

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



Regular Board Meeting No. 701
Board and Administration Center, Room 011
Mattoon, IL
May 19, 2025

Minutes

Call to Order.

Chair Wright called the May 19, 2025, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board and Administration Center, Mattoon, IL.

Roll Call.

Trustees Physically Present:

Trustees Physically Present: Mr. Thomas Wright, Chair; Mr. Gary Cadwell; Mr. Larry D. Lilly, Secretary; Mr. Scott Montgomery; Ms. Doris Reynolds; Ms. Denise Walk, Vice-Chair; and Student Trustee Jay Bliler.

Trustees Absent: Trustee Chuck Deters.

Others Participating via Telephonic or Electronic Means: None.

Others Present:

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

Approval of Consent Items.

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

1. Approval of Minutes of April 14, 2025, Regular Meeting.
2. Approval of Minutes of April 14, 2025, Closed Session.
3. Approval of Minutes of April 24, 2025, Special Board of Trustees Meeting.
4. Approval of Agenda of May 19, 2025, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	235,907.83
Building Fund	\$	77,215.33
Site & Construction Fund	\$	784,395.15
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	49,601.57
Restricted Purposes Fund	\$	174,453.73
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	68,766.02
Student Accts Receivables	\$	273,164.99
Total	\$	1,663,504.62

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

6. Destruction of Tape Recording of the November 13, 2023, Closed Session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Montgomery, Reynolds, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

During the public comment portion of the meeting, Ms. Ashley Bigard, former Assistant Director of TRIO, stood and approached the podium. Chair Wright read a statement regarding the rules for public comment. Ms. Bigard began to read a statement relating to personnel matters.

In response to the public comment, Chair Wright determined that the matter warranted discussion in closed session pursuant to the Illinois Open Meetings Act.

Closed Session.

6:06 p.m. – Trustee Cadwell moved and Trustee Reynolds 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, Lilly, Montgomery, Reynolds, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Return to Open Session - Roll Call

6:18 p.m.

Trustees Physically Present: Mr. Gary Cadwell, Mr. Larry D. Lilly; Mr. Scott Montgomery, Ms. Doris Reynolds, Ms. Denise Walk, Vice-Chair, Mr. Thomas Wright, Chair and Student Trustee Bliler.

Trustees Absent: Trustee Chuck Deters.

Others Participating via Telephonic or Electronic Means: None.

Committee Reports.

ICCTA/Legislative.

Trustee Walk reported that the main issue being looked at by ICCTA leadership is supporting bills SB2482 and HB3717 for the Community College Baccalaureate degrees to expand Illinois's skilled workforce. Trustee Walk said there will be more information to come as these bills are reviewed.

Resource & Development.

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

Finance.

Board Chair Wright said the Committee did not meet since the last regular Board meeting.

Buildings & Site.

Board Chair Wright said the Committee did not meet since the last regular Board meeting.

Foundation.

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

- High school awards nights are in full swing, with over 30 events taking place over the next month. A huge thanks to the LLC Board of Trustees, Foundation Board members, employees, and other volunteers who are presenting Foundation, Presidential and Athletic scholarships.
- The Foundation & Alumni Office was thrilled to partner with WLKL by sponsoring a successful alumni social event at Warren James Winery on April 24th in conjunction with the program's 50th anniversary celebration.

Student Report

Student Trustee Bliler reported since the last meeting of the board, the Student Government Association(SGA) has met twice. The priorities of the SGA continue to be that of student involvement in student life on campus and the growth of clubs as well as the constant, primary goal of student representation. He said the SGA has worked toward this goal through providing club incentive awards to clubs at the annual club lunch hosted this year on April 2, 2025. The recipients of the club awards are decided by the number of club members who attend the Student Activity Board events hosted each Wednesday at 11:00 a.m. This determination, again, has the goal of student involvement. SGA has also recently announced a scholarship, through the SGA, for club members. Mr. Bliler said this scholarship has the goal of rewarding current members for their involvement and attracting new members to the clubs. The SGA also had the opportunity on April 23 to meet with Dr. Nwosu to discuss student positions on academic related matters on campus. The primary topic of discussion was scheduling of classes. He said he was happy to report that the discussion went very well, and that the college was already aware of all the points the SGA brought and is already working with those points in mind. The SGA has also hosted a Red Cross Blood Drive among other events, which was well attended. He said another blood drive is planned for June and at the most recent meeting, SGA elected executive officers for Academic Year 2025-2026. The results are Allison Meese, President; Aubry Killey, Vice President; Kailyn Tracy, Secretary; Abby Warman, Public Information Officer; Nate Carlin, Parliamentarian; and Addison Urbanski, Treasurer. He said the SGA is now in recess until the beginning of the fall semester for regular business items but is planning to complete leadership training during the summer and early in the fall semester.

Student Trustee Bliler also said the Student Activity Board hosted events each Wednesday during the semester to encourage student involvement in campus life. He said the events since the last meeting of the board were the Intramural Sports Event, Spring Art Show, Next Steps Party, and most recently, the capstone SAB event of the spring semester, the Spring Carnival. He said plans are also underway for the Fall 2025 Welcome Day to welcome our new and returning students to campus; SAB is working with groups and clubs across campus to coordinate this event.

Regarding The Navigator News, the student newspaper on campus, continues to do great work in highlighting a broad range of topics on campus and beyond reporting on the Student Government Association and Student Activity Board as well as national and international issues of interest to the student body publishing the May issue of the Navigator News most recently.

Mr. Bliler congratulated, on behalf of the Student Body, fellow Lakers on the Softball and Baseball teams for their recent accomplishments.

Mr. Bliler said the Student Recognition Banquet, hosted on April 30, was a terrific way to recognize student achievements at the college and thank you to those who attended this memorable evening. He continued, finally, the most exciting event of the year on campus, Commencement, which was a great way to recognize the accomplishments of our fellow students. Congratulations to the graduates, and what a special reminder of our privilege and great responsibility as trustees to serve both the students and the communities that students and families call home.

President's Report.

Dr. Bullock gave the following updates:

- The College received \$579,693 in April from the Illinois Department of Corrections for the FY 2025 outstanding balance. A balance of \$1.2 million remains outstanding with IDOC.
- The College received a payment of \$18,820 from the Illinois Department of Juvenile Justice (IDJJ) in April for the FY 2025 outstanding balance. A total of \$74,833 remains outstanding with IDJJ.
- In April, the College received payments from the State of Illinois for FY 2025 credit hour reimbursement of \$740,143 and equalization of \$574,383. A balance of \$705,551 million in credit hour reimbursement and \$1.15 million in equalization remains outstanding.
- The College received property tax payments of \$29,644 in April.

Business - Non-action Items.

Appointment of Board Committees.

In accordance with Board Policy 02.08 – *Committees of the Board*, Chair Wright appointed the following Board committees and Trustee liaisons effective May 19, 2025:

Finance Committee: Larry Lilly as Chair, Tom Wright as ex-officio, and members Scott Montgomery, Doris Reynolds and Student Trustee Jay Bliler.

Resource and Development Committee: Doris Reynolds as Chair, Tom Wright as ex-officio, and members Chuck Deters and Denise Walk.

Buildings and Site Committee: Gary Cadwell as Chair, Tom Wright as ex-officio, and members Chuck Deters, Larry Lilly, and Scott Montgomery.

Legislative Liaison to ICCTA: Denise Walk.

Lake Land College Foundation Liaison: Larry Lilly.

Monthly Data Point Discussion – Mental Health Services and Touchpoints for our Students.

Ms. Kendra Bierman, Student Wellness Center Manager, provided a brief presentation on the numerous services, touchpoints, and student mental health interactions the College has provided in the past year for our students, either directly or through contractual services.

State Required Trustee Training.

Ms. Jean Anne Highland, Chief of Staff, highlighted upcoming training opportunities this June offered by Robbins Schwartz and the Illinois Community College Trustees Association (ICCTA) to help fulfill state-mandated four hours of trustee training that must be completed every 1st, 3rd and 5th year of each Trustee's respective term.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock reminded the Trustees that the Effingham Technology Center (ETC) Grand Opening is set for Wednesday, July 30, 2025, with a dedication ceremony at 5:30 p.m. and open house from 3 p.m. to 7 p.m. Dr. Bullock reminded members that there would be no June Board Committee meetings and they would resume July 14. He also reminded the Trustees about the August 18, 2025, Board Meeting to be held at the Effingham Technology Center.

Action Items

Adoption of Board of Trustees' and President's Strategic Priority Statement/Direction.

Dr. Bullock said that during the April 24, 2025, Board Retreat, the Board and Administration collectively discussed the importance of setting the bold direction for a new strategic plan based upon the critical feedback we received from the spring 2025 focus group sessions with numerous stakeholders and sunsetting the existing FY 2023-2027 Strategic Plan. He reminded Trustees that following significant discussion, the Board and Administration agreed upon the language to provide strategic direction for the College community in defining a new FY 2026 and continuing plan with the motto and strategic priority statement as detailed in the recommended motion below. He said that with Board approval, the Cabinet will immediately begin more detailed planning and engagement of various College leaders so that we may announce a new planning direction during the fall 2025 semester (using a rolling versus static plan time period) and unify all efforts to help us more effectively address the pending demographic cliff and future enrollment challenges

Trustee Walk moved and Trustee Montgomery seconded to approve the Board of Trustees' and College President's strategic priority statement/direction for FY 2026 and continuing (using a rolling versus static plan time period) as follows so that the College administration and leadership may sunset the existing FY 2023-2027 strategic plan and develop a unified vision for the new strategic priority:

Motto: "Education That Fits Your Life"

Strategic Priority Statement: Lake Land College will enable students to fit education within their active work and personal lives. We will streamline enrollment processes and technology, provide customer-centric schedules and learning options, and facilitate access to comprehensive support services.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Montgomery, Reynolds, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Acceptance of March 2025 Financial Statements.

Trustees reviewed the March 2025 Financial Statements and a memorandum from Mr. Woodruff that highlighted the Financial Statements and significant variances.

Trustee Cadwell moved and Trustee Reynolds seconded to approve as presented the March 2025 Financial Statements.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Montgomery, Reynolds, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Approval of Lease Agreement with ROE #3 for Space at the Effingham Kluthe Center

Trustees received a recommendation from Mr. Woodruff for the Board to approve a proposed three-year lease agreement between Lake Land College, as lessor, and the Regional Office of Education (ROE) #3 of Christian, Effingham, Fayette, and Montgomery counties, as lessee, that will begin August 1, 2025, and conclude June 30, 2028. The proposed lease agreement was provided to the Trustees and was also included in the Board Book.

Mr. Woodruff reported that ROE #3 is interested in leasing the entire first floor of the Kluthe facility, and that the Regional Superintendent has confirmed they will be using the space for student educational purposes and the programs will not conflict with the educational services Lake Land College provides.

Trustee Walk moved and Trustee Montgomery seconded to approve as presented a three-year lease agreement between Lake Land College, as lessor, and the Regional Office of Education (ROE) #3 of Christian, Effingham, Fayette, and Montgomery counties, as lessee, for the period August 1, 2025, through June 30, 2028. This is for approximately 11,568 square feet, comprised entirely of the first floor of the Kluthe facility of Effingham.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Montgomery, Reynolds, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Bliler voted yes .

Absent: Trustee Deters.

Motion carried.

Approval of Lease Agreement with the Effingham Small Business Development Center for Space at the Effingham Technology Center (ETC).

Trustees reviewed a recommendation from Mr. Woodruff for the Board to approve a proposed three-year lease agreement between Lake Land College, as lessor, and the Effingham Small Business Development Center, as lessee, that will begin August 1, 2025, and conclude June 30, 2028. The proposed lease agreement was provided to the Trustees and was also included in the Board Book.

Mr. Woodruff reported that upon completion of the ETC facility, Lake Land College is going to provide a single office to the Effingham Small Business Development Center, office #143,

which is located on the first floor, and the College will provide a no-cost lease for this office space as the SBDC is a great community partner to support business and economic development in the region.

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented a three-year lease agreement between Lake Land College, as lessor, and the Effingham SBDC, as lessee, for the period August 1, 2025, through June 30, 2028. This is for approximately 100 square feet, or office #143, of the Effingham Technology Center of Effingham.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Montgomery, Reynolds, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Approval of ICCB Program Review Report.

Dr. Ike Nwosu, Vice President for Academic Services, presented a request from Dr. Lynn Breer, Director of Institutional Research and Reporting, for the Board to approve the 2025 ICCB Program Review Report. Trustees were provided copies of the report. Dr. Nwosu provided highlights of the Report to the Trustees.

Trustee Cadwell moved and Trustee Walk seconded to approve as presented the FY 2025 ICCB Program Review Report for submission to the Illinois Community College Board.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Montgomery, Reynolds, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Approval of College-Wide Committees.

Trustees heard a recommendation from Ms. Jean Anne Highland, Chief of Staff, for the Board to approve the list of proposed FY 2026 College-Wide Standing Committees. Ms. Highland said she respectfully submitted this recommendation per Board Policy 02.09 and following a thorough review of each committee's prior year accomplishments, provided to each Trustee, validating the on-going need for each committee included on the recommended list.

Trustee Walk moved and Trustee Montgomery seconded to approve as presented the list of FY 2026 College-Wide Standing Committees.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Montgomery, Reynolds, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Declaration of Surplus Item(s) or Equipment.

Mr. Woodruff requested the Board declare as surplus the following items or equipment which have become obsolete and no longer have value to the College:

- 1 2001 Ford Focus: VIN –1FAFP34331W272753 and 1 1996 Mazda 626: VIN - 1YVGE22C6T5580861. Mr. Woodruff said these vehicles were used by the Automotive department and have no titles.
- 1 2007 Suzuki Forenza: VIN - KL5JD56267K501765 and 1 2004 Chevrolet Cavalier: VIN - 1G1JC52FX47104057. Mr. Woodruff said these vehicles were used by the Automotive department and have junk titles.
- 1 2019 Dodge Grand Caravan: VIN – 2C4RDGEG7KR513236. Mr. Woodruff said this van is totaled and needs to be declared as surplus for insurance purposes.
- 33 Stools from West Building 124 – Mr. Woodruff said the current stools in that classroom are in need of replacement.
- Various Campus Technology Items – Mr. Woodruff said the Administration is requesting surplus designation for the various items in a list that was included in the Board Book and detailed the need for disposal for each item.

Trustee Walk moved and Trustee Cadwell seconded to declare as surplus the following items or equipment and grant authorization to dispose of these items in a manner most beneficial to Lake Land College:

- 1 2001 Ford Focus: VIN –1FAFP34331W272753 and 1 1996 Mazda 626: VIN - 1YVGE22C6T5580861.
- 1 2007 Suzuki Forenza: VIN - KL5JD56267K501765 and 1 2004 Chevrolet Cavalier: VIN - 1G1JC52FX47104057.
- 1 2019 Dodge Grand Caravan: VIN – 2C4RDGEG7KR513236.
- 33 Stools from West Building 124.
- Various Campus Technology Items.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Montgomery, Reynolds, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Approval of Bid for Preventive Maintenance and Air Filter Replacement.

Trustees heard a recommendation from Mr. Woodruff for the Board to approve the bid from Entec Services, of Mattoon, for the total amount of \$46,750.00, for the Preventive Maintenance and Air Filter Replacement Project No. 2025-007. Trustees received copies of the bid tabulation sheet detailing that Entec Services submitted the lowest of three received bids. Mr. Woodruff reported the base bid was for four complete filter changes and the accompanying preventive maintenance, to be completed in July of 2025, January and July of 2026, and January of 2027.

Trustee Cadwell moved and Trustee Reynolds seconded to approve as presented the bid from by Entec Services, of Mattoon, for the total amount of \$46,750.00, for the Preventive Maintenance and Air Filter Replacement Project No. 2025-007.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Montgomery, Reynolds, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Approval of Renewal of Student Accident Insurance Policy.

Mr. Woodruff presented a recommendation from Ms. Shoot for the Board to approve the bid from Ameritas Life Insurance Corp. of Lincoln, Nebraska as the College's Student Accident Insurance Coverage provider for the upcoming year at a cost of \$62,000, and the bid from Risk Strategies as our Student Catastrophic insurance coverage provider, for the upcoming year at a cost of \$7,504, with both policies for the period August 1, 2025, through July 31, 2026. Trustees received the related quotes for this coverage. Mr. Woodruff said our insurance consultant, Dimond Bros. of Mattoon, approached multiple insurance carriers for this renewal, however we received only one bid for each policy.

In her memo, Ms. Shoot reported that the renewal of the student accident insurance was an increase of \$8,100 or a 15% increase versus the previous year's cost. Ms. Shoot also reported renewal of the catastrophic coverage was an increase of \$1,501 or 25% versus the previous year.

Trustee Lilly moved and Trustee Montgomery seconded to approve as presented the bid from Ameritas Life Insurance Corp. of Lincoln, Nebraska as our Student Accident insurance coverage provider for the upcoming year at a cost of \$62,000, and the bid from Risk Strategies

as our Student Catastrophic insurance coverage provider for the upcoming year at a cost of \$7,504, with both policies for the period August 1, 2025 through July 31, 2026.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Montgomery, Reynolds, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Approval of Bid for ETC Structured Cabling Project.

Mr. Woodruff presented a recommendation from Mr. Jeremy Moore, Facilities Planning Manager, for the Board to approve the bid from Field Wrxs, Inc. of Teutopolis, Illinois, for the total amount of \$39,902.00, for the ETC Structured Cabling Project. Trustees received the bid tabulation sheet detailing this vendor as having submitted the lowest bid.

Mr. Woodruff reported that this project is needed to meet increased data demands identified in classrooms, student services, and other areas not covered in the original Phase I and II renovations. He noted that the project scope also includes the infrastructure and installation of Wireless Access Points (WAPs) to provide wireless connectivity throughout the facility, and that this effort will ensure the ETC is equipped to support current and future technology needs.

Trustee Cadwell moved and Trustee Walk seconded to approve as presented the bid from by Field Wrxs, Inc. of Teutopolis, Illinois, for the total amount of \$39,902.00, for the ETC Structured Cabling Project No. 2025-014.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Montgomery, Reynolds, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Approval of Emergency Purchase HVAC Project for ETC.

Mr. Woodruff presented a request for the Board to approve the emergency expenditure of \$61,926 for the replacement of the two pairs of failed 26-ton compressors at the Effingham Technology Center with Davis Houk Mechanical, Inc. of Urbana. Trustees received the quote from Davis Houk Mechanical.

Mr. Woodruff reported that Board Policy 10.22.(#4.M), allows a bid exception *“if an emergency exists, the normal bid process can be bypassed.”* He noted that, given we have one tenant in

the building along with the impending building use and potential lead time issues, the administration believes this was an emergency situation that needs to be addressed.

Mr. Woodruff said, per Board Policy 10.23, both the Board Chair and Board Secretary have approved this purchase, but their approval must be followed by approval of $\frac{3}{4}$ of the Board of Trustees.

It was noted that Mr. Woodruff sought a second bid to ensure appropriate and competitive pricing from David Houk Mechanical. A second proposal received from Entec had a total cost of \$68,760.00.

Trustee Lilly moved and Trustee Cadwell seconded to approve as presented an emergency expenditure of \$61,926 for the replacement of the two pairs of failed 26-ton compressors at the Effingham Technology Center with Davis Houk Mechanical, Inc of Urbana.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Montgomery, Reynolds, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Approval of Purchase of HyFlex Technology for ETC.

Mr. Woodruff presented a recommendation from Mr. David Stewart, Chief Information Officer, for the Board to approve the purchase of new HyFlex instructional technology for the ETC from ITsavvy, LLC, of Oak Brook, Illinois, in the amount of \$35,402.10, and the relocation of two existing HyFlex classroom equipment items from the Kluthe Center to the ETC, from One Room Inc. of Springfield, Illinois, in the amount of \$15,900. He said this will be a total amount of \$51,302.10 for the new and transitioned HyFlex classroom equipment. Trustees received the quotes from the two respective vendors. Mr. Woodruff reported that this will provide essential video conferencing and HyFlex instructional technology equipment at the new ETC.

Mr. Woodruff noted that a bid was not necessary due to Board Policy 10.22 (#4.F.) with the exemption of purchases 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 Walk moved and Trustee Montgomery seconded to approve as presented the purchase of new HyFlex instructional technology for the ETC from ITsavvy, LLC, of Oak Brook, Illinois, in the amount of \$35,402.10, and the relocation of two existing HyFlex classroom equipment items from the Kluthe Center to the ETC, from One Room Inc. of Springfield, Illinois, in the amount of \$15,900. This will be a total amount of \$51,302.10 for the new and transitioned HyFlex classroom equipment.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Montgomery, Reynolds, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Approval of Bid for Tool Boxes and Tools for Use by the John Deere Tech Program.

Mr. Woodruff presented a recommendation for the Board to approve the bid from AHW LLC, in the total amount of \$36,321.70, for toolboxes and tools for use by the John Deere Tech Program. Trustees received the bid tabulation sheet detailing AHW having submitted the lowest of two received bids.

Trustee Cadwell moved and Trustee Reynolds seconded to approve as presented the bid from AHW LLC, of Champaign, in the total amount of \$36,321.70, for toolboxes and tools for use by the John Deere Tech Program.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Montgomery, Reynolds, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Approval of Bid for Field House Roof Replacement Project and Purchase of Roofing Materials.

Mr. Woodruff presented a recommendation on behalf of Mr. Moore, with two recommended motions for the Board to approve regarding the base bid one and two of the Fieldhouse Roof Replacement project, and to purchase from Garland Roofing the roofing materials for base bid one of this project. Trustees received the bid tabulation sheet detailing Kreiling Roofing as having submitted the lowest bid.

Mr. Woodruff reported that Garland Roofing utilizes state or Omnia contract pricing, thus a bid was not required for this portion of the project. Additionally, he noted that purchasing materials direct from Garland Roofing will allow us to secure current pricing and not incur a mark-up by the installer. Mr. Woodruff further noted that the total for the project will be \$1,761,486.23, and that installation of the new roofing will take place June-Sept 2025.

Recommended motion #1: Trustee Walk moved and Trustee Cadwell seconded to award the base bid to Kreiling Roofing of Peoria, Illinois, in the amount of \$1,434,310, for base bid one and two of the Fieldhouse Roof Replacement project.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Montgomery, Reynolds, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Recommended motion #2: Trustee Cadwell moved and Trustee Walk seconded to approve the purchase from Garland Roofing, in the amount of \$327,176.23, for roofing materials for the base bid one of the Fieldhouse Roof Replacement project.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Montgomery, Reynolds, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Approval of One-year Renewal of the Canvas/Studio Cloud Subscription with Infrastructure.

Mr. Woodruff presented a request on behalf of Mr. Stewart for the Board to approve a one-year renewal of the Canvas/Studio Cloud Subscription for the amount of \$125,596.50 with Infrastructure Inc. of Salt Lake City, Utah. Trustees received a copy of the detailed quote from Infrastructure.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented a one-year renewal of the Canvas/Studio Cloud Subscription for the amount of \$125,596.50 with Infrastructure Inc. of Salt Lake City, Utah.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Montgomery, Reynolds, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Waive First Reading and Approve Proposed Revisions to the Following Board Policies:

- **06.48 - Final Exams;**

- **07.05 - *Course Placement by Assessment*;**
- **07.17 - *Grading System*;**
- **07.17.01 - *Incomplete Grade*; and**
- **07.21 - *Credit Hour*.**

Trustees heard a recommendation from Dr. Ike Nwosu, Vice President for Academic Services, requesting that the Board waive first reading and approve proposed revisions to the above five listed Policies. Trustees received the details of the proposed revisions for each Policy.

Dr. Nwosu reported that Lake Land College is launching its first competency-based education (CBE) programs including: Automation Specialist I (CRT.AS1.CBE), Automation Specialist II (CRT.AS2.CBE), and Applied Engineering Technology (AAS.AET.CBE). He said that CBE allows students to progress by demonstrating mastery of learning outcomes rather than completing a set number of classroom hours. He noted that several policies were identified for amendment by groups, including the Developmental Education Committee and an interdepartmental team called upon to support the development of the College's CBE programming. Dr. Nwosu also noted that the Academic Standards Committee conducted a final review to confirm alignment with institutional standards and to support the implementation of the CBE model.

Dr. Nwosu further requested that the Board waive first reading and approve the proposed revisions at the May 2025 regular Board meeting to facilitate the College being able to submit the CBE program application(s) to ICCB and HLC for approval at their June and July 2025 respective meetings.

Trustee Reynolds moved and Trustee Cadwell seconded to waive first reading and approve as presented the proposed revisions to the following five Policies:

- 06.48 - *Final Exams*;
- 07.05 - *Course Placement by Assessment*;
- 07.17 - *Grading System*;
- 07.17.01 - *Incomplete Grade*; and
- 07.21 - *Credit Hour*

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Montgomery, Reynolds, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Approval of the Human Resources Report.

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

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

Donaldson, Lynne	4/10/25-7/3/25
Marsh, Jasmine	5/7/25-11/7/25
Zoller, Steven	4/15/25-4/14/26 Intermittent

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Brozis, Sophia	Admissions Commencement Asst	5/12/25
	Primary Position College Work-Study	
Ghere, Lori	Community Learning Instructor	5/18/25
	Primary Position Dual Credit Coordinator	
Green, Bennett	Admissions Commencement Assistant	5/12/25
	Primary Position Perkins Student Worker	
Lynch, Annette	Admissions Commencement Assistant	5/12/25
	Primary Position Perkins Student Worker	

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Schout, Nellie	Tutor- Carl Perkins	4/9/25
	Primary Position Student Services Intern	
Sexson, Austin	College Work-Study	3/31/25
	Primary Position Tutor	
Upton, Jacob	Tutor - Student Learning Assistance Center	4/9/25
	Primary Position Technical Support Assist	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time		
Boesen, Olivia	Associate Dean of Correctional Programs	4/21/25
Dare, Nicole	Accounting Assistant II - Accounts Payable	5/13/25
Miller, Tanner	Correctional Custodial Maintenance Instructor	4/29/25
Reid, Emily	Wellness Specialist	6/02/25
Sanders, Jordan	Correctional Warehousing Inst	4/15/25

Part-time

Armstrong, Josie	Part-Time Groundskeeper	4/23/25
Baize, Kevin	Technical Training Specialist - CBI	4/28/25
Davis, Charleece	Part-Time Groundskeeper	4/22/25
Himes, Brandon	Part-Time Groundskeeper	4/23/25
Mukanya Kengela, Orinie	Bookstore Rush Worker	5/8/25
Pickering, William	Police Officer	4/28/25
Sweeney, Donald	Police Officer	5/1/25

Part-time Grant Funded

Gyorr, Julia	Agriculture Education Intern	5/12/25
Kocher, Kylie	Agriculture Education Intern	5/12/25
Pritchard, Ava	Agriculture Education Intern	5/12/25
Ruesken, Leigha	Agriculture Education Intern	5/12/25
Saunders, Kaylin	Agriculture Education Intern	5/12/25
Speck, Chloe	Agriculture Education Intern	5/12/25
Vocks, Sydney	Agriculture Education Intern	5/12/25
Voegel, Sarina	Agriculture Education Intern	5/12/25

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Bigard, Ashley	Assistant Director of TRIO	5/9/25

Part-time

Curtis, Kevin	Lake Land College Trustee	4/24/25
Earnst, Cassie	Adjunct Faculty Allied Health Division	5/16/25
Kelly, Abbie	Lake Land College Student Trustee	4/14/25
Loy, Ashley	Cosmetology Clinical Instr (hourly)	4/11/25
Marino Lopez, Juliana	IEL Instructor	11/22/24
Ramert, Halle	Allied Health BNA Clinical Instructor (hourly)	3/25/25
Starrett, Kai	Tutor - Student Learning Assistance Center	4/26/24
Storm, Dave	Lake Land College Trustee	4/24/25

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time Tenure Track		
Haarmann, Jamie	Nursing Instructor	8/15/25
	Transferring from Adjunct Faculty Allied Health	

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Lilly, Montgomery, Reynolds, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Deters.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Walk moved and Trustee Cadwell seconded to adjourn the meeting at 7:17 p.m.

There was no further discussion.

Motion carried by unanimous voice vote.

Approved by:

/s/Tom Wright
Board Chair

/s/Larry D. Lilly
Board Secretary

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