

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



Regular Board Meeting No. 707
Board and Administration Center, Room 011
Mattoon, IL
November 10, 2025

Minutes

Call to Order.

Chair Wright called the November 10, 2025, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of Board and Administration Center, Mattoon, IL.

Roll Call.

Trustees Physically Present:

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

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

Others Present:

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

Approval of Consent Items.

Trustee Walk moved and Trustee Reynolds seconded to approve the consent agenda as presented.

1. Approval of Minutes of October 13, 2025, Regular Meeting.

2. Approval of Agenda of November 10, 2025, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	469,307.67
Building Fund	\$	144,447.41
Site & Construction Fund	\$	821,682.41
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	46,066.67
Restricted Purposes Fund	\$	114,540.51
Working Cash Fund	\$	-
Audit Fund	\$	10,000.00
Liability Insurance Fund	\$	21,882.55
Student Accts Receivables	\$	2,125,008.93
Total	\$	3,752,936.15

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

4. Destruction of Tape Recording of the May 13, 2024, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk said veto session has wrapped up in Springfield as they reviewed bills that were vetoed by the governor. Our administration continues to watch for any bills that become law that impact our policies here at the college.

Trustee Walk stated that there has been a message from the ICCB with an update regarding the number of community colleges in Illinois. There was an organizational change within Illinois Eastern Community Colleges, where they now operate as a single district rather than four separately counted community colleges; therefore, the official count for the Illinois Community College System is 45 community colleges.

Trustee Walk said there is also some good news for the Illinois Community College system. They have beaten the national trend of declining enrollment, with approximately 274,000 new students entering the Illinois Community College system.

Resource & Development.

Trustee Reynolds, Committee Chair, said the Committee had not met since the last regular Board meeting.

Finance.

Trustee Lilly, Committee Chair, referred to Trustee Reynolds, who said the Committee met and some items will be discussed later in the agenda.

Buildings & Site.

Trustee Cadwell, Committee Chair, said the Committee had not met since the last regular Board meeting.

Foundation.

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

- The Foundation is partnering with the Student Life Office to host a joint pizza party with the Student Activity Board for our 2025-2026 scholarship recipients on November 19th. We are excited to celebrate our recipients. We'll also be hosting our 4th annual brunch with Sarah Bush on November 22nd to celebrate the recipients of the Sarah Bush Lincoln Health Care Nursing Scholarship.
- On that same note, our FY27 scholarship application just opened and will remain open for the first cycle until January 31st.
- We extended our congratulations and celebrated the 2025 Foundation & Alumni Award recipients on October 23rd with a special event on campus with a record-breaking crowd. Thanks to all who attended, and a special thanks to our outgoing Foundation Board members, Rich Hartke, Debra Sandercock, Meg Steward, and Linda Von Behren

for their invaluable service! We're also excited to welcome our newest board members: Mike Bohannon, Dr. Nash Naam, Salisa Olmsted, and Cassie Yoder.

- Most excitingly, we're thrilled to share that the Foundation received its 2nd largest cash gift/4th largest overall gift last month from the estate of Randy Adkins, an LLC alumnus and 25-year LLC Alumni Board member. This transformational gift will support students from Mattoon High School in perpetuity!

Student Report.

Student Trustee Bliler reported that since the Board's last meeting, the Student Government Association (SGA) has convened four times, and these meetings centered on preparations for upcoming Student Activity Board programming and club events. In October, the SGA hosted the annual Interclub Council Meeting, which served as a key opportunity to share updates with student organizations and collect the necessary documentation for club funding distribution, scheduled to take place this week. Mr. Bliler said the SGA also met with President Bullock to discuss the college's new strategic plan and the Association's role in supporting its implementation. He said the conversation was both productive and encouraging, offering valuable insight into how student leadership can contribute meaningfully to institutional goals. He said the student government also met with Vice President Nohren to discuss important student insights, which proved to be a meaningful conversation. Mr. Bliler said the SGA remains committed to fostering student engagement and ensuring that the student voice is represented in broader campus initiatives. He said, looking ahead, the SGA will host its next blood drive on November 12, 2025. Mr. Bliler said the Student Activity Board (SAB) continues to organize weekly student events each Wednesday, and two recent highlights include "Club or Treat," which provided student organizations with a platform to share information and recruit new members. He said this year's event saw a notable increase in student participation. He continued to say that SAB also partnered with TRIO to host Lake Land College's Veterans Celebration—a moving tribute to the service and sacrifice of our student veterans and all who have served in the armed forces. Mr. Bliler said with this month's student highlight, I would like to take a moment to honor our veterans. He said while we formally recognize their service tomorrow, November 11, our gratitude is enduring. Mere words seem too feeble to express the deep, moving appreciation we hold for our nation's peacemakers. He said Veterans embody a profound commitment to duty, courage, and sacrifice—qualities that transcend words and resonate deeply within the fabric of our national identity. Mr. Bliler said their willingness to serve, often at great personal cost, secures the freedoms we enjoy and the peace we too often take for granted. He said we also remember those who remain missing in action or are held as prisoners of war, and their absence is a solemn reminder of the unfinished chapters in our nation's story and our enduring hope for their return. Mr. Bliler said on behalf of the student body, he extends the utmost and sincerest appreciation to all veterans. We honor not only their most notable service but the values they represent—integrity, resilience, and the deepest love of country. He encouraged all students and citizens to express their appreciation not only in words but through lives lived in gratitude and civic responsibility for, as President Lincoln named, "...so great a sacrifice upon the altar of freedom." May we strive to be worthy of these

freedoms they have secured. Mr. Bliler welcomed any questions the Board may have and thanked them sincerely for their continued support of the Lake Land College student body.

President's Report.

Dr. Bullock gave the following updates:

- The College received no payments from the Illinois Department of Corrections or Illinois Department of Juvenile Justice in October toward the FY 2026 balance of \$2.1 million for DOC and \$48,365 for DJJ.
- In October, the College received \$1.06 million from the State of Illinois for FY 2026 credit hour reimbursement and \$1.03 million for equalization, and no funds toward CTE. A total of \$8 million remains outstanding.
- The College received \$123,601 in CPPRT payments in October.
- The College received property tax payments totaling \$7.25 million in October.

Business - Non-action Items.

Successes from Fall 2025 for Various Lakers Athletics Teams.

Director of Athletics, Bill Jackson, along with coaches and numerous athletes from the clay target team, volleyball team and women's cross-country team, presented the Board with their various season-high trophies and they highlighted successes of their respective seasons for Fall 2025.

Proposed Aggregate Tax Levy.

Mr. Woodruff presented a recommendation from Ms. Madge Shoot, Comptroller, for the proposed aggregate tax levy for the 2025 levy year. Trustee Reynolds noted that the Finance Committee reviewed the information at the November 6, 2025, meeting and voted to recommend approval of the proposed aggregate tax levy. Mr. Woodruff said the proposed taxing levy will not exceed a five percent increase over the prior year's extension; thus, a truth in taxation hearing is not required. He reported we will not know the actual tax rate for the 2025 levy year until late spring when all of the EAV's are finally determined by the 15 individual counties in the Lake Land College district, but we are estimating that our rate of levy will increase to approximately \$.5100 per \$100 EAV, a .69% increase in the amount levied overall from the prior levy year. He noted that for the individual taxpayer, Lake Land's tax is approximately 5% of the total bill and reflects Lake Land's low overall tax rate per \$100 EAV. Trustees learned that, pursuant to 35 ILCS 200/18-55, once the Board of Trustees acknowledges the proposed aggregate tax levy, we must wait at least 20 days for the Board to officially adopt the Certificate of Tax Levy. Trustees learned that the administration will bring this back to the Board for approval during the December 8, 2025 regular meeting.

Monthly Data Point Discussion – District High School Graduates and Their Postsecondary Education Choices.

Ms. Lisa Cole, Director of Data Analytics, highlighted the monthly data point report on district high school graduates and their postsecondary education choices.

Proposed Revisions to Board Policy 02.16 – *Freedom of Information Act.*

Ms. Jean Anne Highland, Chief of Staff, presented proposed revisions to Board Policy 02.16. She said that, as the Policy is currently written, it includes details of the Act that have changed over time, as well as the likelihood of additional changes with future law amendments. Ms. Highland said that following guidance from our legal counsel, Robbins Schwartz, we recommend removing from Policy various details related to Freedom of Information requests, and instead reference our compliance and/or commitment to this law, along with our four appointed Freedom of Information Act Officers or trained designees, who will, in turn, maintain any procedural documents and processes.

Ms. Highland said the administration respectfully presents proposed revisions as first reading for the November 2025 regular Board meeting, and will bring this request back to the Board for approval during the December 2025 regular Board meeting.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock invited the Trustees to the Holiday Luncheon that will be held in the Field House on December 3.

Action Items

Presentation of Audit and Board Acceptance.

Trustees heard a presentation via teleconference from Mr. Jeff Livesay and Ms. Natalie Minich, certified public accountants from the accounting firm of Martin Hood, CPA PLLC, of Champaign, on the FY 2025 Audit Report, which was provided to each Trustee. Trustees learned that the financial statements present fairly in all material respects, and there were no material weaknesses.

Trustee Reynolds, Committee Member, said the Committee met recently for an in-depth review of the FY 2025 Audit, and the Committee's consensus was to recommend to the Board approval of the Audit as presented.

Trustee Reynolds moved and Trustee Montgomery seconded to accept as presented the fiscal year 2025 Audit Report prepared by our auditors, Martin Hood, CPA PLLC, of Champaign, Illinois, for submission to the Illinois Community College Board and other federal and state

agencies. Approval of the full audit is contingent upon no changes occurring as a result of receiving the delayed release of the U.S. Office of Management and Budget (OMB) Compliance Supplement for conducting FY2025 single audits. Should changes occur, we will present the corresponding changes to the Board in a future meeting.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Acceptance of Grant(s)

Ms. Highland highlighted for the Board that the College has received a one-year grant for \$109,978.80 from the Illinois Community College Board (ICCB) Noncredit Strategies at Work grant (NSAW). She said this grant program was created to support noncredit training and business solution initiatives at community colleges. This is the third year the College has received this grant.

Ms. Highland also presented to the Board a one-year grant for \$18,903.94 from the Illinois Board of Higher Education (IBHE) Nursing School Grant Program. She said the purpose of the Nursing School grant program is to increase the number of registered nurses in Illinois.

Trustee Deters moved and Trustee Walk seconded to accept as presented a one-year \$109,978.80 grant from ICCB Noncredit Strategies at Work (NSAW) grant program and a one-year \$18,903.94 grant from the IBHE Nursing School grant program.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Acceptance of September 2025 Financial Statements.

Trustees reviewed the September 2025 Financial Statements and a memorandum from Mr. Woodruff, Vice President for Business Services, that highlighted the Financial Statements and significant variances.

Trustee Reynolds, Committee Member, said the Committee met recently for an in-depth review of the September 2025 Financial Statements and the Committee's consensus was to recommend to the Board approval of the Financial Statements as presented.

Trustee Reynolds moved and Trustee Montgomery seconded to approve, as presented, the September 2025, fiscal year 2026 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Declaration of Surplus Item(s) or Equipment.

Mr. Woodruff requested the Board declare as surplus Print Shop and Grounds equipment and miscellaneous items from the Laker Louie Jr. Academy as surplus and grant authorization to dispose of the listed items in a manner most beneficial to Lake Land College.

Trustee Walk moved and Trustee Deters seconded to declare as presented Print Shop and Grounds equipment and miscellaneous items from the Laker Louie Jr. Academy as surplus and grant authorization to dispose of the listed items in a manner most beneficial to Lake Land College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Special Event Tuition Waiver for a Welding Competition.

Dr. Ike Nwosu, Vice President of Academic Services, requested the Board approve a special event tuition waiver for a District Welding Competition to be held in March 2026. Dr. Nwosu said to encourage participation and recognize outstanding performance, the top students will receive specialized welding equipment (helmets, jackets, toolbox, etc.), and all participants will be awarded a competition t-shirt. In addition, he said we would like to recognize the top senior student by awarding a \$500 tuition and fee waiver to Lake Land College. Dr. Nwosu said this initiative supports student retention, promotes the welding program, and strengthens partnerships with local employers.

Trustee Deters moved and Trustee Reynolds seconded to approve, as presented, the allocation of a \$500 tuition and fee waiver from Lake Land College for the top senior winner of the District Welding Competition, to be held on March 26, 2026, on the Lake Land College main campus.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Updates to the Named Spaces Planner.

Dr. Bullock presented a memo from Ms. Christi Donsbach, Executive Director for College Advancement, stating that following a comprehensive review of previously designated named spaces, several updates to the current Named Spaces Planner are being requested. He said the proposed revisions outlined below reflect these findings and aim to ensure the document remains accurate, up to date, and aligned with current campus naming opportunities and designations.

Below are the requested updates for the current document:

Location	Donation	Status
Northwest Building	\$1,000,000	Update
Northeast Building	\$1,000,000	Update
Workforce Development Center	\$1,000,000	Update
Vo-Tech Building	\$1,000,000	Update
Ag Tech (John Deere)	\$1,000,000	Update

Trustee Walk moved and Trustee Montgomery seconded to approve the acceptance of the updated Named Spaces Planner as presented.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Acceptance of Gift-in-kind Donation from the Lake Land College Foundation.

Trustees heard a recommendation from Dr. Bullock for the Board to accept the gift-in-kind equipment donation of a medical chair from the Lake Land College Foundation valued at \$13,927. Dr. Bullock said the equipment's intended use is for the athletic trainer and student athletes.

Trustees learned that the Foundation had approved the acceptance of the gift-in-kind equipment from Midpoint Medical, LLC, and respectfully requested that the Board of Trustees move to accept this equipment donation, specifically a medical chair, from the Lake Land College Foundation.

Trustee Deters moved and Trustee Walk seconded to approve the acceptance of the medical chair valued at \$13,927 from the Lake Land College Foundation to Lake Land College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Proposed Revisions to Board Policy 02.02 – *Student Trustee.*

Ms. Highland presented to the Board information regarding Board Policy 02.02 - *Student Trustee*, which establishes basic requirements for the election and ongoing eligibility for any student trustee on an annual basis. She said the relevant section in the Illinois Community College Act also includes basic eligibility, which is enrollment status at a community college. Trustees were provided proposed revisions to the College's Board Policy so that our language aligns with current language in the Illinois Community College Act, 110 ILCS 805/3-7.24.

Ms. Highland stated that, as this recommendation aims to align our Policy with existing Illinois Community College Act language, she respectfully requested that the Board waive the first reading.

Trustee Reynolds moved, and Trustee Montgomery seconded to waive first reading and approve as presented the proposed revisions to Board Policy 02.02 - *Student Trustee*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Workers Compensation Insurance Renewal.

Trustees heard a request from Mr. Woodruff for the Board to approve the renewal of the College's Workers' Compensation Insurance Policy with the Illinois Public Risk Fund (IPRF) for calendar year 2026. Trustees learned the proposed renewal rate of \$170,608 reflects an increase of \$5,690 (3.45%) over our previous coverage. Mr. Woodruff said the \$170,608 includes an administrative fee of \$4,969, and despite the slight increase, we support staying with IPRF.

Trustees learned that the mod rating for the College increased from 0.86 to 0.89. Mr. Woodruff noted that last year, the experience modification (mod) rate increased from 0.74 to 0.86, which involves reviewing the prior three years of claims. He noted that an experience mod of less than 1.00 is better than average for organizations/businesses of similar size and industry. He said we currently have 2 open claims with a reserves balance of \$32,151.63.

Mr. Woodruff stated that with this renewal, the College will again qualify to receive a Safety Grant from IPRF in the amount of \$14,389, to be used for enhancing safety throughout the campus.

Trustee Walk moved and Trustee Lilly seconded to approve as presented the renewal of the Worker's Compensation Insurance Policy with the Illinois Public Risk Fund for calendar year 2026 in the amount of \$170,608 through Dimond Brothers Insurance of Mattoon, IL.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Contract for EAB Global/Virtual Tour.

Mr. Woodruff presented a recommendation for the Board to retroactively approve the College's subscription to EAB Virtual Tour, branded as YouVisit, to provide an interactive, web-based campus tour experience for prospective students and families. He said this virtual tour is embedded on various pages throughout the College's website, allowing visitors to explore campus facilities and student life through immersive 360° media and videos.

Mr. Woodruff said the Virtual Tour platform is provided by EAB Global, Inc., the same vendor that offers our EAB Navigate student success and advising solution. He said it is important to note that the Virtual Tour (YouVisit) product is completely separate from our EAB Navigate agreement. The Virtual Tour is a standalone module and has never been included as part of the Navigate package or its licensing terms. The program terms and annual fees were provided to each of the Trustees.

Trustee Cadwell moved and Trustee Deters seconded to approve as presented the three-year agreement retroactively, which includes the third-year renewal for \$25,527.00 with EAB of Washington, DC. The term for the renewal will be July 31, 2025 – July 30, 2026.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Agreement for Iowa Lakes ACCES Consortium.

Trustees heard a recommendation from Mr. Woodruff regarding Lake Land College's participation in a long-standing shared technology services agreement through the Alliance of Community Colleges for Electronic Sharing (ACCES), a consortium of community colleges across Illinois and Iowa. He said this collaboration enables member institutions to jointly license and maintain enterprise software and cloud services provided by Ellucian, which powers our core systems for student records, finance, HR, and reporting. He said the current agreement between Ellucian and ACCES runs from July 1, 2024, through June 30, 2029.

Mr. Woodruff said as part of a recent review of the ACCES-Ellucian agreement documentation, we discovered that the last known communication with the Board regarding ACCES participation dates back to 1998. He said, given this gap, and in the interest of full transparency and policy compliance, we are proactively bringing this item to the Board for formal and retroactive approval of our continued participation in ACCES and the 5-year agreement currently in effect.

Mr. Woodruff stated that Lake Land is currently one of ten colleges comprising the consortium and that the current arrangement requires Lake Land College to pay its portion of the Ellucian agreement, which amounts to \$175,239. He said this payment covers the current Ellucian platform licensing.

Mr. Woodruff said this is exempt from bidding per Board Policy 10.22 (#4.F.).

Trustee Lilly moved and Trustee Walk seconded to retroactively approve Lake Land College's membership in the 2024–2029 ACCES consortium agreement with Ellucian, and the current

fiscal year's payment of \$175,239 with ACCES of Iowa/Illinois for Lake Land College's portion of the current Ellucian agreement. Considering the increase in costs associated with the migration to the new SaaS platform, but without an exact amount, we will present future invoices to the Board for approval prior to the due date.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Bid for Front Entrance Project.

Trustees heard a request from Mr. Woodruff for the Board to award the bid to Kieffer Brothers Construction of Mt Carmel, Illinois for the total amount of \$2,567,097.00 for the Entrance Improvement Project, and the use of fund balance for this expense. Trustees received the bid tabulation sheet detailing Kieffer Brothers Construction submitting the lowest of two bids received. Mr. Woodruff reported that the project scope entails comprehensive roadway and landscape enhancements at Entrances 1 & 2, as well as the addition of a new Entrance with a turn lane along Route 45. He said these improvements will enhance the entrance aesthetics, improve roadway conditions, and modernize infrastructure along Route 45, and are part of the Master Facility Plan.

Trustee Walk moved and Trustee Deters seconded to approve as presented the proposal received by Kieffer Brothers Construction of Mt Carmel, Illinois for the total amount of \$2,567,097.00 for the Entrance Improvement Project, and the use of fund balance for this expense.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Purchase for Phase III Printer Replacement Project.

Mr. Woodruff presented a recommendation to the Board to approve a purchase for a Phase III Printer Replacement Project. Mr. Woodruff said that in order to keep printers and copiers current and supported, as well as realize potential cost savings, it is the practice of the College to monitor and maintain a copier's life for five to six years. He said on a monthly basis, the print shop audits click counts by units. Along with allocating to the appropriate budget, the data is

used to right-size the unit and features with the assigned location. He said it is not unusual for units to be relocated to drive unit utilization, and this monitoring includes all main campus locations and all remote locations, including DOC.

Mr. Woodruff said Mr. Dave Earp, Supervisor of Print and Mail Services, has been in negotiations with Konica Minolta and Ricoh to replace seventeen unsupported copiers/printers used in campus operations and DOC off-campus operations.

Mr. Woodruff said that a bid is not required per Board Policy 10.22 (#4.F.).

Trustee Lilly moved and Trustee Cadwell seconded to approve as presented a purchase/service agreement with Konica Minolta Business Solutions of Peoria, IL, for \$49,166.85 for the purchase of 17 Konica/Minolta Bizhub units and a 60-month service agreement of \$.0044/page. The office copiers/printers will be located throughout Lake Land College's main campus, remote facilities, including DOC locations.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Purchase of Nook Huddle Pods from School Outfitters.

Ms. Nohren presented to the Board a memorandum from Ms. Kendra Bierman, Student Wellness Center Manager, that included a recommendation to purchase Nook Huddle Pods from School Outfitters, which is part of the state consortium, allowing Lake Land College to take advantage of competitively bid pricing and compliance with state procurement requirements.

Ms. Nohren said the Nook Huddle Pods provide private, acoustically sound spaces that support small-group collaboration, counseling, and confidential discussions. She said this purchase directly supports the goals of the Mental Health Early Action on Campus initiative by creating designated areas for students to engage in wellness consultations, peer support, and early mental health interventions in a comfortable and private environment.

Ms. Nohren said the proposed purchase will be funded through a competitive allocation awarded to the College by ICCB to support Mental Health Early Action on Campus initiatives.

Ms. Nohren said a bid was not required since School Outfitters is part of a state purchasing consortium.

Trustee Walk moved and Trustee Reynolds seconded to approve as presented the bid from School Outfitters of Chicago, Illinois, in the total amount of \$36,084.96 for the purchase of one four-person Nook Huddle XL unit and three two-person Nook Huddle units. The units will be funded through a competitive allocation awarded to the College by ICCB to support Mental Health Early Action on Campus initiatives.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Temporary Lease at the Effingham Technology Center for Deb's Catering of Altamont.

Mr. Woodruff presented a recommendation to the Board for a temporary lease with Deb's Catering of Altamont for the commercial kitchen space at the Effingham Technology Center. He said that a substantial fire tragically shut down Deb's Catering and The Giving Plate in Altamont. He said that, in addition to catering, the company provides essential meals to non-profit organizations, such as Meals on Wheels and Head Start, through a contract with CEFS.

Mr. Woodruff said several community partners approached Lake Land about leasing the commercial kitchen space at the Effingham Technology Center to support Deb's Catering, which provides important community services during this challenging time. He said after careful consideration and review, we recommend creating a temporary, month-to-month lease with Deb's Catering, which would enable them to resume providing prepared meals to the recipients of Meals on Wheels and Head Start programs.

Mr. Woodruff said the lease payment will include utilities, internal/external maintenance, and facility repairs. He stated that the rate the college will charge for use of the kitchen and storage space (1,449 square feet) and required common areas is comparable to the Patterson lease agreement and area market rates. The lease will not include the cost of waste disposal and grease disposal service.

Trustee Deters moved and Trustee Cadwell seconded to approve as presented the temporary lease agreement between Lake Land College and Debs Catering of Altamont, IL, which will begin November 11 and run month to month. The monthly lease payment will be \$1,307. The intention is for this lease not to exceed 9 months.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Closed Session.

7:02 p.m. – Trustee Reynolds moved and Trustee Walk seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (8), to discuss the appointment, employment, compensation, performance, or dismissal of specific employees and to discuss security procedures 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, staff, the public or public property.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Return to Open Session - Roll Call

7:20 p.m.

Trustees Physically Present: Mr. Gary Cadwell, Mr. Chuck Deters, 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: None.

Others Participating via Telephonic or Electronic Means: None.

Approval of Dean of Instruction as Discussed in Closed Session.

Trustee Reynolds moved and Trustee Walk seconded to appoint Mr. Mike Downton to the position of Dean of Instruction effective January 5, 2026. This followed discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

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

Trustee Deters moved and Trustee Montgomery seconded to approve as presented the one-year renewal of cyber liability coverage for \$33,261 with At-Bay Specialty Insurance Company of Atlanta, Georgia, for the 2025–2026 policy year at a \$5,000,000 aggregate limit and \$15,000 retention. The agreement term runs from December 14, 2025 to December 13, 2026. This followed discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of the Human Resources Report.

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

Trustee Lilly motioned and Trustee Cadwell seconded to approve the Human Resources Report as presented. This followed discussion on the topic held in closed session related to the appointments of three full-time faculty members and the Dean of Instruction.

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

Bloemer, Katelyn	12/12/25-3/21/26
Gough, Grayson	12/3/25-3/4/26
Smithenry, Kimberly	1/9/26-4/3/26

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Hotze, Erica	Adjunct Faculty Allied Health Division Primary Position Surg Tech Program Director	1/5/26

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Ohnesorge, Lori	Director of Trio Programs Primary Position Adj Reading Instructor	10/24/25

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time Tenure Track		
Hyatt, Josey	Academic Counselor	1/5/26

Full-time

Barnett, Paul	Correctional Horticulture Instructor	10/14/25
Downton, Michael	Dean of Instruction	1/5/26
Elkins, Steven	Custodian	11/17/25
Greer, Chelsea	Correctional Warehousing Instructor	10/28/25
Greenwood, Lynze	Financial Aid Scholarship Specialist	11/11/25
Schlattweiler, Damon	Correctional Automotive Tech Instructor	10/28/25
Tipton, Virginia	Custodian	1/18/25
Wallace, Kendra	Correctional Horticulture Instructor	10/14/2025

Part-time

Coats, Madelyn	Admissions and Records Data Entry Asst	10/14/25
Green, Tristeona	College Work-Study	10/15/25
Saylor, Nichole	Community Learning Instructor	11/6/25
Smith, Tammy	Dual Credit Coordinator	10/21/25
Stoneburner, Cloe	Perkins Student Worker	10/29/25
Waller, Shelby	Dual Credit Coordinator	10/29/25

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Gould, Anna	Correctional Career Tech Graham	11/10/25
Pedigo, Cody	Correctional Automotive Technology Instructor	10/7/25
Strader, Wyatt	Infrastructure Analyst	10/31/25

Part-time

Blackford, Kaylee	Lab Student Assistant	5/7/25
Gillespie, Alex	Adjunct Faculty Social Science Division	5/12/25
Jordan, Jocelyn	College Work-Study	8/12/25
Sanders, Abigail	Special Needs Note Taker	5/8/25
Schout, Nellie	Student Services Intern	8/13/25

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Dick, Joshua	ETC Site Technician Transferring from Maintenance I	11/11/25
Jo, Tomoko	Coordinator of International Studies Pro Transferring from Adult Education Transition	11/11/25
Smyser, Trevor	Infrastructure Analyst Transferring from Technical Support Assistant	11/11/25
Full-time Tenure Track		
Beliz, Jenny	Developmental Reading and Writing Inst Transferring from Adjunct Faculty Humanities	1/9/26
Hewitt, Paul	IT Instructor/Coordinator, IT Programs Transferring from Application Engineer	1/9/26
Part-time		
Wohlschlaeger, Jessica	Instructional Design Coordinator Transferring from Instructional Designer	11/10/25

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Cadwell moved and Trustee Deters seconded to adjourn the meeting at 7:23 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/