTS (0)							
TOTAL PARTICIPANT COSTS						0	
G. OTHER DIRECT COSTS							
1.	MATERIALS AND SUPPLIES					8,200	
2.	PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION					100	
3.	CONSULTANT SERVICES					7,300	
4.	COMPUTER SERVICES					0	
5.	SUBAWARDS					0	
6.	OTHER					0	
TOTAL OTHER DIRECT COSTS						15,600	
H. TOTAL DIRECT COSTS (A THROUGH G)						94,455	
I. INDIRECT COSTS (F&A)(SPECIFY RATE AND BASE) (Rate: 40.0, Base:64678)							
TOTAL INDIRECT COSTS (F&A)						25,871	
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)						120,326	
K. FEE						0	
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)						120,326	
M. COST SHARING PROPOSED LEVEL \$ 0				AGREED LEVEL IF DIFFERENT \$			
PI/PI NAME Michael Beavers				FOR NSF USE ONLY			
ORG. REP. NAME*				INDIRECT COST RATE VERIFICATION			
		Date Checked		Date Of Rate Sheet		Initials - ORG	

*ELECTRONIC SIGNATURES REQUIRED FOR REVISED BUDGET

SUMMARY PROPOSAL BUDGET

YEAR 2

ORGANIZATION Lake Land College				FOR NSF USE ONLY			
				PROPOSAL NO.	DURATION (months)		
PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR Michael Beavers				AWARD NO.	Proposed	Granted	
				A. SENIOR PERSONNEL: PI/PI, Co-PI's, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)			
	CAL	ACAD	SUMR				
1. Michael Beavers - Principal Inv	2.15			24,761			
2. Gary Lindley	1.52			10,784			
3.							
4.							
5.							
6. () OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)	0.0			0			
7. (2) TOTAL SENIOR PERSONNEL (1 - 6)	3.67			35,545			
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)							
1. (0) POST DOCTORAL SCHOLARS	0.0			0			
2. (1) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)	1.56			13,770			
3. (0) GRADUATE STUDENTS				0			
4. (0) UNDERGRADUATE STUDENTS				0			
5. (0) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)				0			
6. (0) OTHER				0			
TOTAL SALARIES AND WAGES (A + B)					49,315		
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)					16,843		
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)					66,158		
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.)							
TOTAL EQUIPMENT					0		
E. TRAVEL 1. DOMESTIC (INCL. U.S. POSSESSIONS)					14,298		
2. INTERNATIONAL					0		
F. PARTICIPANT SUPPORT COSTS							
1. STIPENDS \$ _____	0						
2. TRAVEL _____	0						
3. SUBSISTENCE _____	0						
4. OTHER _____	0						
TOTAL NUMBER OF PARTICIPANTS (0)				TOTAL PARTICIPANT COSTS	0		
G. OTHER DIRECT COSTS							
1. MATERIALS AND SUPPLIES					2,039		
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION					110		
3. CONSULTANT SERVICES					7,125		
4. COMPUTER SERVICES					0		
5. SUBAWARDS					0		
6. OTHER					0		
TOTAL OTHER DIRECT COSTS					9,274		
H. TOTAL DIRECT COSTS (A THROUGH G)					89,730		
I. INDIRECT COSTS (F&A)(SPECIFY RATE AND BASE) (Rate: 40.0, Base:66158)							
TOTAL INDIRECT COSTS (F&A)					26,463		
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)					116,193		
K. FEE					0		
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)					116,193		
M. COST SHARING PROPOSED LEVEL \$ 0				AGREED LEVEL IF DIFFERENT \$			
PI/PI NAME Michael Beavers				FOR NSF USE ONLY			
ORG. REP. NAME*				INDIRECT COST RATE VERIFICATION			
				Date Checked	Date Of Rate Sheet	Initials - ORG	

*ELECTRONIC SIGNATURES REQUIRED FOR REVISED BUDGET

SUMMARY PROPOSAL BUDGET

YEAR 3

ORGANIZATION Lake Land College				FOR NSF USE ONLY			
PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR Michael Beavers				PROPOSAL NO.	DURATION (months)		
					Proposed	Granted	
				AWARD NO.			
A. SENIOR PERSONNEL: PI/PI, Co-PI's, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)				NSF Funded Person-months		Funds Requested By proposer	Funds granted by NSF (if different)
	CAL	ACAD	SUMR				
1. Michael Beavers - Principal Inv	2.15				26,883		
2. Gary Lindley	1.52				11,207		
3.							
4.							
5.							
6. (0) OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)	0.0				0		
7. (2) TOTAL SENIOR PERSONNEL (1 - 6)	3.67				38,090		
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)							
1. (0) POST DOCTORAL SCHOLARS	0.0				0		
2. (1) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)	1.56				14,400		
3. (0) GRADUATE STUDENTS					0		
4. (0) UNDERGRADUATE STUDENTS					0		
5. (0) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)					0		
6. (0) OTHER					0		
TOTAL SALARIES AND WAGES (A + B)					52,490		
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)					18,491		
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)					70,981		
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.)							
TOTAL EQUIPMENT					0		
E. TRAVEL					4,390		
1. DOMESTIC (INCL. U.S. POSSESSIONS)							
2. INTERNATIONAL					0		
F. PARTICIPANT SUPPORT COSTS							
1. STIPENDS \$ _____	0						
2. TRAVEL _____	0						
3. SUBSISTENCE _____	0						
4. OTHER _____	0						
TOTAL NUMBER OF PARTICIPANTS (0)				TOTAL PARTICIPANT COSTS	0		
G. OTHER DIRECT COSTS							
1. MATERIALS AND SUPPLIES					2,039		
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION					120		
3. CONSULTANT SERVICES					7,300		
4. COMPUTER SERVICES					0		
5. SUBAWARDS					0		
6. OTHER					0		
TOTAL OTHER DIRECT COSTS					9,459		
H. TOTAL DIRECT COSTS (A THROUGH G)					84,830		
I. INDIRECT COSTS (F&A)(SPECIFY RATE AND BASE) (Rate: 40.0, Base:70981)							
TOTAL INDIRECT COSTS (F&A)					28,392		
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)					113,222		
K. FEE					0		
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)					113,222		
M. COST SHARING PROPOSED LEVEL \$ 0				AGREED LEVEL IF DIFFERENT \$			
PI/PI NAME Michael Beavers				FOR NSF USE ONLY			
ORG. REP. NAME*				INDIRECT COST RATE VERIFICATION			
				Date Checked	Date Of Rate Sheet	Initials - ORG	

*ELECTRONIC SIGNATURES REQUIRED FOR REVISED BUDGET

SUMMARY PROPOSAL BUDGET

Cumulative

ORGANIZATION Lake Land College				FOR NSF USE ONLY		
PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR Michael Beavers				PROPOSAL NO.		DURATION (months)
						Proposed
				AWARD NO.		Granted
A. SENIOR PERSONNEL: PI/PI, Co-PI's, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)				NSF Funded Person-months		Funds Requested By proposer
				CAL	ACAD	SUMR
1. Michael Beavers - Principal Inv				6.45		75,717
2. Gary Lindley				4.56		32,391
3.						
4.						
5.						
6. () OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)						
7. (2) TOTAL SENIOR PERSONNEL (1 - 6)				11.01		108,108
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)						
1. (0) POST DOCTORAL SCHOLARS				0.0		0
2. (3) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)				4.68		41,940
3. (0) GRADUATE STUDENTS						0
4. (0) UNDERGRADUATE STUDENTS						0
5. (0) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)						0
6. (0) OTHER						0
TOTAL SALARIES AND WAGES (A + B)						150,048
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)						51,770
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)						201,818
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.)						
TOTAL EQUIPMENT						0
E. TRAVEL 1. DOMESTIC (INCL. U.S. POSSESSIONS)						32,864
2. INTERNATIONAL						0
F. PARTICIPANT SUPPORT COSTS						
1. STIPENDS \$ _____				0		
2. TRAVEL _____				0		
3. SUBSISTENCE _____				0		
4. OTHER _____				0		
TOTAL NUMBER OF PARTICIPANTS (0) TOTAL PARTICIPANT COSTS						0
G. OTHER DIRECT COSTS						
1. MATERIALS AND SUPPLIES						12,278
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION						330
3. CONSULTANT SERVICES						21,725
4. COMPUTER SERVICES						0
5. SUBAWARDS						0
6. OTHER						0
TOTAL OTHER DIRECT COSTS						34,333
H. TOTAL DIRECT COSTS (A THROUGH G)						269,015
I. INDIRECT COSTS (F&A)(SPECIFY RATE AND BASE)						
TOTAL INDIRECT COSTS (F&A)						80,726
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)						349,741
K. FEE						0
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)						349,741
M. COST SHARING PROPOSED LEVEL \$ 0				AGREED LEVEL IF DIFFERENT \$		
PI/PI NAME Michael Beavers				FOR NSF USE ONLY		
ORG. REP. NAME*				INDIRECT COST RATE VERIFICATION		
				Date Checked	Date Of Rate Sheet	Initials - ORG

*ELECTRONIC SIGNATURES REQUIRED FOR REVISED BUDGET

LAKE LAND COLLEGE

MEMO

To: Dr. Josh Bullock, President
From: Dr. Gregory J. Capitosti *GJC*
Date: April 30, 2024
Subject: NMR spectrometer

Memo

During the FY 2024 the Math and Science Division is requesting a high resolution 60 MHZ NMR spectrometer for use in the chemistry department. This spectrometer is a unique spectrometer in that it only weighs about 55 pounds. This allows it to sit on a bench top and it allows it to be moved to any location.

This spectrometer is unique to Nanalysis Corporation due to its portability. Nanalysis is the only company to offer a benchtop NMR spectrometer that can be truly portable. Bench top models from other companies weigh over 200 pounds and could not be easily transported. The instrument is also unique in that it is self-contained. It can be utilized without being permanently associated with a computer. Due to these unique specificities, this purchase will not require a competitive bid. We have obtained the following two quotes from Nanalysis:

\$42,362.50 (Basic NMR spectrometer with ^1H and ^{19}F capability, Perpetual license for MNova processing software, and Remote Training

\$58,999.50 (Basic NMR spectrometer with ^1H and ^{19}F capability including upgrade for ^{13}C scanning capability, Perpetual license for MNova processing software, and Remote Training) Since the company knows our intent to purchase something, this package has been discounted by an additional \$9263.00 compared to the original quote.

I respectfully request your approval to proceed with this purchase in the amount of \$42,362.50 (for ^1H and ^{19}F only) or \$58,999.50 (to include ^{13}C).

I will be available for any questions you may have. Thank you for your time.



MEMO

To: Dr. Josh Bullock, President
From: Madge Shoot, Comptroller
Date: April 17, 2024
Subject: John Deere Equipment

Memo

During the FY 2024 Ullrich Grant proposal John Deere Tech requested AMS Diagnostic Tools and accessories for use in the John Deere Tech program.

Due to this being a specific item to work within the other John Deere equipment in our John Deere Tech program this purchase will not require a competitive bid. We did however obtain a quote. The quote is

John Deere \$41,915.00

I respectfully request your approval to proceed with this purchase in the amount of \$41,915.00 from John Deere.

I will be available for any questions you may have.



Customer Purchase Order for John Deere AG and C&CE Products

(US Only)

CUSTOMER'S NAME - First Signer (First, Middle Initial, Last)				DATE OF ORDER	COMPANY UNIT	DEALER ORDER NO.	DEALER ACCOUNT NO.
(SECOND LINE OF OWNER NAME)				CASH SALE <input type="checkbox"/>	LEASE <input type="checkbox"/>	TIME SALE <input type="checkbox"/>	<input type="checkbox"/> SOC. SEC. <input type="checkbox"/> IRS NO. <input type="checkbox"/> EIN NO. PURCHASER SALES TAX EXEMPT. NO.
STREET OR RR				SELLER'S NAME & ADDRESS			
TOWN	STATE	ZIP CODE					
COUNTY	PURCHASER ACCT.	PHONE NUMBER		CUSTOMER IS:			
E-MAIL ADDRESS				<input type="checkbox"/> Business	<input type="checkbox"/> Accepted	<input type="checkbox"/> Accepted	ADD CUSTOMER NAME TO MAIL LIST CP (Check only one box) AG Residential Commercial Part-Time Farmer <input type="checkbox"/> H <input type="checkbox"/> C <input type="checkbox"/> F <input type="checkbox"/> A
CUSTOMER'S NAME - Second Signer				<input type="checkbox"/> Individual	<input type="checkbox"/> Rejected	<input type="checkbox"/> Rejected	
STREET OR RR				POWERGARD PROTECTION PLAN			
TOWN	STATE	ZIP CODE		POWERGARD MAINTENANCE PLAN			

I (We), the undersigned, hereby order from you the Product described below, to be delivered as shown below. This order is subject to your ability to obtain such Product from the manufacturer and you shall be under no liability if delivery of the Product is delayed or prevented due to labor disturbances, transportation difficulties, or for any reason beyond your control. The price shown below is subject to your receipt of the Product prior to any change in price by the manufacturer. It is also subject to any new or increased taxes imposed upon the sale of the Product after the date of this order.

QTY.	NEW	RENTAL	USED	PRODUCT (Give Model, Size & Description)	(Hours of Use)	PRODUCT IDENTIFICATION NO.	DELIVERED CASH PRICE (Or Total Lease Payments)

I (We) offer to sell, transfer, and convey the following item(s) at or prior to the time of delivery of the above Product, as a "trade-in" to be applied against the cash price. Such item(s) shall be free and clear of all security agreements, liens, and encumbrances at the time of transfer to you. The following is a description and the price to be allowed for each item.

QTY.	DESCRIPTION OF TRADE-IN	PRODUCT IDENTIFICATION NO.	AMOUNT

PURCHASER TYPE (Check One) Private <input type="checkbox"/> 1 Commercial <input type="checkbox"/> 8 Residential <input type="checkbox"/> 9 Farm Other <input type="checkbox"/> 2 Federal Govt. <input type="checkbox"/> 3 State / Province <input type="checkbox"/> 4 County <input type="checkbox"/> 5 City / Town / Village <input type="checkbox"/> 6 Armed Forces <input type="checkbox"/> 7 National Account	MARKET USE (Check One) Agriculture <input type="checkbox"/> 17 General Utility <input type="checkbox"/> 13 Livestock / Feedlot / Dairy <input type="checkbox"/> 15 Row Crop / Small Grain <input type="checkbox"/> 16 Specialty Crop Rental & Lease Companies <input type="checkbox"/> 97 Deere Dealer <input type="checkbox"/> 96 Independent <input type="checkbox"/> 98 Undefined Govt. Use Utility Companies <input type="checkbox"/> 82 Gas / Water / Electric <input type="checkbox"/> 81 Telephone	Other <input type="checkbox"/> 41 Building & Housing Construction <input type="checkbox"/> 71 Airports <input type="checkbox"/> 94 Golf Courses <input type="checkbox"/> 92 Highway Mowing <input type="checkbox"/> 95 Institutions (schools/churches/hosp.) <input type="checkbox"/> 93 Nursery / Landscape <input type="checkbox"/> 87 Parks & Cemeteries <input type="checkbox"/> 89 Residential <input type="checkbox"/> 84 Sanitary Landfill / Refuse <input type="checkbox"/> 74 Railroads <input type="checkbox"/> 49 Highways & Streets <input type="checkbox"/> 43 Sewer & Water	1. TOTAL CASH PRICE 2. TOTAL TRADE-IN ALLOWANCE 3. BALANCE 4. SALES TAX @ 5. SUB-TOTAL 6. CASH WITH ORDER 7. BALANCE DUE
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IMPORTANT WARRANTY NOTICE: The John Deere warranty applicable to new John Deere product(s) is printed on page 2. There is no warranty on used products. The new product warranty is part of this contract. Please read it carefully. **YOUR RIGHTS AND REMEDIES PERTAINING TO THIS PURCHASE ARE LIMITED AS SET FORTH IN THE WARRANTY AND THIS CONTRACT. IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS ARE NOT MADE AND ARE EXCLUDED UNLESS SPECIFICALLY PROVIDED IN THE JOHN DEERE WARRANTY.** The Customer's signature below acknowledges receipt of the warranty statement.

ACKNOWLEDGEMENTS - I (We) promise to pay the balance due (line 7) shown above in cash, or to execute a Time Sale Agreement (Retail Installment Contract), or a Loan Agreement, for the purchase price of the Product, plus additional charges shown thereon or execute a Lease Agreement, on or before delivery of the Product ordered herein. Despite physical delivery of the Product, title shall remain in the seller until one of the foregoing is accomplished.

Customer's Signature _____ Accepted By _____
(Authorized Signature of Seller)

Customer's Signature _____ Date Accepted _____ Salesman _____

DELIVERY ACKNOWLEDGEMENT ▶	DELIVERED ON:	WARRANTY BEGINS	SIGNATURE: (DEALER)
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**WARRANTY FOR NEW JOHN DEERE AGRICULTURAL EQUIPMENT AND
LIMITED WARRANTY FOR NEW TURF & UTILITY EQUIPMENT (US & CANADA ONLY)**

A. GENERAL PROVISIONS – With respect to purchasers in the United States, "John Deere" means Deere & Company, 1 John Deere Place, Moline, IL 61265, and with respect to purchasers in Canada, "John Deere" means John Deere Canada ULC, 295 Hunter Road, P. O. Box 1000, Grimsby, Ontario L3M 4H5. The warranties described below are provided by John Deere to the original purchasers of new Agricultural, Turf and Utility Equipment ("Equipment") purchased from John Deere or authorized John Deere dealers (the "Selling Dealer"). These warranties apply only to Equipment intended for sale in Canada and the US. Under these warranties, John Deere will repair or replace, at its option, any part covered under these warranties which is found to be defective in material or workmanship during the applicable warranty term. Warranty service must be performed by a dealer or service center located in Canada or the US, and authorized by John Deere to sell and/or service the type of Equipment involved (the "Authorized Dealer"). The Authorized Dealer will use only new or remanufactured parts or components furnished or approved by John Deere. Warranty service will be performed without charge to the purchaser for parts and/or labor. However, the purchaser will be responsible for any service call and/or transportation of Equipment to and from the Authorized Dealer's place of business (except where prohibited by law), for any premium charged for overtime labor requested by the purchaser and for any service and/or maintenance not directly related to any defect covered under these warranties. These warranties are transferable, provided an authorized John Deere dealer is notified of the ownership change, and John Deere approves the warranty transfer.

B. WHAT IS WARRANTED – Subject to paragraph C, all parts of any new Equipment are warranted for the number of months or operating hours specified below. Each warranty term begins on the date of delivery of the Equipment to the original purchaser, (except for certain agricultural tillage, planting, cultivating, harvesting, and application Equipment which may have a delayed warranty start date, but only if established by John Deere and noted by Selling Dealer on the Purchase Order). **Included In 5E Series Tractor and Compact Utility Tractor Powertrain Warranty - Engine:** cylinder block, cylinder head, valve covers, oil pan, emissions control components, timing gear covers, flywheel housing, and all parts contained therein. **Powertrain:** transmission, transmission case, differential and axle housings, clutch housings, MFWD front axle assembly, and all parts contained therein (does not include external drivelines, dry clutch parts, or steering cylinders). **SWEEPS, SHOVELS, PLOWSHARES, AND DISK BLADES:** A replacement part will be furnished without charge if breakage occurs and the amount of wear is less than the wear limits established by John Deere.

AGRICULTURAL EQUIPMENT	WARRANTY TERM
Tractors	24 Months or 2000 Hours, Whichever Comes First
Tractors used in Heavy Duty Land Leveling applications exceeding 150 hours per year	90 Days
9R Series Tractors factory equipped with Option 0574 used in Heavy Duty Land Leveling applications less than half of the annual usage	24 Months or 2000 Hours, Whichever Comes First
9R Series Tractors factory equipped with Option 0574 used in Heavy Duty Land Leveling applications exceeding half of the annual usage	90 Days
Scraper Special Tractors	24 Months or 2000 Hours, Whichever Comes First
5E Series Tractors	24 Months or 2000 Hours, Whichever Comes First
a) Powertrain on 5E Series Tractors (components as per B above)	60 Months or 2000 Hours, Whichever Comes First
Scrapers	6 Months for MY14 and earlier 12 Months for D Series and MY15 and later
Frontier™ Equipment	12 months
Sugar Cane Harvesters and Loaders	12 months or 1500 hours, Whichever Comes First
All other Equipment (includes Ag Management Solutions (AMS) products)	12 Months
Premium Balers	24 Months or 12,000 bales, Whichever Comes First; First 12 Months, No Bale Limitation
Large Square Balers	12 Months, No Bale Limitation
a) Powertrain on Large Square Balers	24 Months or 20,000 bales, Whichever Comes First
Hagle Manufacturing Company LLC Sprayers and Detasslers	24 Months or 1000 Hours, Whichever Comes First
Engines in Self-Propelled Equipment except Tractors*	24 Months or 2000 Hours, Whichever Comes First
*Engine Items Covered in months 13 through 24 – Engine block, cylinder head, rocker arm cover, timing gear cover, crankcase pan and all parts enclosed within these units. Also included are the fuel injection pump, turbocharger, water pump, torsion damper, manifolds, and engine oil cooler. All other engine related items are not covered in months 13 through 24.	
TURF & UTILITY EQUIPMENT	WARRANTY TERM
1) Z200 Series and Z425 EZtrak™ Mowers, Z300 Series and Z525E ZTrak™ Mowers, and 100 Series Tractors**	24 Months or 120 Hours, Whichever Comes First
2) S200 Series Tractors**	36 Months or 200 Hours, Whichever Comes First
3) X300 Series Tractors; Z400 Series EZtrak™ Mowers and Z500M Series ZTrak™ Mowers (Except Z425 and Z525E)**	48 Months or 300 Hours, Whichever Comes First
4) X500 Series Tractors; Z700E and Z500R Series ZTrak™ Mowers, and Z600 Series EZtrak™ Mowers**	48 Months or 500 Hours, Whichever Comes First
5) X700 Series Tractors**	48 Months or 700 Hours, Whichever Comes First
6) Z700M Series ZTrak™ Mowers**	48 Months or 750 Hours, Whichever Comes First
7) Z700R Series ZTrak™ Mowers**	48 Months or 1000 Hours, Whichever Comes First
8) JS Series Residential Walk-Behind Mowers	24 Months in Private Residential – Personal Use or 90 Days in Any Other Application
9) Wide Area Mowers, Front Mower Traction Units and Mower Decks, QuikTrak™ Mowers, Commercial Walk Behind Mowers	24 Months
10) Z900B, Z900E, and Z900M Series ZTrak™ Mowers	36 Months or 1200 Hours, Whichever Comes First; First 24 Months, No Hour Limitation
11) Z997, Z900A Series and Z900R Series ZTrak™ Mowers	36 Months or 1500 Hours, Whichever Comes First; First 24 Months, No Hour Limitation
12) Compact Utility Tractors	24 months or 2000 hours, Whichever Comes First
a) Powertrain on Compact Utility Tractors (components as per B above)	72 months or 2000 hours, Whichever Comes First
b) Compact Utility Tractor Loaders D120, 120R, 220R, 300E, 300R, 320R, 400E, 440R	24 Months
13) GATOR™ Utility Vehicles (except CX)	12 Months or 1000 Hours, Whichever Comes First
14) Except as provided above, all other Implements/Attachments sold separately or purchased on the same Purchase Order as Equipment listed in 9 through 13	12 Months
15) CX GATOR™**, All other Turf & Utility Equipment	24 Months in Private Residential - Personal Use or 12 Months in Any Other Application

**Implements/Attachments purchased on the same Purchase Order as the Equipment listed will be covered by the Equipment's warranty terms. Implements/Attachments purchased separately will be covered by the warranty term on line 14.

C. (I) ITEMS COVERED SEPARATELY – (1) Tires, rubber tracks and batteries; (2) John Deere Hand Held-Portable products; (3) John Deere Walk Behind Snowthrowers; (4) When applicable, a separate emissions warranty statement will be provided by Selling Dealer.

(II) WHAT IS NOT WARRANTED – Pursuant to the terms of these warranties, JOHN DEERE IS NOT RESPONSIBLE FOR THE FOLLOWING: (1) Used Equipment; (2) Any Equipment that has been altered or modified in ways not approved by John Deere, including, but not limited to, setting injection pump fuel delivery above John Deere specifications, modifying combine grain tanks, and modifying self-propelled sprayers with unapproved wheels, tracks, tanks or booms; (3) Depreciation or damage caused by normal wear, lack of reasonable and proper maintenance, failure to follow operating instructions/recommendations; misuse, lack of proper protection during storage, vandalism, the elements or collision or accident; (4) Normal maintenance parts and/or service, including but not limited to, oil, filters, coolants and conditioners, cutting parts, belts, brake and clutch linings; (5) Any Utility Vehicle used for racing or other competitive purpose; (6) Chains on Premium Balers.

D. SECURING WARRANTY SERVICE – To secure warranty service the purchaser must, (1) Report the Equipment defect to an Authorized Dealer and request warranty service within the applicable warranty term; (2) Present evidence of the warranty start date with valid proof of purchase; and (3) Make the Equipment available to an Authorized Dealer within a reasonable time.

E. NO IMPLIED WARRANTY, REPRESENTATION OR CONDITION – To the extent permitted by law, neither John Deere nor any company affiliated with it makes any warranties, representations, conditions or promises express or implied as to the quality, performance or freedom from defect of the Equipment covered by these warranties other than those set forth above, AND NO STATUTORY OR IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY OR FITNESS ARE MADE. TO THE EXTENT LEGALLY REQUIRED, ANY IMPLIED WARRANTIES OR CONDITIONS SHALL BE LIMITED IN DURATION TO THE APPLICABLE PERIOD OF WARRANTY SET FORTH ON THIS PAGE. THE PURCHASER'S ONLY REMEDIES IN CONNECTION WITH THE BREACH OR PERFORMANCE OF ANY WARRANTY ON JOHN DEERE EQUIPMENT ARE THOSE SET FORTH ON THIS PAGE. IN NO EVENT WILL THE DEALER, JOHN DEERE OR ANY COMPANY AFFILIATED WITH JOHN DEERE BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES. (Note: Some jurisdictions do not allow limitations on how long an implied warranty lasts or the exclusion or limitation of incidental or consequential damages so the above limitations and exclusions may not apply to you.) In the event the above warranty fails to correct purchaser's performance problems caused by defects in workmanship and/or materials, purchaser's exclusive remedy shall be limited to payment by John Deere of actual damages in an amount not to exceed the amount paid for the Equipment. This warranty gives you specific legal rights, and you may also have other rights which vary from jurisdiction to jurisdiction.

F. NO DEALER WARRANTY THE DEALER HAS NO AUTHORITY TO MAKE ANY WARRANTY, REPRESENTATION, CONDITION OR PROMISE ON BEHALF OF JOHN DEERE, OR TO MODIFY THE TERMS OR LIMITATIONS OF THIS WARRANTY IN ANY WAY.

G. If further information is desired, contact Selling Dealer or John Deere at 1-866-993-3373 (Agricultural) or 1-800-537-8233 (Turf & Utility Equipment).



MEMO

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

FROM: Kelly Allee

CC:

DATE: April 22, 2024

RE: Printing and Mail Preparation for the Summer 2024 Magazine/Class Schedule

In April, Marketing & Public Relations issued a bid for the Printing and Mail Preparation of the Summer Magazine/Class Schedule. The bid was emailed to 23 companies and published on the college's bid website.

Two companies responded. The team evaluated the bid documents and samples. The company providing the lowest bid meeting specifications was FCL Graphics of Harwood Heights, Illinois.

I respectfully request the Board approve the bid of \$27,517 for the printing and mail preparation of the Summer 2024 Magazine/Class Schedule from FCL Graphics of Harwood Heights, Illinois.

LAKE LAND COLLEGE

Memo

To: Dr. Josh Bullock, President

From: Bonnie Moore, Director of the Center for Business & Industry

Date: April 29, 2024

Re: Approval of Bid for CDL Forklift and Clamps

Attached is a bid tabulation sheet detailing bid information for a forklift and clamps to be used by the CDL Program. This equipment will be purchased with the ICCB Noncredit Workforce Training Initiative Grant funds.

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>Internal Combustion Lift Truck</u>	<u>Carton Clamp</u>	<u>Paper Roll Clamp</u>	<u>Total Bid</u>
Fitzgerald Equipment MacKinaw, Illinois	\$34,299.25	Option 1 \$14,306.50 Option 2 \$10,655	\$17,248.58	\$65,854.33 \$62,202.83
Wiese USA Decatur, Illinois	\$35,291	\$14,650	\$17,500	\$67,441
OCTANE Forklifts Inc. Denver, Colorado	\$33,864	\$19,042	\$24,767	\$77,673
MH Equipment Company Danville, Illinois	\$46,028.80	\$14,881	\$21,334	\$82,243.80
Toyota-Lift of Southern IL. Effingham, Illinois	\$43,880	\$17,395	\$24,115	\$85,390

Taza Supplies Inc. South Holland, Illinois	\$63,342	\$26,220	\$35,880	\$125,442
Technology International, Inc. Lake Mary, Florida	\$51,200	\$21,005	\$31,005	\$103,210

Based on the bids received, it is my recommendation that we award this bid with option two to Fitzgerald Equipment, of MacKinaw, Illinois, for the CDL Forklift and Clamps. Not only was this the lowest bid, the warranty is the best offered and the equipment will be delivered quickly.

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 Forklift & Clamps Bid Tab
Project No. 2024-004
BID DATE: April 29, 2024 - 1:00 PM

CONTRACTOR	Internal Combustion Lift Truck	Carton Clamp	Paper Roll Clamp	Total Bid		
Fitzgerald Equipment-Option 1 MacKinaw, Illinois	\$34,299.25	\$14,306.50	\$17,248.58	\$65,854.33		
Option 2-Silver Line Carton Clamp	\$34,299.25	\$10,655.00	\$17,248.58	\$62,202.83		
Wiese USA Decatur, Illinois	\$35,291.00	\$14,650.00	\$17,500.00	\$67,441.00		
OCTANE Forklifts Inc. Denver, Colorado	\$33,864.00	\$19,042.00	\$24,767.00	\$77,673.00		
MH Equipment Company Danville, Illinois	\$46,028.80	\$14,881.00	\$21,334.00	\$82,243.80		
Toyota-Lift of Southern Illinois Effingham, Illinois	\$43,880.00	\$17,395.00	\$24,115.00	\$85,390.00		
Taza Supplies INC South Holland, Illinois	\$63,342.00	\$26,220.00	\$35,880.00	\$125,442.00		
Technology International, Inc. Lake Mary, Florida	\$51,200.00	\$21,005.00	\$31,005.00	\$103,210.00		



Memo

To: Dr. Josh Bullock, President

From: Jeremy Moore, Facilities Planning Manager

Date: May 3, 2024

Re: Approval of Bid for CDL Lot Seal & Stripe Project

The College recently solicited bids for the CDL Lot Seal & Stripe project to create an instructional parking area for the CDL Program.

For the bidding process, we advertised in major daily in-district newspapers and mailed proposals to all interested contractors. A total of three bids were received from area contractors. Below is a listing of the bids that were received:

<u>Name</u>	<u>Total</u>
Asphalt Improvement Mattoon, Illinois	\$15,250
WEP Asphalt Lawrenceville, Illinois	\$47,000
Tiles in Style LLC South Holland, Illinois	\$49,786

Based on the bids received, I recommend that we award this bid and initiate a contract with Asphalt Improvement of Mattoon, Illinois, for the CDL Lot Seal & Stripe project.

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



MEMO

To: Dr. Josh Bullock, President
From: Madge Shoot, Comptroller
Date: April 29, 2024
Subject: Approval of Technology Rev Up Electric Vehicle (EV)
Grant Equipment/Tools Purchase

During the FY2024 fiscal year, our Technology Division was awarded the Rev Up EV grant through ICCB. Within the grant budget, the College requested tool kits to train students in **the** Automotive Technology Program in electric vehicle (EV) maintenance and repair.

During the April 2024 meeting, the Board approved the purchase of three different master tool kits (EV Maintenance Kit: EVTECHCARTO) from Snap On tools at a total cost of \$37,202.25.

The Automotive Technology Program respectfully notifies you that while configuring the equipment requirements for this new EV program, they propose a reduction to two master tool kits (EV Maintenance Kit: EVTECHCARTO) rather than three, totaling \$24,801.50 and allocate the remaining approved funds of \$12,400.75 to fulfill the additional request detailed below, as they deem it beneficial for the program's interests.

The Automotive Technology Program is subsequently seeking your approval to purchase additional Snap On tool EV kits for the additional cost of \$46,276.11. This would include specifically:

1. Meter Cert Kit W/EEDM596F: 596FMETERKIT (1 Kit)
2. Electrical Intro Cert Kit: ELIMCAETCERTKIT (2 Kits)

With the item reduction from the pre-approved amount in April and the additional request, the grand total of the equipment requested from the two requests, amounts to \$71,077.61. I respectfully request your approval to issue an additional payment of \$33,875.36 to Snap On for all of this equipment. See table below.

APPROVED IN APRIL BY BOT

Description: Part #	Qty	Each	Total
EV Maintenance Kit: EVTEHCARTO	2*	\$12,400.75	\$24,801.50
*3 approved, 2 to be purchased.	TOTAL		\$24,801.50

REVISED REQUEST FOR MAY BOT MEETING

Description: Part #	Qty	Each	Total
Meter Cert Kit W/EEDM596F: 596FMETERKIT	1	\$17,572.13	\$17,572.13
Electrical Intro Cert Kit: ELIMCAETCERTKIT: 596FMETERKIT	2	\$14,351.99	\$28,703.98
	TOTAL		\$46,276.11
	GRAND TOTAL		\$71,077.61

\$71,077.61 - \$37,202.25 (approved by Board in April) for an additional purchase amount of \$33,875.36.



Quote

Submit to
Snap-on Industrial
3011 IL RTE 176, Door 1
Crystal Lake, IL 60014
877-740-1900

Quote Number	IMP-001268928	Ship Via	1 - UPS GROUND
Quote Date	3/18/2024	Payment Terms	T31 - 1% 10 NET 30 DAYS
Quote Expiration Date	5/17/2024	Ship to	201140905 LAKE LAND COLLEGE 5001 LAKE LAND BLVD MATTOON IL 61938
Customer Name	LAKE LAND COLLEGE	Bill to	200101498 LAKE LAND COLLEGE 5001 S LAKE LAND BLVD MATTOON IL 61938
Customer BP	201140905		
Contact Information:			
Name	Brian Madlem		
E-mail	bmadlem@lakelandcollege.edu		
Phone Number	217-234-5541		
Sales Rep	LEITING, JAMES		
Mobile #	414-267-7010		
E-mail Address	Jimmy.C.Leiting@snapon.com		

Line Number	Part Number	Description	Quantity	List Price	Unit Net Price	Line Total
1	596FMETERKIT	METER CERT KIT W/EEDM596F	1	\$23,149.50	\$17,362.13	\$17,362.13
				Total Weight	441.60 lbs	
				Sub Total	\$17,362.13	
				Shipping	\$210.00	
				Tax	\$0.00	
				Grand Total	\$17,572.13	

Quote Notes: To issue certifications, instructors must attend and pass NC3 Train the Trainer event - cost and dates are available at <https://www.nc3.net/training/>

Tax and freight shown are estimates.

Applicable tax and freight will be charged to the Customer's account.

The sale of product is subject to Snap-on Industrial's standard terms and conditions of sale. Placement of an order is Customer's assent to these terms and conditions and Snap-on hereby objects to any additional and/or different terms, which may be contained in any Customer forms or other documents. No such additional terms will be of any force or effect.

The sale of product is subject to Customer meeting Snap-on Industrial's credit approvals. Financing through Snap-on Credit LLC is available on most purchases. Ask your Sales Rep for more information.

*Please provide vendor and pricing information to customer service on this part number.



Quote

Submit to
Snap-on Industrial
3011 IL RTE 176, Door 1
Crystal Lake, IL 60014
877-740-1900

Quote Number	IMP-001268932	Ship Via	1 - UPS GROUND
Quote Date	3/18/2024	Payment Terms	T31 - 1% 10 NET 30 DAYS
Quote Expiration Date	5/17/2024	Ship to	201140905 LAKE LAND COLLEGE 5001 LAKE LAND BLVD MATTOON IL 61938
Customer Name	LAKE LAND COLLEGE	Bill to	200101498 LAKE LAND COLLEGE 5001 S LAKE LAND BLVD MATTOON IL 61938
Customer BP	201140905		
Contact Information:			
Name	Brian Madlem		
E-mail	bmadlem@lakelandcollege.edu		
Phone Number	217-234-5541		
Sales Rep	LEITING, JAMES		
Mobile #	414-267-7010		
E-mail Address	Jimmy.C.Leiting@snapon.com		

Line Number	Part Number	Description	Quantity	List Price	Unit Net Price	Line Total
1	ELIMCAETCERTKIT	ELECTRICAL INTRO CERT KIT	1	\$15,540.65	\$14,141.99	\$14,141.99
				Total Weight	363.10 lbs	
				Sub Total	\$14,141.99	
				Shipping	\$210.00	
				Tax	\$0.00	
				Grand Total	\$14,351.99	

Quote Notes: To issue certifications, instructors must attend and pass NC3 Train the Trainer event - cost and dates are available at <https://www.nc3.net/training/>

Tax and freight shown are estimates.

Applicable tax and freight will be charged to the Customer's account.

The sale of product is subject to Snap-on Industrial's standard terms and conditions of sale. Placement of an order is Customer's assent to these terms and conditions and Snap-on hereby objects to any additional and/or different terms, which may be contained in any Customer forms or other documents. No such additional terms will be of any force or effect.

The sale of product is subject to Customer meeting Snap-on Industrial's credit approvals. Financing through Snap-on Credit LLC is available on most purchases. Ask your Sales Rep for more information.

*Please provide vendor and pricing information to customer service on this part number.



Quote

Submit to
Snap-on Industrial
3011 IL RTE 176, Door 1
Crystal Lake, IL 60014
877-740-1900

Quote Number IMP-001268935
Quote Date 3/18/2024
Quote Expiration Date 5/17/2024
Customer Name LAKE LAND COLLEGE
Customer BP 201140905
Contact Information:
Name Brian Madlem
E-mail bmadlem@lakelandcollege.edu
Phone Number 217-234-5541
Sales Rep LEITING, JAMES
Mobile # 414-267-7010
E-mail Address Jimmy.C.Leiting@snapon.com

Ship Via 1 - UPS GROUND
Payment Terms T31 - 1% 10 NET 30 DAYS
Ship to 201140905
 LAKE LAND COLLEGE
 5001 LAKE LAND BLVD
 MATTOON IL 61938
Bill to 200101498
 LAKE LAND COLLEGE
 5001 S LAKE LAND BLVD
 MATTOON IL 61938

Line Number	Part Number	Description	Quantity	List Price	Unit Net Price	Line Total
1	EVTEHCARTO	IND EVCART ORNG MAINT TOOL KIT	1	\$22,165.00	\$12,190.75	\$12,190.75
				Total Weight	421.91 lbs	
				Sub Total	\$12,190.75	
				Shipping	\$210.00	
				Tax	\$0.00	
				Grand Total	\$12,400.75	

Tax and freight shown are estimates.

Applicable tax and freight will be charged to the Customer's account.

The sale of product is subject to Snap-on Industrial's standard terms and conditions of sale. Placement of an order is Customer's assent to these terms and conditions and Snap-on hereby objects to any additional and/or different terms, which may be contained in any Customer forms or other documents. No such additional terms will be of any force or effect.

The sale of product is subject to Customer meeting Snap-on Industrial's credit approvals. Financing through Snap-on Credit LLC is available on most purchases. Ask your Sales Rep for more information.

*Please provide vendor and pricing information to customer service on this part number.



MEMO

TO: Mr. Josh Bullock, President

FROM: Madge Shoot, Comptroller

CC:

DATE: May 1, 2024

RE: Student Accident Insurance

Our Student Accident Coverage and the Student Catastrophic Coverage will expire on August 1, 2024. The student accident insurance provides coverage for student athletes who suffer a loss resulting from bodily harm sustained during practices and games, during travel to and from practices or games when traveling in a college vehicle during conditioning and training in the off season and conditions that are caused by overexertion, stress or strain on joints, tendons etc. when participating in the college sanctioned events. This coverage provides up to a lifetime value of \$35,000 per covered injury. The Catastrophic coverage is for covered injuries in excess of the \$35,000 limit.

The renewal of the student accident insurance is a cost of \$53,900 versus the previous year cost of \$44,850. This is an increase of \$9,050 or a 20% increase. This large increase is driven by the dollar amount of claims we incurred below the \$35,000 threshold. Over the last 3 policy years our claims have increased from 13 claims with a value of \$37,015.78 in policy year 2020/2021 to 43 claims at a value of \$68,745.92 or 85.7%.

The renewal of the catastrophic coverage is a cost of \$6,003 versus the previous year cost of \$6,546. This is a reduction of \$543 or 8%. This reduction is a result of less catastrophic claims in previous years.

Dimond Bros. approached multiple insurance carriers for this renewal.

I respectfully request the board approve the renewal of the Student Accident and Catastrophic coverage for August 1, 2024 through July 31, 2025.

I will be available should you have any questions. Attachment



MEMO

TO: John Woodruff, VP Business Services, Jean Anne Highland, Chief of Staff

FROM: David Stewart, Chief Information Officer

CC:

DATE: May 2, 2024

RE: Purchase NEOGOV Learn LMS

Human Resources would like to purchase NEOGOV Learn Learning Management System (LMS) to replace our SafeColleges LMS. We currently use SafeColleges LMS for new employee training and annual compliance training for the College. SafeColleges LMS was adopted as a low-cost solution which enabled HR to meet regulatory and compliance training needs. However, there were some limitations encountered such as limited training course library, inability to allow supervisors to see or manage their staff training status, and inability to customize the platform and courses for Lake Land College needs.

In 2021, Lake Land implemented NEOGOV as our Human Resource Management Suite. The initial investment was for the Onboarding and eForms modules. In the following few years, we have implemented the Recruiting and Performance Management modules. The Learn module will integrate seamlessly with all the other NEOGOV modules and resolve all of the aforementioned issues we had with SafeColleges LMS. NEOGOV's integrated, cloud-based modules were specifically developed to meet the unique needs of public sector HR teams by automating and supporting the entire employee lifecycle, streamlining processes and diversity initiatives, all from one centralized platform.

ISS negotiated a 2-year agreement that included a reduced annual subscription cost and a 61% discount of the one-time setup fee. The year 1 costs \$21,874.00 (Learn Subscription) and \$2,574.00 for the one-time setup fee for a total of \$24,448.00 in year 1. The year 2 cost is \$22,967.70 (Learn Subscription). This comes to a 2-year grand total of \$47,415.70 for this agreement.

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

I respectfully request the board approve a 2-year renewal agreement for NEOGOV Learn for a grand total of \$47,415.70. Year 1 cost of \$24,448.00 will be paid through the "One-Time Budget Request" Fund Balance monies from the FY 2024 budget. The year 2 cost of \$22,967.70 will be added to the ISS FY26 budget.

Should you have any questions, please let me know.

Exhibit A Order Form

NEOGOV

NEOGOV

Customer:

Governmentjobs.com, Inc. (dba "NEOGOV")
2120 Park Pl, Suite 100
El Segundo, CA 90245
United States
billing@neogov.com
Sales Rep: Cole Christensen

Lake Land College (IL)
5001 Lake Land Blvd
Mattoon, IL 61938
USA

Quote Valid From: 1/9/2024
Quote Valid To: 4/30/2024

Quote Number: Q-14174
PaymentTerms: Annual,Net 30
Subscription Term in Months: 12

Employee Count: 384
Order Summary

Year 1

61% discount applied to One Time Setup Costs

Service Description	Type	Start Date	End Date	Term Price (USD)
Learn Subscription	RECURRING			\$21,874.00
Learn Setup	ONE-TIME			\$2,574.00
Year 1 TOTAL:				\$24,448.00

Year 2

Service Description	Type	Start Date	End Date	Term Price (USD)
Learn Subscription	RECURRING			\$22,967.70
Year 2 TOTAL:				\$22,967.70

ORDER TOTAL (USD) : **\$47,415.70**

A. Terms and Conditions

1. Agreement. This Ordering Document and the Services purchased herein are expressly conditioned upon the acceptance by Customer of the terms of the NEOGOV Services Agreement either affixed hereto or the version most recently published prior to execution of this Ordering Form available at <https://www.neogov.com/service-specifications>. Unless otherwise stated, all capitalized terms used but not defined in this Order Form shall have the meanings given to them in the NEOGOV Services Agreement.
2. Effectiveness & Modification. Neither Customer nor NEOGOV will be bound by this Ordering Document until it has been signed by its authorized representative (the "Effective Date"). Unless otherwise stated in this Ordering Document, all SaaS Subscriptions shall commence on the Effective Date. This Ordering Document may not be modified or amended except through a written instrument signed by the parties.
3. Summary of Fees. Listed above is a summary of Fees under this Order. Once placed, your order shall be non-cancelable and the sums paid nonrefundable, except as provided in the Agreement.
4. Order of Precedence. This Ordering Document shall take precedence in the event of direct conflict with the Services Agreement, applicable Schedules, and Service Specifications.

B. Special Conditions (if any).

**"Lake Land College
(IL)"**

NEOGOVS

DRAFT

Signature:

Signature:

Print Name:

Print Name:

Date:

Date:

LAKE LAND COLLEGE

MEMO

TO: John Woodruff, VP Business Services, Jean Anne Highland, Chief of Staff

FROM: David Stewart, Chief Information Officer

CC:

DATE: May 2, 2024

RE: Install HyFlex equipment in Conference Rooms 101 and 270 at ETC

ISS would like to install HyFlex equipment in Conference Rooms 101 (main conference room on first floor) and 270 (Executive conference room on second floor) at the Effingham Technology Center (ETC). This will equip these rooms with the same HyFlex technology used at the main campus in Mattoon. ETC is in a transitional phase of architectural design but these two conference rooms and the executive offices are being utilized periodically. The August Board of Trustees meeting is scheduled to be in Effingham and the desire is to host the meeting in Room 101.

ISS is working with OneRoom, formerly Synapsis, of Springfield, IL as our implementation and support partner for this installation. OneRoom has been our HyFlex technology partner for our REDS distance learning and previous HyFlex installs throughout the Lake Land campus. The quoted cost for equipment, installation, and support of HyFlex in these rooms is \$37,061.00 for Room 101 (See Figure 1) and \$16,377.90 for Room 270 (See Figure 2).

Figure 1


Qty	Part #	Description	Price	Extended Total
1	8220AA48A	Qty 1 (750) 16 Data USB Cables with Maintenance Contract Required	\$ 4,200.00	\$ 4,200.00
1	8021402	Onsite installation and configuration of 1 (750) includes config with Zoom Room	\$ 2,000.00	\$ 2,000.00
1	81000002	3 Year Poly-Warranty Maintenance, 1 (750) Cables Only 8220AA48A	\$ 2,000.00	\$ 2,000.00
1	87050A	Qty Touch TCSF	\$ 1,000.00	\$ 1,000.00
1	870070	Onsite installation and Configuration of TCSF, includes configuration with 1 (750) and Zoom Room	\$ 600.00	\$ 600.00
1	4040	50' Cat5 Ethernet Patch Cable	\$ 40.00	\$ 40.00
1	4000	7' Cat5 Ethernet Patch Cable	\$ 15.00	\$ 15.00

Price: \$ 37,061.00

Figure 1 (Continued)

1	4004	SDMP Audio Configuration with Poly cables	\$ 4,200.00	\$ 4,200.00
2	CE-000004H	Suspended Ceiling Tile Mount for Telescoping Camera Poles (No Drop)	\$ 250.00	\$ 500.00
2	CE-0104	3 Telescoping Ceiling Mount Camera Pole	\$ 50.00	\$ 94.00
2	3388001	Drop Ceiling Camera Pole and Shelf Installation	\$ 250.00	\$ 500.00
2	N/A	Wall Plates, Bush-Pieces and Wall Track exclusive installation	60.00	\$30.00
1	N/A	Power Dishes Installation	2,200.00	2,200.00
1	8765	5.5MW HDMI Good Plated audio cable 50'	\$ 17.00	\$ 17.00
2	N/A	8 port surge protector	\$ 45.00	\$ 90.00
			Total \$ 28,060.00	\$ 27,061.00

Figure 2

		Quote		
		Date 4/18/2024		
Lake Land College Tech Center Conference Room 270		Total \$ 16,377.00		
Qty.	Part	Description	Price	Estimated Total
1	61331AAA0K	POLY STUDIO X/M/C 33.88 Meter Card/Cable/Wireless Pres Syst/Top/8 Crt/2JB In Cam/Coder/Speakers/Wall Mount/Cable/2 HEMI 2.89M, LGT/SL LAN 4.87M, Pwr. Ampl Type S/MPH 5-LS	\$ 7,026.91	\$ 7,026.91
1	0381-2128-61	Dish Installation and Configuration of Studio 470 and 500	\$ 3,200.00	\$ 3,200.00
1	FR020002	Total Coverage System Maintenance Poly Studio 470 RT with 5000 Touch Control	\$ 1,007.00	\$ 1,007.00
1	44331	SDMP Audio Configuration with Poly cables	\$ 4,200.00	\$ 4,200.00
1	876248	Mounting Kits for Poly Studio 470 - Ince and Wall	\$ 250.00	\$ 250.00
			Total \$ 16,377.00	\$ 16,377.00

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

I respectfully request the board approve the purchase of HyFlex equipment for Conference Rooms 101 and 270 at the Effingham Technical Center (ETC). The total cost of \$53,438.90 will be paid through the "One-Time Budget Request" Fund Balance monies from the FY 2024 budget.

Should you have any questions, please let me know.



Quote

Date 4/10/2024

Lake Land College-Tech Center
Confernece Room 101

Price: \$ 37,061.00

Qty	Part #	Description	Price	Extended Total
1	83Z50AA#ABA	Poly G7500 4k Base Unit Codec only Maintenance Contract Required	\$ 4,100.00	\$ 4,100.00
1	S83Z3162	Onsite installation and configuration of G7500; includes config with Zoom Room	\$ 3,999.00	\$ 3,999.00
1	P85860312	3 Year Poly+ Warranty Maintenance, G7500, Codec Only; 83Z50AA#ABA	\$ 2,699.00	\$ 2,699.00
1	875K5AA	Poly Touch TC10	\$ 1,099.00	\$ 1,099.00
1	8730070	Onsite Installation and Configuration of TC10. Includes configuration with G7500 and Zoom Room	\$ 600.00	\$ 600.00
3	40645	50' Cat7 Ethernet Patch Cable	\$ 65.00	\$ 195.00
2	5899	7' Cat6A Ethernet Patch Cable	\$ 15.00	\$ 30.00

2	11339	4' Cat7 Ethernet Patch Cable	\$ 14.00	\$ 28.00
1	20243140	Installation of CAT7, UniKat and HDMI Fiber Cables	\$ 2,500.00	\$ 2,500.00
3	97-0101003	Kramer C-HM/HM-3' High Speed HDMI Cable	\$ 15.00	\$ 45.00
3	97-0101006	Kramer C-HM/HM-6' High Speed HDMI Cable	\$ 18.00	\$ 54.00
2	842F8AA	Poly Studio E70 Camera	\$ 4,200.00	\$ 8,400.00
2	875K9AA	KIT,BEZEL Lens Filter for E70 Camera	\$ 131.00	\$ 262.00
2	P87090312	Poly+, Poly E70 3 Year Support Warranty Maintenance	\$ 400.00	\$ 800.00
2	202483169	Onsite Installation and Configuration of Poly Studio E70 Cameras	\$ 1,500.00	\$ 3,000.00
1	C1000-8P-E-2G-L	Cisco Catalyst 1000 8 port PoE+ Switch; Managed	\$ 595.00	\$ 595.00
2	10-80408090	VM-4H2 is a 1:4 distribution amplifier for up to 4K HDR, HDMI signals that comply with HDCP 2.2 content protection standard.	\$ 615.00	\$ 1,230.00
2	97-0416050	The CP-AOCH/60-50 active optical HDMI cable for 4K@60Hz (4:4:4) signal resolution: 50'ft.	\$ 353.00	\$ 706.00

1	40424	BiAMP Audio Configuration with Poly codec	\$ 4,200.00	\$ 4,200.00
2	CE-CG2X2CAM	Suspended Ceiling Tile Mount for Telescoping Camera Poles (Tile Only)	\$ 255.00	\$ 510.00
2	CE-CP3W	3' Telescoping Ceiling Mount Camera Pole	\$ 32.00	\$ 64.00
2	19886091	Drop Ceiling Camera Pole and Shelf Installation	\$ 250.00	\$ 500.00
2	N/A	Wall Plates, Brush Plates and Wall Track includes installation	69.00	138.00
1	N/A	Power Duplex installation	1,200.00	1,200.00
1	9766	3.5MM M2M Gold Plated audio cable 10'	\$ 17.00	\$ 17.00
2	N/A	8 port surge protector	\$ 45.00	\$ 90.00
			Total	
			\$ 28,986.00	\$ 37,061.00



Quote

Date **4/10/2024**

**Lake Land College-Tech Center
Confernece Room 270**

Total \$ 16,377.90

Qty	Part #	Description	Price	Extended Total
1	8L531AA#ABA	POLY STUDIO X70&TC10;4K Video Conf/Collab/Wireless Pres Sys:Touch Cntrl,4K 5x Cam,Codec,Spkrphone,Wall Mount;Cables:2 HDMI 1.83M,1CAT5E LAN 4.57m;Pwr: Amer-Type B,NEMA 5-15.	\$ 7,626.95	\$ 7,626.95
1	SYN-31620-01	Onsite installation and configuration of Studio X70 and TC10	\$ 3,200.00	\$ 3,200.00
1	P88155362	Total Coverage 3 Year Maintenance,Poly Studio X70 Kit with TC10 Touch Control	\$ 1,097.95	\$ 1,097.95
1	40424	BiAMP Audio Configuration with Poly codec	\$ 4,200.00	\$ 4,200.00
1	875L2AA	Mounting Kits for Poly Studio X70 - Vesa and Wall	\$ 253.00	\$ 253.00
Total			\$ 16,377.90	\$ 16,377.90

LAKE LAND COLLEGE

MEMO

To: Dr. Valerie Lynch, Vice President for Student Services
From: Kim Hunter, Director of Student Success Services
Date: Friday, May 3, 2024
Subject: Proposed Changes to Board Policy 07.05 # 6 Re: testing retests

This memo is to request a change in Board Policy 07.05 (item #6) to reflect the removal of a board-mandated specific re-testing allowance in the Accuplacer policy. After discussion with the Developmental Ed Committee, Department Chairs, the Testing Center, the college HLC representative, and Academic Standards Committee, invested parties are in agreement that the inclusion of the placement testing retest amounts and procedures should not be codified in the board policy. We are proposing to strike that from the College board policy and leave it to the procedures of the Tutoring and Testing Center to enforce procedures based on the retest recommendations of the aforementioned group. This was determined in careful consideration of best practices, the need to serve our students more effectively, and being mindful of the rapidly changing environment of core college course placement, which has been increasingly legislated in the past several years.

One example of how this change will positively impact our students is, under the current policy, if a high school student takes the test as a sophomore, then again as a junior for Dual Credit, they can't test again for four years. They would be out of Lake Land by that time. This can be a significant barrier for students seeking to improve their scores. The proposed changes are attached to this Memo.

The process that will be adopted in the Tutoring and Testing Center is to allow students to retest up to two times per academic year. They will need to wait 48 hours between taking the test again. The current fee of \$5 per subject will be charged for each test/retest. We are respectfully asking for the Board of Trustees to consider waiving first and approve these changes at the May 2024 meeting in order to have a positive effect on incoming students for both Summer and Fall 2024 semesters. I am happy to answer any questions from interested parties. Thank you.

07.05**Course Placement by Assessment**

All degree-seeking students must demonstrate initial placement levels for reading, English and mathematics prior to registration.

All non-degree students who wish to enroll in an English or mathematics course must also demonstrate initial placement level as part of the pre-requisite prior to course enrollment.

Lake Land College assesses multiple measures in determining initial placement levels as follows. Placement will be determined in accordance with the highest scores achieved through the multiple measures and any specific academic program requirements. Depending upon the students' placement level, completion of developmental courses may be required for specific courses in reading and English.

1) ACT or SAT college entrance exams

Students who choose to utilize ACT or SAT college entrance exam scores for placement must present, or have on file in Admissions and Records, a copy of their test scores. Students are encouraged to request that a copy of their ACT or SAT scores be sent to Lake Land College at the time of testing.

2) GED test scores

Students who wish to utilize GED test scores for placement must present, or have on file in Admissions and Records, a copy of their GED test scores.

3) High school grade point average (GPA) and completion of four years of English and/or mathematics

Students who wish to utilize this option for placement must present, or have on file in Admissions and Records, a copy of their high school transcript.

07.05**4) Completion of high school transitional English and/or mathematics with a grade of C or better**

Students who wish to utilize this option for placement must present, or have on file in Admissions and Records, a copy of their high school transcript.

5) Previous college credit

Students who have successfully completed thirty (30) semester hours of college course work in good standing at a regionally accredited college or university may have met the reading placement requirement. Students who have previously completed college-level English and mathematics courses may have met the English and mathematics placement requirement. In order to be considered for placement based on transfer credit students must present, or have on file in Admissions and Records, documentation of their previous college work. (Some vocational programs may require use of other instruments.)

6) Completion of placement testing in reading, English and mathematics

The ACCUPLACER test is administered through the Lake Land College Tutoring and Testing Center. ~~Students may test and retest once in each subject area. If four or more years have passed since a student's last retest, the student may complete one additional retest in each subject area. A minimal fee is charged for each retest.~~

Students may choose to take the Accuplacer exam at Lake Land College through the Testing and Tutoring Center or may present a copy of ACCUPLACER test scores completed at another college.

Students may also present, or have on file in Admissions and Records, a copy of ACCUPLACER test scores completed at another college.

Placement levels for reading, English and mathematics courses based on the multiple measures are presented on the Tutoring and Testing Center website and are available in Admissions and Records and Counseling Services.

07.05

Adopted November 9, 1998
Revised May 12, 2003
Revised November 10, 2003
Revised January 10, 2011
Revised June 12, 2017
Revised March 8, 2021
Revised December 11, 2023



MEMO

TO: Dr. Josh Bullock, President

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

DATE: May 7, 2024

RE: Approval of the WIOA Title 1 Service Provider

Lake Land College serves as the fiscal agent for the Workforce Investment and Opportunity Act (WIOA) in Local Workforce Area (LWA) 23. As part of the fiscal agent contract, Lake Land College agrees to accept on behalf of the CEO all grant funds associated with Title IB WIOA. The current Title IB Service Provider contract will be expiring on June 30, 2024. The Request for Proposal was released and a selection committee consisting of WIOA Board Members made a recommendation to the WIOA LWA #23 Planning and Oversight Committee on Thursday, May 1st, 2024. This recommendation was taken to the WIOA LWA #23 Board on Monday, May 6th, 2024. The recommendation was to approved CEFS Economic Opportunity Corporation as the WIOA 1B Service Provider.

At this time, we would like to recommend CEFS Economic Opportunity Corporation as the WIOA LWA #23 Title IB Service Provider starting on July 1, 2024 through June 30, 2027. CEFS Economic Opportunity Corporation has been the WIOA Title 1B Service Provider for several years. We feel very confident CEFS Economic Opportunity Corporation will provide the WIOA Title 1B service to our community member located in LWA 23.

Based upon past contract allocation adjustments, it is anticipated that annual allocations with this new contract will range from \$2 - \$3 million each year for an estimated average value of \$6-\$9 million over the three years, and possible value of over \$10 million with the potential fourth year extension option.

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
May 13, 2024**

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

Hartke, Pam	5/10/24-6/21/24
Helton, Robert	4/11/24-Intermittent
Schaljo, Tara	4/11/24-Intermittent
Yeske, Molly	9/24/24-12/20/24

The following employees have requested a General Leave of Absence/ Board policy 05.04.14

Lineberry, Kelly	5/1/24-6/16/24
Shoot, James	5/16/24-5/31/24, 7/3/24-8/9/24

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

CBI Training Specialist	Level 13
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Ligomeka, Jeffrey	Bookstore Rush Worker	5/6/24
	Primary Position Laker Mascot Talent	
Samuelson, Lauryn	Admis and Records Commencement Asst	5/6/24
	Primary Position Perkins Student Worker	
Stolz, Timothy	Coordinator of Student Life	4/17/24
	Primary Position Adj Faculty Humanities	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Carter, Natasha	Part-Time Groundskeeper	4/1/24
	Primary Position Trio Ofc Coordinator	
Iheasi, Elfrieda	Institutional Research Intern	4/24/24
	Primary Position Newspaper Ed Student News	
Schertz, Jacqueline	Lake Land College Student Trustee	4/14/24
	Primary Position Agriculture Education Intern	

New Hire-Employees**The following employees are recommended for hire**

	Position	Effective Date
Full-time		
Sheffer, Emily	Correctional Career Technology Instructor	4/8/24

Part-time

Green, Bennett	Adm and Records Commencement Assistant	5/6/24
Heider, John	Community Learning Instructor	5/18/24
Hodges, Rebekah	Bookstore Rush Worker	5/6/24
Johnson, Amanda	Adjunct Faculty Humanities Division	8/16/24
Johnson, Beth	Newspaper Editor - Student Newspaper	5/10/24
Jones, Reese	Technical Support Assistant	4/23/24
Kanyembo, Natasha	Bookstore Rush Worker	5/6/24
Ligomeka, Jeffrey	Laker Mascot Talent	4/15/24
Mriscin, Michael	Adm and Records Commencement Assistant	5/6/24
Mufalo, Ifunga	Bookstore Rush Worker	5/6/24
Phiri, Fred	Bookstore Rush Worker	5/6/24
Robinson, James	Adm and Records Commencement Assistant	5/6/24
Rosil, Enock	Bookstore Rush Worker	5/6/24
Thomas, Milah	Adjunct Faculty Business Division	8/16/24
Warrick, Alex	Student Life Unpaid Intern	4/9/24

Part-time Grant Funded

Elliott, Audrey	Agriculture Education Intern	5/13/24
Knerr, Alexis	Agriculture Education Intern	5/13/24
Kocher, Kylie	Agriculture Education Intern	5/13/24
Lane, Emma	Agriculture Education Intern	5/13/24
Nickles, Jonika	Agriculture Education Intern	5/13/24
Putnam, Karley	Agriculture Education Intern	5/13/24

College Work Study

Naroze, Mark	College Work-Study	4/10/24
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Unpaid

Dail, Timothy	Dual Credit Instructor	4/18/24
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Terminations/Resignations**The following employees are terminating employment**

	Position	Effective Date
Full-time		
Logue, Tony	WIOA Operations Coordinator	5/8/24
Mowen, Alexandria	Correctional Office Assistant	4/15/24
Rodgers, Matt	John Deere Instructor	5/13/24
Smith, Chad	Police Sergeant (Retired)	4/30/24
Stewart, Charles	Correctional Custodial Maintenance Instructor	4/12/24

Part-time

Bergstrom, Reese	Technical Support Assistant	5/3/24
Carrell, Lori	Test Proctor	2/21/24
Godden, Holly	Adult Education Instructor	2/21/24
Jarrell, Cameron	Technical Support Assistant	3/27/24
Smith, Gregory	Basketball Scorers/Timers	3/12/23
Stuart, Zachary	Assistant Baseball Coach Volunteer	6/19/19

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Kreke, Allyssa	Administrative Assistant to Humanities	4/22/24
	Transferring from Admin Asst to Career Services	
Stolz, Tim	Student Life Specialist	5/14/24
	Transferring from Coordinator of Student Life	
Full-time Tenure Track		
Walk, Aaron	Academic Counselor	5/28/24
	Transferring from Adj Faculty Social Science	
Part-time		
Dickens-Montgomery, Amanda	PATH Grant Support Service Provider	7/1/24
	Transferring from Path Grant Project Manager	