Lake Land College
District No. 517

Board of Trustees

Agenda and Board Book
February 16, 2026
Regular Meeting No. 710

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

Vision: Engaging minds, changing lives, through the power of learning.
Strategic Priority Motto: Education that fits your life.

Regular Meeting No. 710
Monday, February 16, 2026, 6:00 p.m.
Board and Administration Center, Room 011, Mattoon
Agenda

Routine.

Call to Order.

Roll Call.

Consent Item.

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

1. Approval of Minutes of January 12, 2026, Regular Meeting.
2. Approval of Minutes of January 12, 2026, Closed Session.
3. Approval of Agenda of February 16, 2026, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.
   For summary and details of bills refer to the Board of Trustees web page.
5. Destruction of Tape Recording of the August 12, 2024, 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. Larry Lilly
D. Buildings & Site	Mr. Gary Cadwell
E. Foundation	Mr. Larry Lilly
F. Student Report	Mr. Jay Bliler
G. President's Report	Dr. Josh Bullock

Business Items.

Non-Action Items.

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6. Spring Census (10th Day) Enrollment Report.	
7. DCEO Advanced Manufacturing Grant Opportunity.	
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Action Items.

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5. Acceptance of December 2025 Financial Statements.	82-85
6. Declaration of Surplus Item(s) or Equipment.	86-87
7. Approval of Planned Retirement Requests.	88
8. Reapproval of Academic Calendars.	89-93
9. Reapproval of Faculty Seniority Listing.	94-105
10. Approval of One-Year Renewal Maintenance Agreement for Veeam Back-up and Recovery Solutions.	

11. Approval of Bid for Audit Firm.
12. Approval of Recipients for the Following Awards: 106
    - Distinguished Service Award;
    - Alumnus Achievement Award;
    - Pacesetter Award.
13. Approval of Bid for the Printing and Mail Preparation of the 2026 Spring and Summer College Magazine. 107-108
14. Closed Session.
    Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(2), closed session is called to discuss collective negotiating matters.

    [Return to Open Session - Roll Call]

15. Approval of Human Resources Report. 109-110

Other Business. (Non-action)

Adjournment.

Lake Land College
Board of Trustees
District No. 517

Regular Board Meeting No. 709
Board and Administration Center, Room 011
Mattoon, IL
January 12, 2026

Minutes

Call to Order.

Chair Wright called the January 12, 2026, 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. Chair Wright announced that Trustee Denise Walk would serve as Secretary pro tem for the duration of the meeting in the absence of Trustee Lilly.

Roll Call.

Trustees Physically Present:

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

Trustees Absent: Trustee Larry Lilly and Trustee Doris Reynolds.

Others Participating via Telephonic or Electronic Means: None.

Others Present:

Dr. Jonathan Bullock, President; Dr. Ikemefuna Nwosu, Vice President for Academic 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 Cadwell moved and Trustee Deters seconded to approve the consent agenda as presented.

1. Approval of Minutes of December 8, 2025, Regular Meeting.
2. Approval of Minutes of December 8, 2025, Closed Session.
3. Approval of Minutes of January 8, 2026, Special Board of Trustees Meeting.
4. Approval of Agenda of January 12, 2026, Board of Trustees Meeting.
5. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

   The following is a summary by funds:

Education Fund	$	387,017.58
Building Fund	$	76,062.69
Site & Construction Fund	$	591,973.59
Bond & Interest Fund	$	-
Auxiliary Services Fund	$	84,951.77
Restricted Purposes Fund	$	161,480.84
Working Cash Fund	$	-
Audit Fund	$	34.50
Liability Insurance Fund	$	29,865.23
Student Accts Receivables	$	45,148.17
Total	$	1,376,534.37

   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 July 11, 2024, Closed Session.

There was no further discussion.
Roll Call Vote:
Yes: Trustees Cadwell, Deters, Montgomery, Walk and Wright.
No: None.
Advisory Vote: Student Trustee Bliler voted yes.
Absent: Trustee Lilly and Trustee Reynolds.
Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk said Dr Bullock, Student Trustee Bliler and herself will be attending the 2026 Community College National Legislative Summit (NLS) being held in Washington DC from February 8-11, 2026. She said they will be attending the conference as well as meeting with our Illinois legislators. She said if anyone has any thoughts about needs for Lake Land College or all Illinois community colleges that we should share with our legislators, please let her or Dr. Bullock know. She said she would bring an update on the conference to the February board meeting.

Resource & Development.

Trustee Reynolds, Committee Chair, was absent from the meeting thus no report was given.

Finance.

Trustee Lilly, Committee Chair, was absent from the meeting thus no report was given.

Buildings & Site.

Trustee Cadwell, Committee Chair, said the Committee met on January 8, 2026, and discussed ongoing improvements, planned improvements, construction projects and other business which will be addressed later in the agenda.

Foundation.

Ms. Jean Anne Highland, Chief of Staff, highlighted the following information and said this report was provided by Ms. Christina Donsbach, Executive Director for College Advancement:

- The Foundation hosted a holiday photo competition for departments during the month of December. Thank you to all that participated and congratulations to our 3 winners: Dental Hygiene, Business & Technology & Accounting.
- As we head into the 2nd year of our Community Partner program, we are excited to celebrate with a kick-off event for participating businesses on Feb. 26.
- Once again, the Foundation and Student Life offices are partnering to assist students applying for scholarships with events on Jan. 21 and 22. The 2026-2027 Foundation scholarship application closes for the first cycle on January 31. The 2nd cycle will reopen in June.
- The Foundation is hosting our 5th annual Love A Laker Giving Day the week of February 9. We will seek one-time donations along with recurring donations from employees, board members, alumni and community members. New this year, we'll have in person activities to encourage participation.

Student Report.

Student Trustee Bliler reported that since the Board's last meeting, the Student Government Association (SGA) has convened once. The topics of discussion included preparations for the upcoming High School Leadership Conference on February 4, 2026, discussion on the Student Government election process, and the welcoming of four new members to the body to fill vacancies from the Fall semester. The new candidates are Trey Sheehan, SGA Sophomore Delegate; Noah Gorenz, SGA Freshman Delegate; Sayde Hogg, SGA Freshman Delegate; and Kate Landrus, SGA Freshman Delegate. Mr. Bliler said the Association's election committee has also been meeting to discuss this topic further, and he plans to report any further developments as they arise. He said the SGA is planning to speak with prospective candidates for the sophomore elections this spring at the upcoming Laker Club Showcase hosted by the Student Activity Board. The SGA has several large events taking place this spring, and he looks forward to sharing with the Board these developments, updates, and results of the SGA's continued involvement with the student body and the entire Lake Land community. The SGA is also hosting a Red Cross blood drive on January 27, 2026, in the Luther Student Center.

Mr. Bliler said the Student Activity Board (SAB) continues to plan and host events each Wednesday for the student body. The SAB is finalizing preparations for the Laker Club Showcase taking place this week to highlight campus organizations and encourage student involvement. The SAB has also been welcoming students back to campus from the winter hiatus with activities including the Book Bash for students arriving for Spring classes. He said he looks forward to sharing future events with the board as we progress through the Spring semester. He said several clubs have also increased interest, activity, and campus involvement, and have continued to benefit the college community in broader ways.

Mr. Bliler said the Navigator News is working on the January issue of the student newspaper and continues to publish exceptional work for the college community. He continued, in recognition of student groups and organizations, that he would like to highlight and thank the clubs who donated a combined amount of over $900 to the One Stop Community Christmas, and the volunteers who assisted with the event on campus. He said this event benefits the broader Lake Land College community, and we are thankful for the support and spirit of generosity of the Lake Land community in this seasonal event.

Mr. Bliler said students are excited to return to class for the Spring semester, and we students are grateful for the work that has already gone into making the beginning of each semester easier and more accommodating. He said he is happy to report that the student body is generally satisfied and eager to return, and he extended his thanks to this board and the administration for their work in continuing to ensure student success. He welcomed any questions the Board may have.

President's Report.

Dr. Bullock gave the following updates:

- The College received $996,640 in payments from the Illinois Department of Corrections in December toward the FY 2026 balance. A total of $1.2 million remains outstanding for DOC.

- We received no payments in December from the Illinois Department of Juvenile Justice. A balance of $74,564 remains outstanding.
- In December, the College received $345,542 from the State of Illinois for FY 2026 credit hour reimbursement and $514,413 for equalization, and no funds toward CTE. A total of $5.7 million remains outstanding from the State of Illinois.
- The College received $83,982 in CPPRT payments in December.
- The College received $36,506 in property tax payments in December.
- Kudos to Lake Land College for its ongoing partnership with numerous community organizations to host One Stop Community Christmas on campus. The event impacted the lives of 1,053 families and 2,703 children from our region.

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 September 30, 2025. Each trustee received a copy of the report.

Annual Assessment Report.

Dr. Ike Nwosu, Vice President for Academic Services, introduced Dr. Shannon McGregor who highlighted the Annual Assessment Report and where the college is in the annual assessment timeline and the draft of the college response addressing the concerns raised by the 2025 Higher Learning Commission Reaccreditation visit. A progress report is due to HLC in May 2027.

Focus on Advancing Student Success – Math and Science Division Lab Updates.

Dr. Ike Nwosu, Vice President for Academic Services, introduced Dr. Mike Rudibaugh, Division Chair for Math & Science, Brenda Hunzinger, Biological Science Instructor, Michael Downton, Dean of Academic Instruction and Jacob Murphy, Lab & Chemical Safety Coordinator. Ms. Hunzinger and Mr. Murphy highlighted the process and timeline of moving lab space from the Kluthe Center to the Effingham Technology Center (ETC) and the updates for the science classrooms at the ETC. They also highlighted the ongoing remodel of the Northwest lab space on the College’s main campus.

Monthly Data Point Discussion – Updates for Tableau Data Visualization Tools.

Ms. Jean Anne Highland, Chief of Staff, introduced Ms. Lisa Cole, Director of Data Analytics, who highlighted the updates for Tableau Data Visualization.

Recommendation from an Advisory Committee for the Selection of Mike Sullivan for the Clem Phipps Exemplary Trustee Award and for the Naming of the New Main Entrance Plaza at Lake Land College's Main Campus as the Sullivan Plaza.

Trustees heard a presentation from Trustee Gary Cadwell regarding the posthumous nomination for Mr. Mike Sullivan for both the Clem G. Phipps Exemplary Trustee Award and for the naming of the new main entrance plaza at Lake Land College's main campus as the Sullivan Plaza in recognition of his exceptional and transformative contributions to Lake Land College, its students and the broader community. Trustees reviewed details of the nomination letter collectively submitted by Chair Wright, Dr. Bullock, Ms. Highland and Ms. Christi Donsbach, Executive Director for College Advancement, that provided the basis for this naming right and award recognition. Ms. Highland reminded the Board that later in the agenda proposed revisions to Board Policy 11.10 will be discussed regarding naming of buildings, grounds or academic programs.

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

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

Update on Disposition of Surplus Items or Equipment since January 2025.

Ms. Madge Shoot, Comptroller, summarized the disposition of surplus items or equipment since January 2025. She said that several furniture items were disposed of via an auction, netting $10,922.71 for the College. Ms. Shoot also said some items were donated or transferred to other community partners or used as trade in value for new equipment purchases. Trustees learned the College donated 1,250 rounds of ammunition to the Mattoon Police Department and items left from the closing of the Laker Louis Jr. Academy were donated to Franklin Preschool to be used in their programming.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock reminded the Board about the January 17 Effingham Chamber Gala, College Commencement being held on May 15, 2026,

and the May 20, 2026, Board Retreat at 1 p.m., with lunch at noon and guest, ICCTA Facilitator Mr. Jim Reed, will be attending again this year.

Action Items

Approval of Recommendation from the Advisory Committee for Naming of the Nursing Simulation Lab at the Effingham Technology Center in Honor of HSHS St. Anthony's Memorial Hospital.

President Bullock presented a recommendation from himself and Ms. Christi Donsbach, Executive Director for College Advancement, regarding the naming of the Nursing Simulation Lab at the Effingham Technology Center, Room 223, in honor of HSHS St. Anthony's Memorial Hospital to recognize their vital role in advancing our mission and enhancing the future of healthcare education at our institution. He said HSHS St. Anthony's made a significant financial commitment to the College to purchase equipment for the Effingham Technology Center Nursing Simulation Lab, Room 223.

Dr. Bullock said that during the Buildings and Site Committee meeting held on August 14, 2025, Board Chair Wright appointed the members of the Buildings and Site Committee as the Trustee members of the Naming Advisory Committee to consider this naming request. He said after an in-depth review during a Committee meeting held on that same date, the Naming Advisory Committee voted to recommend to the Board approval of this naming request and subsequently submitted this recommendation to the Board as a non-action item during the August 18, 2025, regular Board meeting. He said that per Board Policy 11.10, the required waiting period for the Board to vote on a naming recommendation has now been met.

Trustee Cadwell moved and Trustee Montgomery seconded to approve as presented the naming of the Nursing Simulation Lab at the Effingham Technology Center, Room 223, as the HSHS St. Anthony's Memorial Hospital High Fidelity Simulation Lab.

There was no further discussion.
Roll Call Vote:
Yes: Trustees Cadwell, Montgomery, Walk and Wright.
No: None.
Abstain Vote: Trustee Deters, citing that he serves on the Board of Directors for HSHS St. Anthony's Memorial Hospital.
Advisory Vote: Student Trustee Bliler voted yes.
Absent: Trustee Lilly and Trustee Reynolds.
Motion carried.

Acceptance of Grant(s)

Ms. Highland highlighted for the Board that the College has received a one-year $37,648.13 grant from the Illinois Community College Board (ICCB) Digital Instruction for Adult Education

program. She said the purpose of this grant is to provide funding for adult education programs to improve their technology infrastructure, support technology integration in the classroom, and improve distance learning options for adult learners.

Ms. Highland also presented to the Board a three-year grant for $76,500 from the U.S. Department of Transportation (USDOT), Federal Motor Carrier Safety Administration (FMCSA) Commercial Motor Vehicle Operator Safety Training (CMVOST) grant program. She said the purpose of this grant is to train individuals in the safe operation of commercial motor vehicles. Grant funds will be used to provide tuition and fee support for 18 Veterans, their spouses or their children to complete the Lake Land College CDL Class A course.

Ms. Highland presented a final grant from the John Ullrich Foundation. She said this grant has been received by the Agriculture division. As in previous years, the Foundation requested that the College refrain from publicizing this grant and disclosing the amount of funding received. In addition, it was noted that in order to comply with the Foundation's confidentiality guidelines, references to dollar amounts have been removed from the attached award letter, and the authority to issue a press release on this award rests solely with the John Ullrich Foundation. Ms. Highland said in FY26, the Ullrich Foundation will provide individual scholarships to support agriculture students from Coles, Douglas, Macon, Moultrie and Piatt counties. She said additional grant funds will be used to purchase instructional supplies and materials including, but not limited to, engine repair stands, transmission support plates, parts washer, spray drone, electric tool sets, student lab tool boxes, manifold gauges and clinometers.

Trustee Deters moved and Trustee Walk seconded to accept as presented a one-year $37,648.13 grant from the ICCB Digital Instruction for Adult Education program, a three -year, $76,500 grant from the USDOT FMCSA CMVOST grant program, and a one-year grant from the John Ullrich Foundation.

There was no further discussion.
Roll Call Vote:
Yes: Trustees Cadwell, Deters, Montgomery, Walk and Wright.
No: None.
Advisory Vote: Student Trustee Bliler voted yes.
Absent: Trustee Lilly and Trustee Reynolds.
Motion carried.

Acceptance of November 2025 Financial Statements.

Trustees reviewed the November 2025 Financial Statements and a memorandum from Mr. John Woodruff, Vice President for Business Services, that highlighted the Financial Statements and significant variances. Dr. Bullock said some of the significant variances are timing related and should normalize by year's end.

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

There was no further discussion.
Roll Call Vote:
Yes: Trustees Cadwell, Deters, Montgomery, Walk and Wright.
No: None.
Advisory Vote: Student Trustee Bliler voted yes.
Absent: Trustee Lilly and Trustee Reynolds.
Motion carried.

Declaration of Surplus Item(s) or Equipment.

President Bullock requested the Board to declare as surplus and grant authorization to dispose of the following items in a manner most beneficial to Lake Land College:

- 25 – Stools from West Building, room 137. The current stools are no longer usable by the College, and stools from the Northwest Building science labs will be repurposed to replace them. Furniture and miscellaneous items currently being stored at the Effingham Technology Center are included below. These items were not usable for redeployment as part of the Effingham Technology Center remodel.
- 1 – True Commercial Refrigerator - Model TS-49
- 1 – Avantco Commercial Freezer Model # 178SSUC48FHC

Trustee Deters moved and Trustee Montgomery seconded to declare as presented the various furniture and miscellaneous items 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, Montgomery, Walk and Wright.
No: None.
Advisory Vote: Student Trustee Bliler voted yes.
Absent: Trustee Lilly and Trustee Reynolds.
Motion carried.

Approval of Annual Schedule of Board of Trustees Meetings.

Trustees reviewed the proposed schedule of regular Board meetings to be held in 2026. Ms. Highland recommended that the Board approve the 2026 schedule of Board of Trustees meetings and said that regular Board meetings have traditionally been held on the second Monday of each month. Ms. Highland said that is what we are recommending for all months in 2026 except for February and August 2026. For these months, she said the administration is recommending holding the regular monthly meeting on the third Monday due to administrative scheduling conflicts and timing issues.

Trustee Cadwell moved and Trustee Deters seconded to approve as presented the 2026 Schedule of Board of Trustees Meetings.

There was no further discussion.
Roll Call Vote:
Yes: Trustees Cadwell, Deters, Montgomery, Walk and Wright.
No: None.
Advisory Vote: Student Trustee Bliler voted yes.
Absent: Trustee Lilly and Trustee Reynolds.
Motion carried.

Approval of Course Fees Effective for Fall 2026 Semester.

Dr. Nwosu presented a recommendation to update the College's course fee structure, effective Fall 2026, to better align fees with current instructional costs while maintaining transparency and equity for students. Trustees reviewed a detailed listing of the proposed new fees in comparison to current fees by course levels.

Trustee Montgomery moved and Trustee Deters seconded to approve as presented the update to course fees effective Fall 2026.

There was no further discussion.
Roll Call Vote:
Yes: Trustees Cadwell, Deters, Montgomery, Walk and Wright.
No: None.
Advisory Vote: Student Trustee Bliler voted yes.
Absent: Trustee Lilly and Trustee Reynolds.
Motion carried.

Approval of Resolution No. 0126-006 to Transfer Funds to the Designated Insurance Fund Balance.

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

Trustee Deters moved and Trustee Cadwell seconded to approve as presented Resolution No. 0126-006 to transfer $1 million in funds to the designated insurance fund balance. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:
Yes: Trustees Cadwell, Deters, Montgomery, Walk and Wright.
No: None.
Advisory Vote: Student Trustee Bliler voted yes.
Absent: Trustee Lilly and Trustee Reynolds.
Motion carried.

Approval of Faculty Seniority Listing.

Trustees heard a request from Dr. Ike Nwosu, Vice President for Academic Services, for the Board to approve the Faculty Seniority Listing effective January 12, 2026. He said that Chapter 22 of the Illinois Revised Statutes, paragraph 103B-5, requires each community college district to establish a faculty seniority list no later than February 1 of each year and that this list must then be distributed to appropriate employee representatives. He also said Division Chairs and administrators have reviewed the list and believe it is in compliance with the Act.

Trustee Deters moved and Trustee Walk seconded to approve as presented the Faculty Seniority Listing effective January 12, 2026.

There was no further discussion.
Roll Call Vote:
Yes: Trustees Cadwell, Deters, Montgomery, Walk and Wright.
No: None.
Advisory Vote: Student Trustee Bliler voted yes.
Absent: Trustee Lilly and Trustee Reynolds.
Motion carried.

Waive First Reading and Approve Proposed Revisions to Board Policy 11.10 – Naming of Buildings, Grounds or Academic Programs.

Ms. Highland presented to the Board proposed revisions to Board Policy 11.10. Trustees reviewed details of the proposed revisions. She said Board Policy 11.10 establishes the process and guidelines for the consideration of recommendations or requests for naming of buildings, grounds, or academic programs at the College. She said this language also highlights the important role and counsel provided by the Lake Land College Foundation to the Board of Trustees for naming considerations. Ms. Highland said proposed revisions eliminate the need for undue delays in the processing of naming requests, especially given the considerable advancement in communication technologies since this Policy was last updated in 2013. She also said proposed additions to the Policy will enable the Board to waive and/or alter guidelines with Board approval related to specific fund-raising campaigns.

Ms. Highland said the administration presented proposed revisions as first reading at the January 8, 2026, Buildings and Site Committee meeting and with their recommendation, we are requesting the Board waive first reading and approve proposed revisions as presented.

Trustee Cadwell moved and Trustee Montgomery seconded to waive first reading and approve as presented proposed revisions to Board Policy 11.10 – *Naming of Buildings, Grounds or Academic Programs*.

There was no further discussion.
Roll Call Vote:
Yes: Trustees Cadwell, Deters, Montgomery, Walk and Wright.
No: None.
Advisory Vote: Student Trustee Bliler voted yes.
Absent: Trustee Lilly and Trustee Reynolds.
Motion carried.

Approval of Proposed Revisions to Board Policy 5.04.13 – *Military Leave* and Adoption of New Policy 05.04.26 – *Additional Protected Leave Policies*.

Ms. Highland presented to the Board proposed revisions to Board Policy 05.04.13 and an adoption of a new Policy 05.04.26. Trustees reviewed details of the proposed revisions and new Policy language. She said Board Policy 05.04.13 *Military Leave* outlines the College's obligations and employee rights regarding military leave. She said updates to the law include a provision that qualified employees may use up to 8 hours a calendar month, with a maximum of 40 hours per year, to participate in funeral honors details. Trustees learned the employee must be trained to serve in a funeral honors detail and either be (1) an active or retired member of the U.S. Armed Forces or reserve components, including the National Guard; or (2) be an authorized provider or affiliated with an authorized provider such as a non-profit. The leave provided is paid if the employee meets the qualifications listed.

Ms. Highland said Board Policy 05.04.26 - *Additional Protected Leaves* consolidates and formalizes several protected leave provisions that are covered under federal or state law, including:

- Blood & Organ Donation Leave Act, which provides for a paid leave for organ, bone marrow, blood and platelet donation;
- Family Neonatal Intensive Care Leave Act (Effective June 1, 2026), providing job-protected unpaid leave for NICU-related care; and
- Victims' Economic Security and Safety Act (VESSA), outlining unpaid leave for victims of domestic, sexual, or gender-based violence, which now includes the use of College technology for documentation and record retention responsibilities.

Trustee Deters moved and Trustee Montgomery to approve as presented the recommended policy changes to Board Policy 05.04.13 - *Military Leave* and adopt policy 05.04.26 - *Additional Protected Leaves* for first and final reading to ensure compliance with legal requirements.

There was no further discussion.
Roll Call Vote:
Yes: Trustees Cadwell, Deters, Montgomery, Walk and Wright.
No: None.
Advisory Vote: Student Trustee Bliler voted yes.
Absent: Trustee Lilly and Trustee Reynolds.
Motion carried.

Approval of Bid for Effingham Technology Center – Electric Vehicle Charger Station.

Trustees heard a recommendation from Dr. Bullock for the Board to approve the bid from Bodine Electric of Decatur, Illinois for the total amount of $31,349.00 for the ETC EV Charger Upgrade Project. He said the project scope included removal of the existing EV charger and the furnishing and installation of a new DC fast charger, new concrete pad, required electrical breakers and feeders, and all associated conduit, wiring, and terminations. Dr. Bullock said the existing charger has reached the end of its useful life and cannot reliably support current charging standards or operational demand. He said the project will be funded through an awarded grant, with no impact to operating funds. Trustees reviewed the bid tabulation sheet detailing Bodine Electric as submitting the lowest of three bids received.

Trustee Cadwell moved and Trustee Deters seconded to approve as presented the proposal received by Bodine Electric of Decatur, Illinois for the total amount of $31,349.00 for the ETC EV Charger Upgrade Project.

There was no further discussion.
Roll Call Vote:
Yes: Trustees Cadwell, Deters, Montgomery, Walk and Wright.
No: None.
Advisory Vote: Student Trustee Bliler voted yes.
Absent: Trustee Lilly and Trustee Reynolds.
Motion carried.

Waive First Reading and Approve Proposed Revisions for Board Policies 01.06 – *Degrees and Awards*, 06.06 –*General Education for Associate Degrees*, and 07.24 – *Graduation Requirements*.

Trustees heard a recommendation from Dr. Nwosu who presented to the Board proposed revisions for Board Policies 01.06 – *Degrees and Awards*, 06.06 –*General Education for*

Associate Degrees, and 07.24 – *Graduation Requirements*. He said at the December 10, 2025, Curriculum Committee meeting, the Associate in General Studies (AGS) degree was approved to replace the Associate in Liberal Studies (ALS) degree. Trustees reviewed details of all proposed revisions.

Dr. Nwosu said this change reduces the number of hours required from 64 hours with the Associate in Liberal Studies to 60 hours with the Associate in General Studies and provides students with the flexibility to earn a degree from multiple certificates and courses that they may have completed. He said additionally, the Associate in General Studies allows an additional pathway towards a degree for our residents who earn credit through Lake Land College's Center for Business and Industry.

Dr. Nwosu said upon Curriculum Committee approval, the changes were taken to the Academic Standards Committee to review three policies that align with the curricular changes:

- Board Policy 01.06 Degrees and Awards
- Board Policy 06.06 General Education for Associate Degrees
- Board Policy 07.24 Graduation Requirements

Dr. Nwosu said we are requesting first and final reading to ensure that the Associate in General Studies degree meets the Fall 2026 college catalog printing deadline.

Trustee Montgomery moved and Trustee Deters seconded to approve as presented for first and final reading, the recommended updates to the following Board Policies:

- Board Policy 01.06 *Degrees and Awards*
- Board Policy 06.06 *General Education for Associate Degrees*
- Board Policy 07.24 *Graduation Requirements*

There was no further discussion.
Roll Call Vote:
Yes: Trustees Cadwell, Deters, Montgomery, Walk and Wright.
No: None.
Advisory Vote: Student Trustee Bliler voted yes.
Absent: Trustee Lilly and Trustee Reynolds.
Motion carried.

Closed Session.

7:29 p.m. – Trustee Cadwell moved and Trustee Montgomery seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), to discuss the appointment, employment or compensation of specific employees.

There was no further discussion.
Roll Call Vote:
Yes: Trustees Cadwell, Deters, Montgomery, Walk and Wright.
No: None.

Advisory Vote: Student Trustee Bliler voted yes.
Absent: Trustee Lilly and Trustee Reynolds.
Motion carried.

Return to Open Session - Roll Call

7:37 p.m.

Trustees Physically Present: Mr. Gary Cadwell, Mr. Chuck Deters, Mr. Scott Montgomery, Ms. Denise Walk, Vice-Chair, Mr. Thomas Wright, Chair and Student Trustee Bliler.

Trustees Absent: Trustee Lilly and Trustee Reynolds.

Others Participating via Telephonic or Electronic Means: None.

Appointment of Director of Strategic Initiatives as Discussed in Closed Session.

Trustee Montgomery moved and Trustee Cadwell seconded to appoint Mr. Steven “Jay” Hopper to the full-time position of Director of Strategic Initiatives effective January 20, 2026. This follows discussion on the topic held in closed session.

There was no further discussion.
Roll Call Vote:
Yes: Trustees Cadwell, Deters, Montgomery, Walk and Wright.
No: None.
Advisory Vote: Student Trustee Bliler voted yes.
Absent: Trustee Lilly and Trustee Reynolds.
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 Cadwell motioned and Trustee Deters seconded to approve the Human Resources Report as presented. This followed discussion on the topic held in closed session related to the appointment of a full-time administrator or the director of strategic initiatives position.

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

Carr, Sarah	12/12/25-12/12/26
Carter, Adam	12/16/25-1/31/26

Deornellas, Laura	12/08/25-01/31/26
Dick, Joshua	12/15/25-1/12/26
Molzen, Kara	4/14/26-7/14/26
Wood, April	12/31/25-12/31/26

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Garofano, Connor	Newspaper Editor - Student Newspaper Primary Position Bookstore Rush Worker	12/22/25
Gibbons, Olivia	Graduate Intern - Student Wellness Center Primary Position Counseling Services Specialist	12/9/25
Mukanya Kengela, Orinie	Bookstore Rush Worker Primary Position Student Services Intern	12/15/25
Musonda, Mulowa	Bookstore Rush Worker Primary Position Student Services Intern	12/12/25
Salami, Aisha	Bookstore Rush Worker Primary Position Student Services Intern	12/12/25

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid		
Baumann, Norma	Dual Credit Instructor	12/17/25
Kroll-Maxey, Katie	Dual Credit Instructor	12/19/25
Full-time		
Hamilton, Steven	Correctional Commercial Cooking Instructor	12/8/25
Hopper, Steven Jay	Director of Strategic Initiatives	1/20/26
Kaiser, Jay	Correctional Custodial Maintenance Instructor	12/8/25
Mulkins, Kaylee	TRIO Outreach & Retention Specialist	1/13/26
Stopher, Stephanie	Correctional Office Assistant	12/8/25
Part-time		
Atwell, Sheila	Bookstore Rush Worker	12/12/25
Bohac, Autumn	Adjunct Faculty Allied Health Division	1/12/26
Garofano, Connor	Bookstore Rush Worker	12/11/25
Garren, Jennifer	Etc Test Proctor	12/17/25
Hu, Thomas	Adjunct Faculty Math and Science Division	1/12/26
Killey, Aubrey	Bookstore Rush Worker	12/12/25
Martin, Juliana	Bookstore Rush Worker	12/19/25
Millis, Dauntae	Bookstore Rush Worker	12/17/25
Powell, Angela	Bookstore Rush Worker	12/11/25
Primmer, Kaeden	Technical Support Assistant - Info Security	12/9/25

Smith, Cheyenne	Bookstore Rush Worker	12/12/25
Taylor, Hannah	Special Needs Note Taker	1/12/26
Waymoth, Janet	Adjunct Faculty Allied Health Division	1/12/26

Terminations/Resignations
The following employees are terminating employment

	Position	Effective Date
Full-time		
Farner, Scott	Correctional Career Technology Instructor	12/1/25
Hampton, John	Police Officer (Retired)	12/31/25
Hayes, Cobin	Correctional Commercial Cooking Instructor	12/31/25
Marsh, Jasmine	Correctional Commercial Cooking Instructor	12/31/25
Taylor, Shelby	Correctional Office Assistant	12/4/25
Turner, Arthur	Custodial Services Supervisor (Retired)	12/31/25
Part-time		
Carter, Natashia	Part-Time Groundskeeper	10/10/25
Maphosa, Emmanuel	Admissions and Records Data Entry Assistant	12/19/25
Meinhart, Megan	College Work-Study	10/30/25

Transfers/Promotions
The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Myers, Kendra	SSS Stem Advisor Transferring from Adult Education Instructor	1/20/26
Tariq, Faisal	Director of TRIO Programs Transferring from Assistant Director of TRIO	1/13/26
Westendorf, Charles	Application Engineer Transferring from Web Developer	

There was no further discussion.
Roll Call Vote:
Yes: Trustees Cadwell, Deters, Montgomery, Walk and Wright.
No: None.
Advisory Vote: Student Trustee Bliler voted yes.
Absent: Trustee Lilly and Trustee Reynolds.
Motion carried.

Other Business. (Non-action)

There was no additional discussion.

Adjournment.

Trustee Deters moved and Trustee Walk seconded to adjourn the meeting at 7:39 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/

Lake Land College
60th Anniversary Celebration Plan

February – December 2026

Submitted by Marketing & Public Relations and College Advancement in partnership with the Employee Events Committee, the Employee Engagement & Appreciation Committee and Student Life

Purpose

To recognize and celebrate 60 years of life-changing service to the Lake Land College district. This plan is created in recognition of the College's priority focus on the strategic direction and commitment to building brand awareness of the motto.

Timeline

The celebration will span from February-December 2026. The 60th Anniversary Emblem will be used on College Publications and woven into annual events such as Employee Recognition, Graduation and Appeal Campaigns.

February

- Proposal and 60th Anniversary Emblem approved by Cabinet
- Sharing of Emblem with College Community and PTK
- Foundation introduces raffle tickets for the painting of the College Seal – will be drawn at the Founder's Day Celebration
- PTK begins series of social media posts from research/organization into the College's physical Archives

April and July

- Alumni Socials held

August

- Opening Day All Employee Anniversary Photo

September

- Create a new College Tradition of celebrating Founder's Day on Sept. 24 – the day the referendum passed creating Lake Land College.
    - Host a breakfast for employees, trustees and board members, student leaders, retirees and Foundation Community Partners
    - Plan to recognize this day in the future.

LAKE LAND COLLEGE

MEMO

TO: Board of Trustees

FROM: Dr. Josh Bullock, President

DATE: February 11, 2026

RE: Resolution to Support Participation in the Coles County Enterprise Zone

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Municipal and economic development leaders with Coles County have requested the College's participation and support for an expanded Coles County Enterprise Zone to provide more economic development opportunities and a plan to include new housing. These leaders report that for far too long, Coles County has needed new housing to help stabilize community population, add more sales tax revenue streams, build more families, and add students in our local school districts. To address this challenge, the Cole County Enterprise Zone is proposing expanding in the Spring 2026 to include residential single-family homes on individual tax parcels to the list of benefits. This will enable families with children the affordability and housing options to move to their community. They further report that some of the proposed benefits include:

- 100% tax abatement on increased property tax valuations for 5 years for the home owner.
- Building materials sales tax exemption on permanently affixed building materials on new construction for single-family homes on individual parcels which will significantly reduce building materials expenses.
- Building permit fee waiver on new housing in the Enterprise Zone housing areas.

The current Coles County Enterprise Zone was effective January 1, 2020, with an initial life of 15 years and a chance for a 10-year extension that can be applied for in year 13.

Coles County has requested support from its taxing bodies. In support of economic development for the region and following first reading in February 2026, with request for action in March 2026, I respectfully request the Board of Trustees approve the attached resolution to support continued participation in the Coles County Enterprise Zone.

Attachments

Lake Land College
Board of Trustees

RESOLUTION NUMBER: 0326-007 DATE: March 9, 2026

RESOLUTION FOR APPROVING PARTICIPATION IN THE COLES COUNTY ENTERPRISE ZONE

WHEREAS, the County of Coles, the City of Charleston, the City of Mattoon, the City of Oakland and the Village of Ashmore, (herein after referred to as "the Designating Units of Government") have expressed a desire to amend the current Coles County Enterprise Zone Property Tax Abatement policies; and,

WHEREAS, the Illinois General Assembly passed Senate Bill 3616 as amended on May 31, 2012, and which was signed into law by the Governor on August 7, 2012, thereby amending the Illinois Enterprise Zone Act (20 ILCS 655/1 et. seq.), hereafter referred to as "the Act," under the provisions of Public Act 97-905; and,

WHEREAS, the Illinois General Assembly also passed Senate Bill 20 as amended on May 31, 2013, and which was signed into law by the Governor on July 25, 2013, as Public Act 98-109, portions of which clarified Enterprise Zone related legislation contained in Public Act 97-905 and the Act; and,

WHEREAS, the Act provides for amendments to the current Enterprise Zone application processes administered by the Illinois Department of Commerce and Economic Opportunity (hereafter referred to as "the Department") subject to the approval and certification of the same; and,

WHEREAS, once the current Coles County Enterprise Zone was approved by the Illinois Enterprise Zone Board (hereafter referred to as "the Board") and certified by the Department, effective on January 1, 2020, for an initial 15 year period, subject to review

by the Board after the 13th year of existence for an additional ten-year designation beginning on the expiration date of the Zone; and,

WHEREAS, Enterprise Zones provide state and local incentives used to promote the economic growth of the area; to reduce unemployment; and to encourage expansion, rehabilitation, and new construction of structures within the Enterprise Zone; and,

WHEREAS, the Designating Units of Government have determined and concur that it is desirable and necessary for the Coles County region to amend the local incentives and property tax abatement options from time to time to ensure targeted investment by for the long-term benefit and economic viability of the area; and,

WHEREAS, the Designating Units of Government are seeking agreement with the taxing bodies located within the boundaries of the Coles County Enterprise Zone, subject to certification by the Department, to abate real property taxes pursuant to requirements in 35 ILS 200/18-170; and,

WHEREAS, certain boundaries of the LAKE LAND COLLEGE #517 taxing district lie or will lie in an area within an Enterprise Zone as outlined in the attached "ADDENDUM A," subject to the approval and certification of the Zone designation and certain modifications of the Zone from time to time by the Department in accordance with the Act; and,

WHEREAS, the real property tax abatements will apply only to economic development projects and owner-occupied, housing construction meeting specific criteria outlined below; and,

WHEREAS, reimbursement provisions will be implemented if recipients of real property tax abatement fail to meet the job creation and/or retention and/or capital investment goals, as outlined below, and,

WHEREAS, LAKE LAND COLLEGE #517 wishes to continue to participate in the Coles County Enterprise Zone real property tax abatement program, as amended, subject to approval and certification of the Zone by the Department in accordance with the Act.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees of Community College District No. 517, Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby, and the State of Illinois, does hereby adopt this resolution as follows:

That LAKE LAND COLLEGE #517 hereby abates real property taxes, subject to its jurisdiction, on those properties within the boundaries of the Coles County

Enterprise Zone, as amended, on which improvements have been constructed, as outlined below:

Section 1 – TERM. The term of the Zone abatement program participation will be for 15 years commencing on January 1, 2020, subject to certification of the Zone by the Department, and ending at midnight on December 31, 2034, or until such time as the Zone has expired, been decertified by the Department or repealed by the General Assembly or ordinance of the participating governmental entities, whichever is sooner. After the 13th year, the Zone is subject to review by the state Enterprise Zone Board for an additional ten (10) year designation beginning on the expiration date of the Enterprise Zone. During the review process, the state Enterprise Zone Board shall consider the costs incurred by the State and units of local government as a result of tax benefits received by the Enterprise Zone before granting the extension. Upon approval of the state Enterprise Zone Board, the Zone may further be in effect for an additional 10 years beginning January 1, 2035.

SECTION 2 - PROPERTY TAX ABATEMENT. That commencing on or after the Zone's Certification date by the Department, taxes on real property levied by **LAKE LAND COLLEGE #517** shall be abated on property located within the boundary of the Enterprise Zone, as certified by the Department, and upon which new improvements have been constructed as described below. In no event shall any abatement of taxes on any parcel exceed the amount attributable to the construction of the improvements or the renovation or rehabilitation of existing improvements on such parcel. Land value increases as a result of the development are also included in said abatement.

A) DEFINITIONS

1) "Memorandum of Understanding" or "MOU" as defined herein is the written agreement between the Coles County Enterprise Zone Administrator, on behalf of the Taxing Bodies participating in the Coles County Enterprise Zone property tax abatement program, and the Applicant receiving tax abatement. The MOU defines the terms and conditions by which abatement of real estate property tax is authorized.

2) "Industrial/Manufacturing Projects" as defined herein, are enterprises where the manufacturing or assembling of goods takes place.

3) "Logistic(s)/Distribution Center Projects" as defined herein,

are warehousing and distribution enterprises that are engaged in the storage and/or packaging of goods and the transfer or transportation of products from a point of origin to a point of consumption.

4) "National or Regional Offices" as defined herein, are corporate National or Regional Offices.

5) "Retail/Service/Commercial Projects" as described herein, are enterprises in the business of selling products or services to the general public or wholesale customers as well as restaurants, hotels/motels, assisted living, and related concerns, and enterprises that are research oriented and/or provide professional services such as accounting, engineering, architecture, finance, law and telemarketing companies.

6) "Residential Development Projects" as defined herein are new construction, Owner-Occupied Single-Family Homes and new construction, Zero Lot Line Single Family Residences with a minimum project cost of $100,000 per unit. All construction must be completed on property zoned for that purpose.

7) Exclusions - Retail/Service/Commercial Companies and Logistics/Distribution Companies engaged in the following categories of business below shall be ineligible for any property tax abatement as provided herein:

a) self-storage (mini warehouse facilities)

b) cash-advance, pay day loan, and title loan stores

c) adult entertainment venues including adult bookstores

d) apartments

e) individual residential remodeling or expansion projects

f) solar energy systems, wind towers and turbines, and battery storage facilities for the same

g) data centers supporting information storage and distribution

h) auto salvage yard

i) commercial feed lots

j) hides, skins, and raw furs processing

k) junk yards

l) landfills

m) refuse incinerators

n) slaughter houses, meat packing and/or processing plants, stockyards

B) PROJECT APPLICATION APPROVAL - No project shall be granted property tax abatement until or unless a Project Application has been submitted to and reviewed by the Administrator of the Coles County Enterprise Zone, to ensure eligibility and qualifying criteria have been met.

Enterprise Zone Property Tax Abatement will not be granted if a project has begun construction prior to receiving approval of an Abatement request from the Administrator.

Applicants requesting Building Materials Exemption Certificates (BMEC) from the Administrator and the Illinois Department of Revenue will not receive benefits for materials purchased prior to the issuance of a BMEC by the Illinois Department of Revenue.

C) That commencing on the effective date of this Resolution and approval by the Department, taxes on land and real property levied by the LAKE LAND COLLEGE #517 shall be abated on property located within the Zone and upon which qualified new improvements have been constructed according to the following schedule:

1)	For taxes levied in the first year of abatement:	100%
2)	For taxes levied in the second year of abatement:	100%
3)	For taxes levied in the third year of abatement:	100%
4)	For taxes levied in the fourth year of abatement:	100%
5)	For taxes levied in the fifth year of abatement:	100%

6) For taxes levied in the sixth year of abatement: 100%

7) For taxes levied in the seventh year of abatement: 100%

8) For taxes levied in the eighth year of abatement: 100%

9) For taxes levied in the ninth year of abatement: 100%

10) For taxes levied in the tenth year of abatement: 100%

D) Said abatements shall be for ten (10) consecutive years beginning with the real estate taxes payable in the year following the first full year of a facility's commercial operation after which said qualifying improvements have been made. Abatements shall be made on the new tax increment created by said improvements according to the aforementioned schedule. Abatements for a specific project will cease after the tenth year, or upon expiration, termination or decertification of the Coles County Enterprise Zone, whichever is sooner.

E) The above property tax abatements shall be applicable for eligible INDUSTRIAL, MANUFACTURING, LOGISTICS/DISTRIBUTION CENTER, AND NATIONAL OR REGIONAL OFFICE PROJECTS with the exception of those projects outlined in SECTION "2.A.7" above for increases in land values and improvements to real property upon which new construction, improvements, renovation or rehabilitation has been completed after the Zone's Certification date by the Department, and before the expiration, termination or decertification of the Coles County Enterprise Zone, whichever is sooner. Abatement shall only apply to the incremental increase in taxes assessed as a result of the project and its related improvements. Further, if a building permit is required, its issuance is also a condition of abatement approval.

Questions as to the eligibility of a project and resulting improvements will be decided by the Coles County Enterprise Zone Administrator, with advice and consent of the local Enterprise Zone Advisory Board.

F) That commencing on the effective date of this amending Resolution and approval by the Department, taxes on land and real property levied by the LAKE LAND COLLEGE #517 shall be abated on RETAIL/SERVICE/COMMERCIAL property developments located within the Zone with the exception of those projects outlined in SECTION "2.A.7"

above, and upon which new improvements have been constructed according to the following schedule:

1) For taxes levied in the first year of abatement: 100%

2) For taxes levied in the second year of abatement: 75%

3) For taxes levied in the third year of abatement: 50%

Said abatements shall be for three (3) consecutive years, beginning with the real estate taxes payable in the year following the first full year of a facility's commercial operation after which said improvements have been made. Abatements shall be made on the new tax increment created by said improvements according to the aforementioned schedule. Abatement for a specific project will cease after the third year or upon expiration, termination or decertification of the Coles County Enterprise Zone, whichever is sooner.

G) The above property tax abatements shall be applicable for eligible retail, service, and commercial projects involving real property upon which construction, improvements, renovation or rehabilitation has been completed after the Zone's Certification date by the Department, and prior to the expiration, termination or decertification of the Coles County Enterprise Zone. Further, if a building permit is required then its issuance is also a condition of abatement approval.

Questions as to the eligibility of a project will be decided by the Enterprise Zone Administrator, with advice and consent of the Enterprise Zone Advisory Board.

H) That, with the adoption of this Ordinance, taxes on land and real property levied by the LAKE LAND COLLEGE #517 shall be abated on RESIDENTIAL property developments located within the Zone and described in Section "2.A.6" above with the exception of those projects outlined in SECTION "2.A.7" above, and upon which new construction has occurred. Abatements will occur according to the following schedule:

l) For taxes levied in the first year of abatement: 100%
2) For taxes levied in the second year of abatement: 100%
3) For taxes levied in the third year of abatement: 100%

4) For taxes levied in the fourth year of abatement: 100%
5) For taxes levied in the fifth year of abatement: 100%

Said abatements shall be for five (5) consecutive years beginning with the real estate taxes payable in the year following the first full year that a residence's construction is completed. Abatements shall be made on the new tax increment created by said property improvements according to the aforementioned schedule. Abatement for a specific project will cease after the fifth year or upon expiration, termination or decertification of the Coles County Enterprise Zone, whichever is sooner.

I) The above property tax abatements shall be applicable for qualified owner-occupied residential projects involving real property upon which new construction has been completed after the Zone's Certification date by the Department, and prior to the expiration, termination or decertification of the Coles County Enterprise Zone. Further, if a building permit is required then its issuance is also a condition of abatement approval.

J) Enterprise Zone Sales Tax Exemptions on building materials used in eligible new owner-occupied homes which meet the criteria in Section "2.A.6"" above are also available.

K) Residential Contractors registered with the State of Illinois who have a clear tax record and a Federal Employer Identification Number, or FEIN, may apply for the Enterprise Zone Building Materials Exemption Certificate (BMEC) issued by the Illinois Department of Revenue, in coordination with the homeowner. The BMEC Application must be processed through the office of the Coles County Enterprise Zone Administrator prior to purchasing the building supplies.

L) To qualify for residential property tax abatement incentives, new homes constructed in the Enterprise Zone must be built by contractors registered with the State of Illinois who have a clear tax record and a Federal Employer Identification Number, or FEIN.

M) An application must be filed by the prospective homeowner in order to qualify for tax abatement. A builder, developer, renter, or lessee is not eligible for the residential property tax abatement benefit. Additionally, a residential Memorandum of Understanding or MOU which will define the specific investment threshold and tax abatement period will be provided to the homeowner.

N) The residential property tax abatement and building materials sales tax exemptions must be approved prior to construction and be in alignment with the local building codes and permit process.

O) Regulatory and Legal Compliance. The Companies receiving Coles County Enterprise Zone property tax abatement shall comply with all federal, state and local environmental laws and regulations. Failure to comply shall be as determined by the Taxing Bodies and shall not require formal action or findings by any governmental agency or court.

P) With the exception of Residential Development Projects, entities meeting abatement qualification criteria outlined above must enter into a Memorandum of Understanding with the Coles County Enterprise Zone through its Enterprise Zone Administrator, outlining projected job creation and/or job retention numbers and capital investment for the eligible projects as defined in Section 2.A above. Said Administrator is hereby authorized to enter such agreements on behalf of the Coles County Enterprise Zone.

1) Entities receiving property tax abatement for eligible projects must agree to maintain a minimum of 75% of the employment levels at that location as described in the Memorandum of Understanding for the term of abatement. At the discretion of the Coles County Enterprise Zone Administrator, with the advice and consent of the local Enterprise Zone Advisory Board, failure to maintain a minimum of 75% of the employment levels during the agreement period may result in the immediate termination of remaining abatement and/or the pro-rata repayment of previously abated real property taxes to the applicable taxing districts.

2) The Administrator of the Coles County Enterprise Zone will annually monitor the performance of the eligible recipients of property tax abatement in order to ensure that job and investment projections outlined in the Memorandum of Understanding are being met.

3) The Coles County Enterprise Zone Administrator will also inform the entity of required state of Illinois reporting requirements. Failure to report Enterprise Zone benefits as required by the Illinois Department of Revenue, and/or other state agencies, as may be dictated by state statute, may result in termination of all locally designated Coles County Enterprise Zone benefits.

4) The Administrator of the Coles County Enterprise Zone, with advice and consent of the local Enterprise Zone Advisory Board, may elect to waive enforcement of any performance measures outlined in the Memorandum of Understanding based on a finding that the waiver is necessary to avert an imminent, demonstrable, and material hardship to the entity that may result in such entity's insolvency or discharge of workers.

SECTION 3 – BENEFIT ENTITLEMENT - Upon the effective date of this ordinance, all incentives and benefits previously offered and in effect in the Coles County Enterprise Zone granted before the termination of the original Coles County Enterprise Zone, shall continue as originally implemented for the term of the new Coles County Enterprise Zone, subject to approval and certification of said Zone by the Department, for the following groups:

A) Business enterprises which are receiving benefits or incentives in the Coles County Enterprise Zone on the effective date of this Resolution,

B) Business enterprises or expansions which are proposed or under development on the effective date of this Resolution:

1. If the business enterprise demonstrates that the proposed business enterprise or expansion has committed to locating or expanding in the zone; or

2. Substantial or binding financial obligations have been made, and such commitments have been made in reasonable reliance on the benefits and programs which would have previously been available because of the Enterprise Zone.

SECTION 4 – NO ASSIGMENT OR TRANSFER. Coles County Enterprise Zone property tax abatement shall be specifically granted to the Applicant and may not be re-assigned or transferred without a Written Notice of Transfer Request being submitted to the Coles County Enterprise Zone Administrator. In the event that the Applicant desires to transfer or assign any or all of its ownership of the subject property where the business is located thereon, the transferee shall submit correspondence to the Coles County Enterprise Zone Administrator requesting transfer of the abatement to the new owner for the time remaining on the abatement.

The Coles County Enterprise Zone Administrator, with the advice and consent of the local Enterprise Zone Advisory Board, shall review the taxpayer's request to transfer said abatement, and determine the taxpayer's eligibility for such transfer,

subject to the terms and conditions of Section 2 above as well as compliance with the Act. The Coles County Enterprise Zone Administrator shall notify the affected taxing bodies that such a request has been made and the action taken by the Administrator to address the transfer request. Residential abatement incentives are not transferable.

SECTION 5 – ADMINISTRATION. By agreement of the joint applicants of the County of Coles, the City of Charleston, the City of Mattoon, the City of Oakland and the Village of Ashmore, the Administrator of the Coles County Enterprise Zone will be the President of Coles Together or other qualified party as determined from time to time by completing a Request For Qualifications process conducted by the Enterprise Zone Advisory Board in accordance with the Illinois Enterprise Zone Act and Regulations. Administration of the Zone will be carried out as described in the Enterprise Zone Intergovernmental Agreement between the County of Coles, the City of Charleston, the City of Mattoon, the City of Oakland and the Village of Ashmore.

SECTION 6 – ADMINISTRATION FEES. Applicant Fees - As allowed by the Act, the Administrator of the Coles County Enterprise Zone is hereby authorized to collect a Zone Administration Fee from the Applicant for the issuance of Building Material Exemption Certificates in order to offset the management and operational costs associated with the Administration of the Zone. Said fee shall be equal to .5 percent (1/2%) of the documented cost of building materials for each project up to a maximum of $50,000 per project (20 ILCS 655/8.2c). The Zone Administrator, with the advice and consent of the Enterprise Zone Advisory Board, may also elect to collect a processing fee for related Enterprise Zone activities such as boundary amendment applications, technical correction applications, and/or other applications resulting in an amendment to the Zone or Zone operating procedures, which may change from time to time. At no time will all fees combined, related to a single project, exceed $50,000 or such amount as may be stipulated in state statute. LAKE LAND COLLEGE #517 shall have no liability for payment of such fee on behalf of the Applicant.

SECTION 7 – TAX INCREMENT FINANCING DISTRICT OR REDEVELOPMENT AREA OVERLAY. In the event that a Tax Increment Financing (TIF) District or redevelopment district or project area (20 ILCS 655/5.4.1) is, will be, or has been created by a municipality under Division 74.4 of the Illinois Municipal Code, and said redevelopment project area contains property that is located in an enterprise zone, and the municipality adopts an enterprise zone designating ordinance pursuant to Section 5.4 of the Act specifically concerning the abatement of taxes on property, as in Section 2 above, located

within a redevelopment project area created pursuant to Division 74.4 of the Illinois Municipal Code, and the Department certifies the Ordinance, then the property that is located in both the enterprise zone and the redevelopment project area or TIF District shall not be eligible for the abatement of taxes under Section 18-170 of the Illinois Property Tax Code.

SECTION 8 – BUSINESS ENTERPRISE FOR MINORITIES, WOMEN, AND PERSONS WITH DISABILITIES. The Designating Units of Government are committed to the development of businesses owned by minorities, women and disabled persons, as defined in the Business Enterprise for Minorities, Women and persons With Disabilities Act (30 ILCS 575), in the Coles County Enterprise Zone. Further, as described in the Illinois Enterprise Zone Act (20 ILCS 655/4.e.11), the Designating Units of Government are committed to encouraging employers located within the boundaries of the Coles County Enterprise Zone to hire minorities, women and disabled persons in accordance with the intent of the Act and the regional economic development strategy.

SECTION 9 – LOCAL SOURCING STATEMENT. The Designating Units of Government encourage companies receiving Coles County Enterprise Zone benefits, as provided herein, to utilize local labor and to purchase building materials locally.

SECTION 10 – CONFLICTING LANGUAGE. All Ordinances and/or Resolutions or parts of the same conflicting with any provisions of this Resolution shall be and are hereby repealed.

Section 11 – EFFECTIVE DATE. This Resolution shall be in effect from the date of and after its passage, approval and recording and upon certification by the Illinois Department of Commerce and Economic Opportunity, according to law. Failure to receive approval and certification of related Zone applications by the Department will render this Resolution null and void.

PASSED BY THE GOVERNING BOARD OF LAKE LAND COLLEGE, COMMUNITY COLLEGE DISTRICT No. 517, this 9th day of March, 2026, with a vote of _____ ayes and _____ nays.

_____
Board Chair

ATTEST:

_____
Board Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution for Approving Participation in the Coles County Enterprise Zone (Resolution No. 0326-007) is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the ____ day of ____, 20__.

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

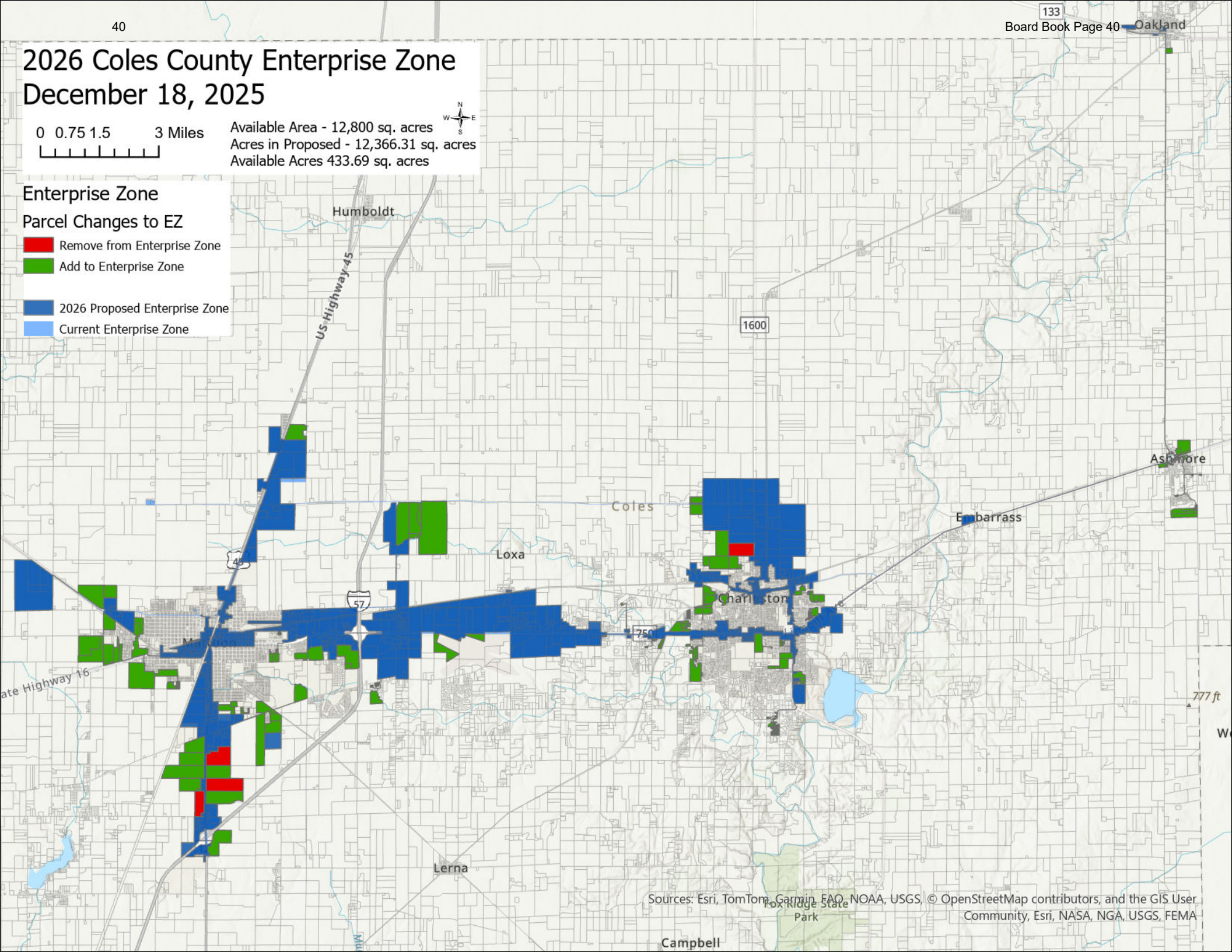
IN WITNESS WHEREOF, I hereunto affix my official signature, this ____ day of _____, 2016.

_____
Secretary, Board of Trustees

ADDENDUM “A”

COLES COUNTY ENTERPRISE ZONE
-PROPERTY TAX ABATEMENT-

LAKE LAND COLLEGE #517


2026 Coles County Enterprise Zone
December 18, 2025
0 0.75 1.5 3 Miles
Available Area - 12,800 sq. acres
Acres in Proposed - 12,366.31 sq. acres
Available Acres 433.69 sq. acres
Enterprise Zone
Parcel Changes to EZ
Remove from Enterprise Zone
Add to Enterprise Zone
2026 Proposed Enterprise Zone
Current Enterprise Zone
Humboldt
US Highway 45
1600
133
Oakland
Ashmore
Coles
Embarrass
Loxa
Charleston
57
750
Lerna
Campbell
Fox Ridge State Park
777 ft
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Esri, NASA, NGA, USGS, FEMA

2026 Coles County Enterprise Zone
City of Charleston
December 18, 2025

County-Wide:

Available Area - 12,800.00

Acres in Proposed - 12,366.31

Available Acres - 433.69

0 0.33 0.65 1.3 Miles

N W E S

Proposed Additions

Enterprise Zone Changes

- Remove from Enterprise Zone
- Add to Enterprise Zone
- Proposed 2026 Enterprise Zone

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Sources: Esri, Vantor, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user community

2026 Coles County Enterprise Zone
City of Mattoon
December 18, 2025

County-Wide:

Available Area - 12,800.00

Acres in Proposed - 12,366.31

Available Acres - 433.69

0 0.5 1 2 Miles

N W E S

Proposed Additions

Enterprise Zone Changes

- Remove from Enterprise Zone
- Add to Enterprise Zone
- Proposed 2026 Enterprise Zone

Coles
Lipsey
Mattoon
Loxa
Lafayette
Jones
Wabash Point
Magnet
Lerna

M01 M02 M03 M04 M05 M06 M07 M08 M09 M10 M11 M12 M13 M14 M15 M16 M17 M18 M19 M20 M21 M22 M23 M24 M25 M26 M27 M28 M29 M30 M31 M32 M33 M34 M35 M36 M37 M38 M39 M40 M41 M42 M43 M44 M45 M46 M47 M48 M49 M50 M51 M52 M53 M54 M55 M56 M57 M58 M59 M60 M61 M62 M63 M64 M65 M66 M67 M68 M69 M70 M71 M72 M73 M74 M75 M76 M77 M78 M79 M80 M81 M82 M83 M84 M85 M86 M87R M88R M89 M90R M91 M92 M93 M94 M95 M96 M97 M98 M99 M100 M101 M102 M103 M104 M105 M106 M107 M108 M109 M110 M111 M112 M113 M114 M115 M116 AP1 AP2 AP3

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Esri, NASA, NGA, USGS, FEMA

2026 Coles County Enterprise Zone
City of Oakland
December 18, 2025

County-Wide:

Available Area - 12,800.00

Acres in Proposed - 12,366.31

Available Acres - 433.69

0 0.05 0.1 0.2 Miles

N W E S

Proposed Additions

Enterprise Zone Changes

- Remove from Enterprise Zone
- Add to Enterprise Zone
- Proposed 2026 Enterprise Zone

OI

Oakland

Norton Knolls Golf Course

Oakland United Methodist Church

Oakland Christian Church

Oakland Memorial Library

W Lincoln St
E Lincoln St
W North St
E North St
Washington St
W Washington St
E Washington St
W Montgomery St
E Montgomery St
W Main St
E Main St
E Blevins St
Moore SMoore St
Sycamore St
Byron St
N Hazel St
Teeter St
Silver St
2nd St
3rd St
S Hazel St
S Pike St
S Oak St
S Swisher St
N Swisher St
N Main St
N Mill St
N Jonathon St
N Parker St
N Walnut St
N Park St
N Oak St
N Logan St
N Teeter St
Park St
Cemetery Rd
Dannille Rd
Hazel St
Oak St
Pike St
Jonathon St
Parker St
Walnut St
Mill St
Main St
Swisher St
Logan St
Teeter St
Cemetery Rd
Dannille Rd
Norton Dr
Oak St
Hazel St
Park St
Pike St
Walnut St
Jonathon St
Parker

2026 Coles County Enterprise Zone
Village of Ashmore
December 18, 2025

County-Wide:

Available Area - 12,800.00

Acres in Proposed - 12,366.31

Available Acres - 433.69

0 0.07 0.15 0.3 Miles

N W E S

Proposed Additions

Enterprise Zone Changes

- Remove from Enterprise Zone
- Add to Enterprise Zone
- Proposed 2026 Enterprise Zone

A01 A02 A03 A04 A05 A06 A07 A08 A09 A10 A11 A12 A13 A14 A15 A16 A17 A18 A19 A20 A21 A22 A23 A24 A25 A26 A27 A28 A29 A30 A31 A32 A33 A34 A35 A36 A37 A38 A39 A40 A41 A42 A43 A44 A45 A46 A47 A48 A49 A50 A51 A52 A53

Ashmore

W Ashmore St · E Ashmore St · State Highway 16 · W Tulip · Prairie St · N Oakland St · W Elm St · Sycamore St · E Elm St · E Walnut St · W Walnut St · E Linden · W Linden · S Ohio St · Tennessee St · E Cedar St · E Locust St · W Locust · S Illinois St · Kentucky St · E Pine St · Tyne St · S Iowa St · E Charleston Rd · W Charleston Rd · E County Road 1040N · Court Ln · S Indiana St · Wabash Ave · Warren Ct · W Maple St · W Oak St · W Buckeye · County Road 2400E · E County Road 1050N · E County Road 1050N · Westfield Rd

Polecat Creek

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Sources: Esri, Vantor, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user community

MEMO

TO: Dr. Josh Bullock, President

FROM: Heather Nohren, Vice President for Student Services

CC:

DATE: February 9, 2026

RE: Recommended Revisions to Board Policy 07.28.01, Student Code of Conduct and Disciplinary Procedures

---

The Student Code of Conduct and Disciplinary Procedures were reviewed to ensure continued compliance with federal and state requirements, alignment with current best practices, and clarity for students and employees regarding student conduct expectations and disciplinary processes.

As a result of this review, there are several recommended updates. Key updates include:

- Updated hazing definition to align with the federal Stop Campus Hazing Act.
- Clarified disciplinary process requirements to specify that students who are suspended for longer than a single class period or dismissed from an academic program must follow the procedures outlined in the Student Code of Conduct and Disciplinary Procedures.
- Clarified student-athlete conduct processes by specifying that student-athletes may be subject to lack of privileges from an athletic team, which may include suspension or dismissal from an athletic competition, team, or program for violations of the Student Code of Conduct, in accordance with the procedures outlined in the Student-Athlete Principles of Conduct.
- Revised student hearing procedures to limit formal hearings by a Student Conduct Review Board to cases in which a student is recommended for suspension or dismissal from the College.
- Added procedural clarification for student access to records, establishing that if a student requests a hearing, the student has the right to view their conduct file at least 3 business days prior to the scheduled student hearing date.
- Added an appeal process allowing students to appeal decisions made by the Vice President for Student Services or the Student Conduct Review Board.

These revisions are intended to strengthen procedural fairness, improve transparency, and ensure consistent application of disciplinary processes. This proposal is for first reading. Final reading will be at the March Board of Trustees meeting.

07.28.01

Student Code of Conduct and Disciplinary Procedures

The Student Code of Conduct seeks to support student engagement in learning and leadership and prevent interference with educational opportunities by maintaining an orderly, safe, educational environment. The purpose of the Code is to give students general notice of prohibited behaviors and ensure that students do not engage in conduct that disrupts the educational environment and the normal operations of the College.

The Student Code of Conduct should not be equated to state or federal criminal codes. The Code, grounded in procedural fairness, ~~is focused~~focuses on disciplined and courteous truth-seeking, not adversarial procedures. Lake Land College requires that in all situations, students be informed of the ~~charges~~ allegations against them and be given a fair opportunity to ~~refute~~ respond to the ~~charges~~allegations.

Actions or activities that constitute violations of the Student Code of Conduct will result in appropriate disciplinary action. Violations of the Student Code of Conduct include but are not limited to the following:

1. Violations of the Academic Integrity Code. (See Board Policy 07.28.02 - Academic Integrity Code.)

2. Violations of federal, state or local law which occur on College property or in the course of a College sponsored activity. Such violations are also subject to referral to the College's Police Department and/or other civil authorities for investigation and action.

3. Attempted or actual theft or unauthorized possession of College property or services or the property or services of others.

4. Illegal or unauthorized possession, use of, being under the influence of, or distribution of drugs or alcoholic beverages on any College property or at College-sponsored activities.

5. Illegal or unauthorized possession of firearms, look-alike weapons, or dangerous chemicals or explosives on College

property or at College-sponsored activities or use of such items, even if legally possessed, in a manner that harms, threatens, or causes fear to others.

6. Intentional damage to or destruction of College property or of property on College premises belonging to others.

7. Reckless driving and parking a student vehicle in authorized areas. (See Board Policy 11.13 - Traffic Regulations and Parking.)

8. Inciting, encouraging or participating in a riot on College property or at a College-sponsored activity.

9. Unauthorized possession, duplication or use of keys or other access devices to any College premises, or unauthorized entry to, or use of, secured College premises.

10. Behavior by any student, in or out of class, which for any reason materially disrupts the class work or educational environment of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the College.

11. Verbal abuse, threats, intimidation, harassment and/or other conduct which threatens or endangers the ~~life~~ health or safety of any person.

12. Threatening, attempting or committing physical violence against any person, endangering the health and safety of any person, or causing reasonable apprehension of such harm.

~~13.~~ Any verbal, written, electronic, or physical behavior, such as a disparaging comment, epithet, slur insult or other expressive behavior, that is directed at a particular person or a group of persons, and which creates an environment wherein the verbal or physical behavior is inherently likely to provoke a violent reaction whether or not it actually does so.

13.

~~14. Hazing, harassment or actions of a sexual nature which create an intimidating, hostile or offensive working or educational environment. (See Board Policy 11.04 - Anti-Harassment and 11.04.01 – Prohibiting Sex-Based Misconduct. See Campus Police web page or Student Right to Know web page for procedures on hazing prevention and compliance.)~~

~~Hazing is defined as any act committed as part of a person's initiation into or continued membership in a student organization that:~~

~~Endangers the mental or physical health or safety of another person,~~
~~Causes humiliation, intimidation, or degradation,~~
~~Is intended to cause physical or psychological harm,~~
~~Is a condition for acceptance or continued affiliation with a group,~~
~~Includes but is not limited to forced consumption of substances, sleep deprivation, physical abuse, or coerced participation in illegal or unethical activities.~~

14. Hazing, which is defined as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:
    - is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
    - causes or creates a risk, above the reasonable risk encountered in the course of participation in the College or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including, but not limited to:
        - whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
        - causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
        - causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other

substances;
- causing, coercing, or otherwise inducing another person to perform sexual acts;
- any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law;
- any activity that induces, causes or requires another person to perform a duty or task that involves a violation of College policies.

A student organization is defined as any group at a higher education institution – including social clubs, societies, athletic teams, fraternities, sororities, bands, or student government – comprising of two or more enrolled students, whether officially recognized by the College or not.

15. Substantially ~~and materially~~ interfering with the freedom of expression of others.

16. Failure to comply with the directions of College employees and other College officials, including law enforcement officials, and their authorized agents acting in the performance of their duties.

17. Actions which obstruct, disrupt or physically interfere with the use of College premises, buildings, rooms or hallways, or a refusal to vacate a building, street, sidewalk, driveway or other facility of the College when directed to do so by a College official.

18. Misrepresentation or falsification of any official records required of the student by the College.

19. Participation in the name of the College in any non-sanctioned activities.

20. Misusing, altering or fabricating a Lake Land College ID Card.

21. Intentionally furnishing false information to the College or any College official.

22. Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.

23. Violations of other ~~published~~ College ~~regulations~~rules, procedures or policies ~~published in print or available electronically on the Lake Land College website~~, including but not limited to policies related to sex-based misconduct, discrimination/harassment, computer/technology use, campus demonstrations, smoking or use of tobacco products, eating/drinking and ~~regulations~~ rules governing participation in student organizations and athletic teams.

Lake Land College reserves the right to take necessary and appropriate disciplinary action to protect the safety and wellbeing of the College community. Such action may include ~~disciplinary sanctions for actions or activities~~conduct not committed on College property if, at the sole discretion of the College, ~~the best interest of the College, student body and education processes is served or~~if such ~~actions~~ conduct causes or can reasonably be expected to cause a material or substantial disruption to the educational environment or the normal operations of the College or infringe on the rights of ~~other~~ members of the College community.

In the event ~~of~~ disruptive activities occur~~ring~~ on campus or at College-sponsored activities, staff ~~will immediately~~may request assistance from the Lake Land College Police Department and/or proper law enforcement agencies, and those involved ~~will~~ may be subject to arrest and/or ~~College~~ disciplinary ~~action~~sanctions.

The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. ~~Longer S~~suspensions from a class exceeding a class period~~,~~ or dismissal from a course on disciplinary grounds~~,~~ must follow the Disciplinary Procedures described as part of this Code.

Disciplinary Procedures

When the Vice President for Student Services is presented with sufficient evidence to indicate a student is suspected of violating ~~rule(s) of~~ the Student Code of Conduct, the Vice President for Student Services will notify the accused student in writing of the alleged violation, the proposed sanctions to be imposed (to the extent known at the time), and offer the student an opportunity to meet with the Vice President ~~of~~ for Student Services (or their designee) to discuss the allegations, and present any information or evidence in support of their position. Students alleged to have engaged in misconduct have the option to accept the proposed sanctions and decline a meeting with the Vice President ~~of~~ for Student Services. ~~and either:~~

~~1. Inform the student of the proposed sanctions to be imposed based on the allegations of misconduct and offer the opportunity for the student to accept the sanctions without a required meeting. This occurs only when the proposed sanctions do not include administrative withdrawal, suspension or dismissal, or~~

~~2. Require the student to appear in the office of the Vice President for Student Services at a time and date specified to review the evidence of the violation and allow the student an opportunity to respond to the allegations.~~

Any written notice issued to the student will be delivered in person, via email or ~~deposited in the~~ United States mail ~~or registered mail addressed~~ to the student's last known address. The last known address shall be that address as reported to the Admissions and Records Office at the time of the student's last enrollment.

If, after the meeting between the student and the Vice President for Student Services, or after the student fails to ~~to request or appear at~~participate in such a meeting, the Vice President for Student Services ~~is satisfied~~determines that ~~the violation occurred as alleged~~the student has violated the Student Code of Conduct, the Vice President for Student Services shall notify the student in writing of their determination, including the provisions of the Student Code of Conduct which have been violated and ~~the and shall impose a penalty~~ disciplinary sanctions to be imposed~~by means of a written notice~~. ~~One~~ or more of the following

~~penalties~~ disciplinary sanctions may be imposed:

1. Reprimand: Notice, orally or in writing, that the student is, or has, violated the Student Code of Conduct, and continuation or repetition of violations may be cause for more severe disciplinary action.

2. Academic Sanction: Student may receive a reduced or failing grade in the course(s) and/or disenrollment from the course or academic program.

3. Disciplinary Probation: Student is placed on probation for a designated period of time. Additional restrictions or conditions may also be imposed as part of the disciplinary probation. Violations of the terms of disciplinary probation, or any other violation of the Code during the period of probation, may result in suspension or dismissal from the College.

4. Loss of Privileges: Student is prohibited from participating in, scheduling, or attending extracurricular activities, including participation on an athletic team, of the College for a designated period of time. Student athletes may be subject to suspension or dismissal from an athletic competition, team, or program for violations of the Code of Conduct, in accordance with the procedures outlined in the Student-Athlete Principles of Conduct.

5. Restitution: Student is required to make repayment to the College or to an affected party for damages resulting from violation of this Code.

6. Discretionary Sanctions: Work assignments, fines, participation in educational sessions, service to the College or other related assignments as ~~assigned~~ determined by the Vice President for Student Services.

7. Administrative Withdrawal: Student may be withdrawn from one or more College courses.

8. Suspension: Exclusion from classes and other College activities and events for a specific time period not to exceed one calendar year. Petition for readmission at the end of the time period must be made through the Student Conduct Review Board. Students who are suspended from the College will not be permitted to be present on College property or any College owned building during the period of suspension without the written approval from the Vice President for Student Services or designee.

9. Dismissal: Exclusion from classes and other College activities and events for one calendar year or longer. If a student wishes to be admitted after the end of the designated time period of dismissal, the student must petition the Student Conduct Review Board for

readmission. Students who re-enter the College and do not meet the conditions required by the Student Conduct Review Board may be permanently dismissed. Students who are dismissed from the College will not be permitted to be present on College property or any College owned building during the period of dismissal without the written approval from the Vice President for Student Services or designee.

~~The student, by written notice from the Vice President for Student Services, shall be informed of the charges and actions to be taken and given ten (10) calendar days to notify the Vice President for Student Services in writing if he/she wishes a formal hearing on the charges and actions by a Student Conduct Hearing Board.~~

~~If the student does not submit a written request for a formal hearing to the Office of the Vice President for Student Services within ten (10) calendar days, no hearing shall be held, the penalty proposed by the Vice President for Student Services shall be imposed, and the action shall be considered final.~~

Disciplinary Hearing Procedures

In cases where a student is recommended for suspension or dismissal, the Vice President for Student Services will direct the matter to the Student Conduct Hearing Board to schedule a disciplinary hearing, unless the student opts to waive their right to a hearing. The student must notify the Vice President for Student Services within 10 business ~~calendar~~ days of receipt of the Vice President's written determination whether they intend to proceed with a hearing before the Student Conduct Hearing Board or waive their right to a hearing and accept the Vice President's determination. Where a student waives their right to a hearing before the Student Conduct Hearing Board, the decision of the Vice President for Student Services will be considered final, and the proposed disciplinary sanctions will be imposed.

~~If the student requests a formal hearing by the Student Conduct Hearing Board, he/she will be notified of the time, place and the process for the hearing.~~ The Student Conduct Hearing Board shall consist of five (5) members: two (2) students, two (2) faculty members and one (1) administrator or staff member. An additional administrator or staff member shall be identified to serve as the presiding officer. The student shall be notified, in writing, of the time and place of the hearing, and provided with a copy of the College's hearing procedures. The student may request to review their student conduct file prior to the hearing, by submitting a written request to the Office of the Vice President for Student Services at least 3 business days prior to the hearing.

The hearing shall be private and closed to the public unless otherwise agreed by College officials and the ~~accused~~ student.

At the hearing, the Vice President for Student Services will present the ~~charges~~ allegations against the student, any evidence relevant to the allegations, and will ~~make~~ present the ~~a recommendation concerning the type of discipline~~recommended disciplinary sanctions to be imposed. The

student will be ~~allowed~~ afforded an opportunity to respond to the allegations, and to present any evidence and/or witnesses on their behalf. ~~his/her case and have witnesses present oral statements on his/her behalf.~~ The student may ~~have~~ bring an attorney ~~present~~ or an ~~an~~ advisor of ~~his/her~~their choice (at the student's own expense) to advise ~~him/her~~them during the hearing, but not to act as a spokesperson for the student. The College may also have its attorney present. Any party to the hearing may present witnesses subject to questioning by the Student Conduct Hearing Board. All procedural questions are subject to the final decision of the presiding officer.

The ~~function of the~~ Student Conduct Hearing Board shall ~~be to~~ determine whether ~~or not~~ the student engaged in misconduct in violation of~~ed~~ the Code of Conduct, and the appropriate ~~penalty~~disciplinary sanction to be imposed. A verbatim record (i.e., audio or audiovisual ~~tape~~ recording) of the proceedings shall be taken and made available to College officials and the student. The decision of the Student Conduct Hearing Board will be determined by a majority vote of the membership, with all deliberations private, without the presence of the student, the Vice President for Student Services, attorneys, advisors, or other parties.

If it is found that the student did not violate the Code, all records of ~~charges~~allegations, documentary evidence and statements shall be destroyed, with only the verbatim record retained. If it is found that the ~~student did violate~~student violated the Code, the Student Conduct Hearing Board shall determine the ~~exact~~ disciplinary ~~penalty~~ sanctions to be imposed. ~~and provide written notification to the Vice President for Student Services and the student of its decision.~~ The ~~penalty~~ disciplinary sanctions may include any of the sanctions previously identified in this policy and may be more or less severe than the sanctions ~~imposed~~ proposed by the Vice President for Student Services. The student will be notified, in writing, of the Student Conduct Hearing Board's determination and rationale for such. The decision of the Student Conduct Hearing Board is considered final.

Students may be accountable both to civil authorities and to the College for acts that constitute violations of federal, state or local laws and of this Code. Disciplinary action at the College will normally proceed during the pendency of criminal proceedings and will not be subject to challenges on the grounds that criminal charges involving the same incident have been dismissed, reduced or are still pending.

Appeals

Students determined to have violated the Student Code of Conduct may appeal the Vice President for Student Services~~'s~~ or the Student Conduct Hearing Board's determination to the College President (or the President's designee) by submitting an appeal request, in writing, to the Office of the Vice President for Student Services within 10 business ~~calendar~~ days of receipt of notice of the initial conduct decision. The basis for filing an appeal is limited to one or more of the following grounds: 1) A procedural error occurred, which materially affected the determination. 2) New relevant evidence or information, that was unknown at the time of the initial determination, which could materially affect the determination. 3) The disciplinary sanctions imposed are not appropriate for the violation, considering both prior misconduct and mitigating circumstances. Students who have been issued a warning/reprimand, discretionary sanctions, or non-disciplinary measures do not have the option to appeal the Vice President for Student Services~~'s~~ determination.

Review by College President (or their designee)

The College President's review will be limited to the basis asserted by the student. The College President (or designee) will notify the student, in writing, of their decision within ten (10) business days. The decision of the College President (or designee) is considered final.

Interim Suspension

A student may be immediately suspended on an interim basis by the Vice President for Student Services (or designee), prior to the completion of an investigation and/or final disciplinary determination, when the student is deemed a direct threat to the health and safety of members of the College community or to the stability and continuance of normal College operations. ~~The Vice President for Student Services may suspend a student from the College for an interim period pending disciplinary or criminal proceedings, or medical evaluation. The interim suspension shall become immediately effective without prior notice or a hearing before the Student Conduct Hearing Board whenever there is evidence that the continued presence of the student at the College poses a substantial and immediate threat to him/herself or to others or to the stability and continuance of normal College functions. Upon issuance of an interim suspension, T~~the student will be provided with written notice of the interim suspension, including the applicable~~fication identifying the~~ Code of Conduct violations, and ~~imposing the~~ terms of the interim suspension ~~and outlining the investigation, hearing, and appeal process~~. A student subject to Interim Suspension may appeal the Interim Suspension to the College President (or President's designee) by submitting a written request for review, within ten (10) ~~calendar~~ business days of the written notice ~~A student suspended on an interim basis shall be given a prompt opportunity to either appear personally before the Vice President for Student Services, or designee, or to submit a written appeal or evidence in relation to the following issues only: (1) The reliability of the information concerning the student's conduct, including the matter of his/her identity, and (2) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on College premises poses a substantial and immediate threat to him/herself or to others or to the stability and continuance of normal College functions~~. The review of an Interim Suspension decision will be limited to determining whether the student's alleged conduct meets the "direct threat" criteria listed above. A student's failure to submit a request for appeal of the Interim Suspension within the required ten (10) ~~calendar~~ business day timeframe constitutes a waiver of the student's right to appeal the ~~I~~interim S~~s~~uspension. During

the linterim m

Ssuspension, the student is not permitted to be on campus or attend any ~~College activities~~College-sponsored events or activities. The student may be permitted to attend classes virtually, pending the availability of this modality and instructor approval. Unless prohibited by the Interim Suspension, the student may contact their instructors during the suspension regarding continued course work with the written approval from the Vice President for Student Services.

Adopted May 13, 2013

Revised September 12, 2016
Revised December 11, 2017
Revised August 10, 2020
Revised August 18, 2025
Revised

MEMO

TO: Dr. Josh Bullock, President

FROM: John Woodruff, Vice President for Business Services

CC:

DATE: February 9, 2026

RE: Proposed Revisions to Board Policy 10.34 – *Travel*

Recently we spent time clarifying and updating the credit card acknowledgement and travel guidelines documents. In doing so, we saw an opportunity to address Board Policy 10.34 – *Travel* by proposing cleaning up some of the language to drive organizational efficiency and add language to strengthen a few pieces of the policy.

As enclosed and changes tracked, my thoughts on the proposed language:

- 10.34.3 (Efficiency) – Details when the college travel form should be used. I believe the intent is to capture the larger travel situations that have overnight stays and increased costs to the college versus same day trips to Springfield, for example.
- 10.34.6 (Accountability) – Noting that the employee and immediate supervisor together own making sure the travel is needed and planned accordingly.
- 10.34.12 (Efficiency & Clarification) Proposed when President and Vice President approval is needed. We're pushing some level of approval down into the next level of leadership by not requiring Presidential and VP approval on every overnight stay. I'm comfortable with this change.
- 10.34A-H (Increased accountability, Language modernization) – In this section there are several various changes to remove old verbiage on charges the college really doesn't see. We also added language that includes not paying for a secondary food expenditure if the conference food option that is part of the conference is not used.

I believe all the proposed changes are in the best interest of the college yet contain the intent of the Board with the original policy. These changes would also nicely align with the new credit card and travel guidelines we're looking to finalize and launch as part of the Fiscal 2027 budget.

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

10.34

Travel

The following policy guidelines shall govern approved travel for staff and Board members:

1. The individual is officially representing the College at a meeting, conference, or program which is judged to require representation by the College.

2. The individual is making a visitation or attending a conference, school, or convention for the purpose of professional improvement which has a direct relationship to their responsibilities at the College. This shall not include travel for the purpose of taking courses at another college or university.

3. All requests for travel and travel funds must be submitted on the prescribed College forms and be approved by the appropriate supervisor in advance of travel. Same-day travel that does not include an overnight stay does not require completion of the College travel forms. The President and Vice Presidents are exempt from pre-approval. All claim vouchers ~~also must~~ must also be signed by the employee and the supervisor. All Board members' requests will be channeled through the Office of the President and approved at a subsequent board meeting prior to payment. To receive travel reimbursement other than mileage after returning to the campus, the employee must submit to the Accounting office, within ten (10) business days, all appropriate receipts attached to the prescribed forms. Other than for the President and Vice Presidents, the request must be approved by the appropriate supervisor. Mileage reimbursements must be submitted to Accounting no later than the 10th business day of the month following the date the travel occurred.

   A. For staff, any expenses exceeding the maximum allowable reimbursement thresholds require Board of Trustee approval before those expenses can be reimbursed.

   B. For Board of Trustee travel, all expenses, regardless of amount, must be approved by the Board of Trustees prior to reimbursement.

C. The maximum allowable reimbursement threshold may be exceeded due to a bonafide emergency.

4. Each cost center is allocated funds for the purpose of travel reimbursement. Thus, it is important that each ~~cost center~~cost center anticipate any unusual travel requirements prior to budget adoption. Once the budget is adopted, it is the responsibility ~~of each~~of each cost center to implement its travel plans in such a way that its funds are expended effectively and equitably. Because the basic limitation is the budget, it is necessary that costs for travel become a factor in approval of decisions.

5. The cost center supervisor has ~~a responsibility~~a responsibility for implementing the travel program within the approved budget by exercising economy in travel expenses in respect to:

A. Authorizing travel only when deemed appropriate and confirming the travel pertains to college business.

B. Maintaining proper control so that an individual is not in a travel status any longer than assignments require.

C. Selecting the most feasible and cost effective method of travel – air, train, bus, or private automobile.

6. The employee when submitting a travel request and the immediate supervisor~~cost center supervisor~~ haves ~~a~~ the responsibility~~, when approving a travel request,~~ to consider the overall expense to the College. Therefore, the amount of time spent in a travel status should be considered when approving ~~the method of travel~~ a travel request.

7. It is the general policy of the College that when common carrier transport is used, the employee must travel at the coach rate. If the employee would choose to drive versus air travel, they will be reimbursed the lessor of the value of coach travel and the mileage reimbursement expense. This is not intended to cause travel at unreasonable hours, circuitous routing, or result in added direct expense offsetting transportation savings.

8. When traveling by vehicle the employee should determine if a Lake Land vehicle is available and meets the need or if not, must either rent a car or submit a mileage reimbursement request for the use of their personal vehicle. The mileage reimbursement per mile shall be made at the rate per mile set by the Board of Trustees.

9. Employees are encouraged to utilize any rental car program agreements that are in effect. Employees should consult with their Supervisor prior to travel to determine most cost effective option.

10. The College shall audit all claims on the basis of the shortest and safest direct route mileage. If, for valid reasons, additional mileage is required, it must be clarified on the claim form.

11. Purchase of common carrier tickets and reservations for lodging will be the responsibility of the traveler. Lake Land College will prepay no-refund, common carrier airline tickets for employees traveling on approved College business since this represents a savings to the College of travel dollars. Cost center travel budgets, however, will not be reimbursed for any defaulted tickets.

~~12. An employee will only be allowed to stay overnight at the approval of their Vice President or the President.~~ A travel request that exceeds $7,500 in total, requires President or Vice President approval.

~~13.~~12. Authorized reimbursements are:

A. If personal vehicle is used, the person must indicate this and must itemize mileage at the approved rate per mile. If public transportation is used, the person must submit appropriate receipts. The reimbursement will be paid at the lower of the two amounts.

B. Actual cost of hotel or motel accommodations up to the conference or professional meeting rate (when attending conferences or professional meetings), or applicable federal GSA rate plus 25% for in-state and out-of-state hotel stays will be reimbursed upon the submission of a receipted bill.

C. Parking charges will be reimbursed upon submission of receipts. Parking violations or other traffic violations will not be reimbursed and are the responsibility of the employee.

D. Throughway and bridge tolls are reimbursed if appropriate receipts are attached. Toll violations will not be reimbursed.

E. Reasonable ~~S~~service charges, not to exceed ~~up to 15~~20%, which are included as part of a hotel or motel bill, are allowed.

~~F. Telephone charges will be allowed for College-related calls and, in addition, two personal calls to ensure safe arrival and departure.~~

~~G.~~F. ~~Taxi or livery vehicle~~ Hired Transportation Services or rental car charges which are connected with College-related business and/or from the entry or departure location of a common carrier to a hotel or motel location are allowed.

~~H. Rental car charges when pre-approved by the appropriate supervisor or Vice President.~~

~~I. Fax charges for official College business.~~

~~J.~~G. Reimbursement of alcoholic beverages is prohibited.

~~K.~~H. Conference registration or materials and banquets/meals which are included as part of the official conference program. Alternative meals purchased when conference meals had been purchased/included and available will not be reimbursed.

~~14. Advances will be authorized only for travel by athletic and livestock judging teams and the Director of International Programs.~~

~~15.~~13. For Lake Land College employees at correctional centers, when there is a conflict, the Department of Corrections contract shall prevail.

Adopted November 9, 1998
Revised April 12, 2004
Revised February 8, 2016
Revised December 12, 2016
Revised December 9, 2019
Revised

Calendar of Events

Monday, February 16, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, March 5, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, March 9, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Wednesday, March 25, 2026	Spring Employee Recognition 11:30 a.m. - 1 p.m. Field House
Thursday, April 9, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, April 13, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, May 7, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, May 11, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Friday, May 15, 2026	6 p.m. - College Commencement Ceremony
Wednesday, May 20, 2026	Noon – Board Lunch – Foundation and Alumni Center 1 p.m. – Annual Board Retreat, Foundation and Alumni Center
Thursday, June 4, 2026	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 8, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, July 9, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting

	9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, July 13, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, August 13, 2026	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 17, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Effingham Technology Center, 146
Thursday, September 10, 2026	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 14, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 8, 2026	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 12, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, November 5, 2026	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 9, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 10, 2026	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 14, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011

December 24, 2026 – Jan.1, 2027 College Closed

MEMO

TO: Dr. Josh Bullock, President and Heather Nohren, Vice President for Student Services

FROM: Kelly Allee, Director of Marketing & Public Relations

DATE: February 5, 2026

RE: Approval of tuition waivers for high school basketball games

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In September the Marketing & Public Relations (MPR) office requested four 3-credit hour tuition waivers to present to seniors at the Mattoon – Charleston Senior Night men's and women's basketball games. Chair Wright asked us to expand this activity to other high schools and I'm pleased to report that this initiative has been extremely successful.

Initially, we believed we could cover the number of tuition waivers needed in addition to the four previously mentioned by taking advantage of Dr. Bullock's pre-authorized 15 special event tuition waivers allocated in Board Policy 07.08. However, we have had such great interest from our partner high schools, that we have exceeded that allocation. We are respectfully asking the board to retro-actively approve the waivers we have used so that we can free up Dr. Bullock's special event tuition waivers for the future.

This initiative is a joint effort between the Recruitment and Enrollment Management and the Marketing and Public Relations Teams.

- Number of Games Attended: 12
- Number of Tuition Waivers Awarded: 24
- Number of High Schools Reached: 20

The schools, students and parents have been so appreciative and excited about this initiative. We have had tremendous support at the games and on social media.

I would like to thank the two recruiters, Kate Bond and Taylor Orris, who have attended all of the games and the MPR staff members who have split up the games with our student mascot position.

I look forward to sharing more details with the Board at the meeting and thank Chair Wright for his inspiration to expand beyond Mattoon and Charleston.

Recommended motion: approve up to 29 3-credit-hour tuition waivers, including retroactively for those already awarded, to be used with any in-district partnering high school sporting event, thus freeing up Dr. Bullock's special event tuition waivers.

MEMO

TO: Board of Trustees

FROM: Jean Anne Highland, Chief of Staff

DATE: February 11, 2026

RE: Recommendation for Posthumous Selection of Mike Sullivan for the Clem Phipps Exemplary Trustee Award and for Naming of a Main Campus Grounds Area in His Honor.

On January 8, 2026, a Naming Advisory Committee, comprised of the Board of Trustees' Buildings and Site Committee, President Bullock and Ms. Christi Donsbach, Executive Director for College Advancement, voted unanimously to recommend to the Board of Trustees approval for the selection of Mr. Mike Sullivan, a former Trustee, for the Clem Phipps Exemplary Trustee Award and to name the new main entrance plaza at Lake Land College's main campus as the Sullivan Plaza in recognition of Mike Sullivan's exceptional and transformative contributions to Lake Land College, its students, and the broader community. This recommendation followed their receipt and review of a nomination letter submitted by Board Chair Tom Wright, Dr. Bullock, Ms. Donsbach and me. Please find attached our nomination letter that details the numerous reasons for our recommendation.

Per Board Policy 11.10, the Board of Trustees has the legal responsibility for officially naming, when appropriate, all properties and structures under its jurisdiction. The process requires that the Board Chair appoint an advisory committee composed of three Trustees, with the College President and the Executive Officer of the College Foundation serving as ex-officio members, for the purpose of reviewing recommendations for the naming of physical components at the College. During the Buildings and Site Committee meeting held January 8, 2026, Board Chair Wright appointed the members of the Buildings and Site Committee, along with Dr. Bullock and Ms. Donsbach, as the members of the Naming Advisory Committee, to consider this naming request.

The Naming Advisory Committee subsequently submitted this recommendation to the Board as a non-action item during the January 12, 2026, regular Board meeting. Per Policy 11.10, the required waiting period for the Board to vote on a naming recommendation will have been met by the February 16, 2026, regular Board meeting. Thus, it is respectfully requested the Board approve the recommended motion detailed below.

Recommended motion: Approve the recommendation to posthumously select Mr. Mike Sullivan, a former Trustee, for the Clem Phipps Exemplary Trustee Award and to name the new main entrance plaza at Lake Land College's main campus as the Sullivan Plaza in recognition of Mike Sullivan's

exceptional and transformative contributions to Lake Land College, its students, and the broader community.

Attachment

LAKE LAND COLLEGE

President's Office
5001 Lake Land Blvd.
Mattoon, IL 61938

October 28, 2025

Board of Trustees
Lake Land College
5001 Lake Land Blvd.
Mattoon, IL 61938

Foundation Board of Directors
Lake Land College
5001 Lake Land Blvd.
Mattoon, IL 61938

Dear Members of the Board of Trustees and Foundation Board of Directors,

We are honored to submit this posthumous nomination for Mike Sullivan for both the Clem G. Phipps Exemplary Trustee Award and a recommendation for the naming of the new main entrance plaza at Lake Land College's main campus as the Sullivan Plaza in recognition of his exceptional and transformative contributions to Lake Land College, its students, and the broader community. Mike's legacy of service, leadership, and commitment to the College is one that will be remembered for generations to come. Furthermore, his unique distinction in his service to Lake Land College, public service and the public community college system in Illinois qualify him for this naming right per Board Policy 11.10 (#14. B. and D.).

Contributions to Lake Land College Board of Trustees and College:

Mike Sullivan served with distinction on the Lake Land College Board of Trustees for over 37 years, from 1987 through February 2024. His tenure remains the longest in the history of the College, during which he exemplified the qualities of a visionary leader, a passionate advocate for students, and a tireless supporter of the College's mission to provide accessible, high-quality education to the region. Upon his resignation from the Board of Trustees in 2024, he was quoted as being proud to have collaborated with every president in the college's history during his tenure.

As a student at Lake Land College in the late 1960s, Mike was one of the first to experience the College's groundbreaking new campus. In 1968, he was elected Student Government president and served on the very first Illinois Community College Board Student Advisory Committee. His leadership as Student Government President and his creation of the Lake Land College Annual Spring Carnival are a testament to his early

commitment to the College community. He went on to graduate in 1970, after which he continued his support of the College as an alumnus and, later, as a trustee.

During his time on the Board, Mike was instrumental in championing numerous campus developments, most notably his leadership in establishing Alumni Park and the Veterans Memorial Wall, projects that held deep personal significance for him as both a Lake Land alumnus and a U.S. Navy veteran. Additionally, Mike was a key figure in driving sustainability initiatives on campus, spearheading a solar energy project that currently saves the College approximately $600,000 annually. His efforts not only helped reduce the College's carbon footprint but also positioned it as a national leader in energy conservation.

Mike's devotion to student success was also reflected in his commitment to supporting scholarships for students in need. In 2005, Mike and his wife, Linda, established the Mike and Linda Sullivan Endowed Scholarship, which continues to provide tuition support for a deserving student in need each year.

Contributions at the Local, Regional, State, or National Level:

Mike's influence extended far beyond Lake Land College. His deep commitment to community service was evident in his many roles, including: as a member of the Mattoon Planning & Zoning Committee; Mattoon Area Pads Community Organization; City of Mattoon Housing Committee; the Mattoon Community Foundation; the Southeastern Illinois Community Foundation Advisory Board; the Veterans of Foreign Wars (VFW) Post 4325 and Honor Guard; American Legion; Knights of Columbus; and School Board member for St. Mary's Catholic School in Mattoon, IL. Additionally, he was instrumental in the restoration of the Army tank at Peterson Park in Mattoon, and establishing the Mattoon Community Dog Park in Mattoon. His work to advance local and regional interests was a direct extension of his dedication to ensuring the prosperity of his community.

In addition to his local involvement, Mike was a prominent figure in the Illinois Community College Trustees Association (ICCTA), where he served for over 30 years, including as president from 1999–2000. His leadership in advocating with legislators for funding, student financial aid, and university transfer opportunities for Illinois community colleges left a lasting impact on the state's higher education system.

LAKE LAND COLLEGE

Awards, Honors, and Recognitions:

Mike was widely recognized for his extraordinary service and dedication. Among his many honors were:

- Golden Apple Award (2004) for his outstanding contributions to the Lake Land College Alumni Association.
- Distinguished Alumni Society induction (2014), recognizing his profound impact on the College and the community.
- Six-time recipient of the ICCTA Education Award for his dedication to educational advancement and the Linden A. Warfel Trustee Education Award.
- Ray Hartstein Trustee Achievement Award (2017) for his exceptional leadership as an ICCTA member.
- ICCTA 25-Year Trustee Award (2015), celebrating his decades of service to community colleges.
- Named to the Lake Land College Foundation's Top 50 VIP List (2018), recognizing him as one of the most influential individuals in the College's history.

Conclusion:

Mike Sullivan's death in April 2025 leaves a significant void in the Lake Land College community, but his legacy of service, leadership, and advocacy will live on through the countless lives he touched. His contributions as a trustee and community leader have forever shaped the College and District, ensuring that future generations of students and citizens will benefit from the groundwork he laid.

We submit this nomination with deep respect and admiration for the life and work of Mike Sullivan. He embodied the values that the Clem G. Phipps Exemplary Trustee Award was created to honor, and we believe that recognizing his legacy with this award would be a fitting tribute to his outstanding contributions to Lake Land College and the broader community. Additionally, we firmly believe his profound impact to the growth of Lake Land College and the greater Illinois Community College system for almost four decades firmly supports the naming of the new main entrance plaza at the College's main campus as the Sullivan Plaza as a fitting tribute to his profound dedication and volunteerism.

LAKE LAND COLLEGE

Thank you for your consideration of this posthumous nomination.

Sincerely,

[redacted]

Tom Wright
Chair, Board of Trustees

[redacted]

Dr. Jonathan “Josh” Bullock
President

[redacted]

Jean Anne Highland
Chief of Staff

[redacted]

Christi Donsbach
Executive Director for College Advancement

MEMO

TO: Ike Nwosu, Vice President for Academic Services

FROM: Erin Swingler, Nursing Instructor, Division Chair for Allied Health Programs
John Woodruff, Vice President for Business Services
Jean Anne Highland, Chief of Staff

CC: Madge Shoot, Comptroller

DATE: January 9, 2026

RE: MamaAnne Medium (simulator) and accessories

Allied Health Programs give high priority to creating learning environments that mirror real-world health care settings. This promotes a smoother transition from the academic environment to real world situations. Equipping labs with current simulated educational supplies supports the movement from classroom to patient bedside.

The attached quote is for MamaAnne Medium (380-00150) manikin, Cable, Power (260320), MamaBirthie Light with C Section Module (370-00133), LLEAP Software License (400-01050), Laptop (for use with LLEAP) (400-10201), Mobile Router (400-93050), MamaAnne Onsite Course – Getting Started (380-EDGS100), MamaAnne ProTech Coverage (380-B-ProTech-MA) to be purchased for the Effingham Technology Center.

Optional items available at an additional cost are not being recommended for purchase.

Please note a bid was not required per Board Policy (#4.L.), the exclusion for contracts for goods or services economically procurable from only one source as the Nursing Programs need any new purchased simulators and supportive equipment/software to interface with their current equipment and software with this same vendor.

Recommended motion:

Approve as presented purchase of MamaAnne Medium Manikin Simulator in the amount of $113,059.79. with 50% funding ($56,529.89) coming from HSHS ETC Nursing Equipment through the Foundation, (14-91-7028-58600) and 50% funding ($56,529.90) from the Pipeline for Advancement of the Healthcare Workforce, PATH Grant. Purchase will be made from Laerdal Medical Corporation, 167 Myers Corners Road, Wappingers Falls, NY.

Quote Q-1238612

Laerdal Medical Corporation

167 Myers Corners Road
Wappingers Falls, NY 12590
Order to: 877-LAERDAL
Fax Order To: (800) 227-1143
Email: customerservice@laerdal.com

Laerdal
helping save lives

Senior Territory Manager
Rob Kjar
8452408624
rob.kjar@laerdal.com

Instructions
To prevent any delays in processing your purchase, please include your quote # when ordering.

DATE: 01-05-2026

ATTN: Rachael Walker
+1217-234-5415
rwalker3@lakelandcollege.edu

QUOTE NUMBER: Q-1238612
CREDIT TERMS: 30 days
EXPIRATION DATE: 05-05-2026
PO NUMBER:

SHIP TO:
Rachael Walker
5001 Lake Land Blvd
Mattoon IL 61938-9366

BILL TO: 00105687
Lake Land College
5001 Lake Land Blvd
Mattoon IL 61938

Sourcewell Contract 011822-LAE Applied
Sourcewell Member ID # 91795 IPHEC Agreement 2500GAL

MamaAnne Medium

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	380-00150 MamaAnne Medium Includes: MamaAnne Medium Manikin, Birthing Baby with Placenta, Incomplete Placenta with Retained Parts, Delivery and Transition to PPH Belly with Palpable Contractions, Boggy and Firm Uterus, Advanced PPH Uterus with Cervix, Cephalic and Breech Clamps, 2x Clean Bleed Mat, Set of Consumables, Gown, Quick Setup Guide, User Guide.	$68,000.00			$61,000.00	$61,000.00
1	260320 Cable,Power,C5,2m,US CBL-PWR-C5-US-2M	$0.00			$0.00	$0.00

MamaAnne Medium

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	370-00133 MamaBirthie Light with C-section Module	$2,325.00			$0.00	$0.00
1	400-01050 LLEAP Software License	$6,920.00			$6,199.00	$6,199.00
1	400-10201 Laptop For use with LLEAP, High Emotion Simulation, Ultrasound, or Patient Monitor software.	$2,487.00			$2,249.00	$2,249.00
1	400-93050 Mobile Router Can accommodate up to 3 simulators being used simultaneously on one router. Battery-powered and ideal for mobile simulations. For optional internet access, SIM Card (not included) must be purchased by the customer.	$267.80			$239.00	$239.00
1	380-EDGS100 MamaAnne On-Site Course Getting Started (One day) One day on customer site for up to 8 participants. Course gives participants knowledge of the simulator and Instructor device operations, operating modes, and system features. Hands-on activities familiarize faculty with simulator and its applications.	$4,542.00		One Time	$4,049.00	$4,049.00
1	380-B-ProTech-MA MamaAnne ProTech Coverage Complete technical coverage for simulator, patient monitor, instructor laptop and or SimPad against defects, including loaner coverage, updates and modifications to products. ProTech also includes the following value add items: installs for new manikin, 1 periodic maintenance per year as requested, and Premium Tech Support. Start Date: 01-05-2026	$80,552.00	60	One Time	$38,411.79	$38,411.79

MamaAnne Medium

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
					TOTAL:	**$112,147.79**

ITEM TOTAL:	$112,147.79
SHIPPING/HANDLING:	$912.00
ADDITIONAL CHARGE/CREDIT:	
TAX:	$0.00
TOTAL:	$113,059.79

Optional items available at an additional cost

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	380-B-ProTech-MA MamaAnne ProTech Coverage Complete technical coverage for simulator, patient monitor, instructor laptop and or SimPad against defects, including loaner coverage, updates and modifications to products. ProTech also includes the following value add items: installs for new manikin, 1 periodic maintenance per year as requested, and Premium Tech Support.	$44,764.00	36	One Time	$23,074.47	$23,074.47
					TOTAL:	**$23,074.47**

Terms and Conditions have been negotiated directly between Laerdal Medical and Existing Customer Contract Organization.

Confidential

MEMO

TO: Dr. Josh Bullock, President

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

DATE: January 27, 2026

RE: December 2025 (Fiscal Year 2026) Financial Statement Summary

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Please find below a summary of December's actual results compared to the approved budget. We are now 50% into the 2026 Fiscal Year. At this time, I am not aware of any results, concerns, or indications that would cause concern.

December - Noteworthy Events Impacting Results

- Results from Daily Operations – Related to the net of revenue less controllable expenses, we finished December $400K unfavorable to budget. As noted below, these results reflect a combination of revenue shortfalls and increased expenditures. YTD, we are favorable to the budget.
- Revenue – Revenue for December was unfavorable to the budget by $279,600. State CTE hours grant is running $280,400 below projected revenue. We are also behind $42K of CPPRT, which is much better than we have seen in previous months.
- Expenditures – Daily operational expenditures for the month of December are unfavorable to the budget by approximately $121,000. 88% of this is related to the Academic salary line item, and $50,000 is related to Maintenance and Operations: ETC snow removal, repairs, as well as Mattoon Main campus HVAC repairs totaling almost $15,000.

Other Funds – Quarterly, we provide an update on the funds outside 1 and 2, our General Operating funds. Notes for Q2:

- Fund 3 – (Construction Projects) – The $1.68M expenditures are related to projects Northwest Remodel, Webb Test & Tutoring remodel, Fieldhouse, ETC, and West roof replacement.
- Fund 4 (Bonds) – We completed a $6.5M bond principal payment as well as interest expense of $432K
- Fund 5 (Auxiliary)/Fund 6 (Grants)/Fund 11 (Audit)/ Fund 12 (Tort) – No unusual revenue or expenditures associated with these funds. Normal course of business.

Recommended motion: Approve as presented the December 2025, fiscal year 2026 Financial Statements.

LAKE LAND COLLEGE

December 2025 (FY2026) Financial Results
Budget to Actual Performance
General Fund--Funds 01 and 02--For Internal Use Only

Statement of Revenue & Expenditures	Current Month			YTD - FY2026			
	Actual	Budget	Variance	Actual	Budget	Variance	
Revenue							
Local Sources	$127,235	$45,166	$82,070	$12,280,733	$12,247,000	$33,733	
ICCB Credit Hour Grant	$262,431	$643,974	($381,543)	$2,128,806	$2,128,806	$0	
ICCB Equalization Grant	$514,413	$502,936	$11,477	$3,086,475	$3,017,615	$68,860	
Other State Sources	$45,351	$71,741	($26,389)	$258,899	$710,866	($451,967)	
Tuition	$458,289	$482,328	($24,039)	$8,575,533	$8,496,469	$79,064	
Fees	$240,933	$242,246	($1,314)	$3,866,536	$3,979,689	($113,153)	
Other Revenue	$99,301	$39,165	$60,136	$980,453	$635,765	$344,688	
Gift in Kind	$0	$0	$0	$0	$0	$0	
Total Revenue	$1,747,954	$2,027,556	($279,602)	$31,177,435	$31,216,209	($38,775)	
Expenditures							
Instructional	$1,369,893	$1,262,529	($107,364)	$7,440,647	$7,759,284	$318,638	
Academic Support	$106,322	$121,594	$15,272	$814,911	$943,384	$128,474	
Student Services	$254,249	$261,602	$7,353	$1,610,919	$1,818,518	$207,600	
Public Service/Cont Ed	$54,084	$81,402	$27,318	$452,166	$587,924	$135,758	
Operations & Maintenance	$362,458	$313,319	($49,139)	$2,103,054	$2,430,825	$327,771	
Institutional Support	$556,477	$542,133	($14,344)	$4,492,523	$5,146,530	$654,007	
Total Expenditures - Daily Operations	$2,703,483	$2,582,579	($120,904)	$16,914,219	$18,686,467	$1,772,247	
Revenue Less Expenditures - Daily Operations	($955,529)	($555,023)	($400,506)	$14,263,215	$12,529,743	$1,733,473	
Scholarships, grants, waivers	$0	$0	$0	$360,262	$539,000	$178,738	
Gift in Kind	$0	$0	$0	$0	$0	$0	
Reserves - Emergency, contingency and pledged	$7,420	$36,400	$28,980	$136,313	$487,655	$351,342	
Transfer Out	$0	$0	$0	$0	$0	$0	
Total - Non-Operational Expenditures	$7,420	$36,400	$28,980	$496,575	$1,026,655	$530,080	
Total Expenditures	$2,710,903	$2,618,979	($91,924)	$17,410,795	$19,713,122	$2,302,327	
Excess Revenues Less Total Expenditures	($962,949)	($591,423)	($371,526)	$13,766,640	$11,503,088	$2,263,552	

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

LAKE LAND COLLEGE

December 2025 (FY2026) Financial Results
Performance Details
General Fund--Funds 01 and 02--For Internal Use Only

Expenditures by Category Type	Current Month			YTD - FY2026			
	Actual	Budget	Variance	Actual	Budget	Variance	
Salary and Wages	$1,750,780	$1,647,769	($103,011)	$10,258,456	$10,572,806	$314,351	🟢
Employee Benefits	$406,689	$407,077	$388	$2,500,518	$2,464,881	($35,637)	🟡
Contractual Services	$94,550	$169,762	$75,212	$1,355,725	$1,869,946	$514,221	🟢
General Materials and Supplies	$260,347	$149,254	($111,092)	$1,515,660	$2,107,972	$592,312	🟢
Travel and Meeting Expenses	$11,413	$33,208	$21,795	$152,803	$364,391	$211,589	🟢
Fixed Charges	$11,206	$24,058	$12,852	$260,055	$114,870	($145,185)	🟡
Utilities	$145,370	$157,652	$12,281	$798,479	$883,392	$84,914	🟢
Capital Outlay	$1,260	$5,000	$3,740	$44,416	$262,458	$218,041	🟢
Contingency Funds	$7,430	$24,200	$16,770	$108,246	$337,655	$229,409	🟢
Other Expenditures	$21,857	$1,000	($20,857)	$416,438	$734,750	$318,312	🟢
Total Expenditures	**$2,710,903**	**$2,618,979**	**($91,924)**	**$17,410,795**	**$19,713,122**	**$2,302,327**	

Accumulated Expenditures by Type	YTD - Salary & Wages				YTD - Employee Benefits			
	Actual	Budget	Variance		Actual	Budget	Variance	
Instructional	$5,776,990	$5,711,755	($65,234)	🟢	$1,117,271	$1,094,358	($22,912)	🟡
Academic Support	$498,269	$524,791	$26,522	🟢	$118,871	$133,046	$14,175	🟢
Student Services	$1,159,018	$1,211,313	$52,295	🟢	$332,466	$378,862	$46,396	🟢
Public Service/Cont. Ed	$228,445	$250,137	$21,692	🟢	$51,402	$49,790	($1,612)	🟡
Operations & Maintenance	$571,424	$713,968	$142,544	🟢	$196,014	$273,424	$77,410	🟢
Institutional Support	$2,024,309	$2,160,841	$136,532	🟢	$684,494	$535,401	($149,093)	🟡
Total	**$10,258,456**	**$10,572,806**	**$314,351**	🟢	**$2,500,518**	**$2,464,881**	**($35,637)**	🟡
Annual Budget		$20,185,125				$6,238,351		
Percent Consumed		52.38%				39.51%		

🟢 Favorable
🟡 Unfavorable - No Concerns at this time.
🔴 Unfavorable - Concerned

LAKE LAND COLLEGE

December 2025 (FY2026) Financial Results
Budget to Actual Performance
Other Funds--Funds 03, 04, 05, 06, 11 and 12--For Internal Use Only

	Annual Target Budget	YTD Total - % of Budget			Q1 (Actual)	Q2 (Actual)	Q3 (Actual)	Q4 (Actual)	YTD Total
Fund 03 - Operations & Maintenance Restricted (Construction)									
Beginning Balance (07/01/25)	$4,857,987								
Budgeted Revenue	$1,500,000	112.4%		Total Revenue	$913,997	$772,088			$1,686,085
Budgeted Expenditures	$9,803,571	43.6%		Total Expenditures	$2,600,636	$1,677,920			$4,278,556
Transfers in/out	$0			Excess Revenues Less Total Expenditures/Transfers	($1,686,639)	($905,832)			($2,592,471)
Anticipated Ending Balance (6/30)	($3,445,584)								
Fund 04 - Bond & Interest									
Beginning Balance (07/01/25)	$2,809,763								
Budgeted Revenue	$6,761,400	98.6%		Total Revenue	$3,490,334	$3,176,861			$6,667,195
Budgeted Expenditures	$6,761,400	102.5%		Total Expenditures	$1,050	$6,927,835			$6,928,885
Transfers in/out	$0			Excess Revenues Less Total Expenditures/Transfers	$3,489,284	($3,750,974)			($261,690)
Anticipated Ending Balance (6/30)	$2,809,763								
Fund 05 - Auxiliary Enterprise Fund									
Beginning Balance (07/01/25)	$2,213,783								
Budgeted Revenue	$4,125,117	32.8%		Total Revenue	$792,109	$559,564			$1,351,673
Budgeted Expenditures	$4,716,431	46.8%		Total Expenditures	$1,453,605	$755,742			$2,209,347
Transfers in/out	$0			Excess Revenues Less Total Expenditures/Transfers	($661,496)	($196,178)			($857,674)
Anticipated Ending Balance (6/30)	$1,622,469								
Fund 06 - Restricted Purpose (Grants)									
Beginning Balance (07/01/25)	($375,774)								
Budgeted Revenue	$32,824,234	32.0%		Total Revenue	$6,238,771	$4,249,686			$10,488,457
Budgeted Expenditures	$32,824,234	32.0%		Total Expenditures	$6,797,629	$3,700,127			$10,497,756
Transfers in/out	$0			Excess Revenues Less Total Expenditures/Transfers	($558,858)	$549,559			($9,299)
Anticipated Ending Balance (6/30)	($375,774)								
Fund 11 - Audit Fund									
Beginning Balance (07/01/25)	$176,836								
Budgeted Revenue	$100,000	101.2%		Total Revenue	$53,045	$48,164			$101,209
Budgeted Expenditures	$164,098	64.7%		Total Expenditures	$72,882	$33,251			$106,133
Transfers in/out	$0			Excess Revenues Less Total Expenditures/Transfers	($19,837)	$14,913			($4,924)
Anticipated Ending Balance (6/30)	$112,738								
Fund 12 - Tort Fund									
Beginning Balance (07/01/25)	($1,169,109)								
Budgeted Revenue	$1,350,000	175.7%		Total Revenue	$1,243,567	$1,128,399			$2,371,966
Budgeted Expenditures	$2,442,744	50.8%		Total Expenditures	$662,544	$578,149			$1,240,693
Transfers in/out	$0			Excess Revenues Less Total Expenditures/Transfers	$581,023	$550,250			$1,131,273
Anticipated Ending Balance (6/30)	($2,261,853)								

* Note: The Beginning balance for each fund is based on FY2025 audit actuals.

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

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: John Woodruff, Vice President for Business Services

DATE: January 12, 2026

RE: Surplus Items

Enclosed are items that have become obsolete and have little to no value to the college. The items have been identified through normal college operations/clean-up efforts, active capital projects and/or part of a defined replacement process. They are:

- John Deere Tech Program miscellaneous items/equipment in the attached list, all of which were supplied by John Deere and Company. John Deere removed the items and will allow our program to retain the scrap proceeds to benefit the Lake Land Ag program. All engines were made inoperable so they could not be salvaged or resold.
- Weight equipment from the student fitness center that has been replaced due to age and normal wear and tear:

1	FW-029 VARSITY FULL RACK W / 2 SCHOOL COLORS & LOGOS
1	PLAT-RARUB RACK ATTACHED RUBBER PLATFORM-SINGLE
1	URB-005 FLAT TO 90 BENCH W / 2 SCHOOL COLORS & LOGO

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

Recommended motion: Declare as presented the various John Deere Tech Program and fitness center items as surplus and grant authorization to dispose of the listed items in a manner most beneficial to Lake Land College.

Engines:
6.8L Propane Engine -JD Asset Tag 001870
404 Engine (From REMAN in August)
3.9L Engine (from REMAN in August)
3.9L Engine (From REMAN in August)
3.9L Engine (From REMAN in August)
3.9L Engine (From REMAN in August)

Various PRO-TECH Items (All equipment from John Deere & Company)
Experimental SST transmissions
Several wiring harnesses
Hydraulic stand components (obsolete and unusable)
Random large sun gears
Planetary pieces (incomplete)
Miscellaneous transmission pieces-, including cases, axle casings, etc. A variety of old lab equipment pieces that were no longer complete, including chains, bearings, bearing flanges, etc.

Misc. Equipment
Various engine pieces, IE, engine sleeves, cranks, camshafts, pistons, connecting rods, etc
Miscellaneous metal from lab projects and equipment from Deere
25 alternators - from random models used to test and fix alternators for labs
22 starters - from random models used to test and fix starters for labs

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: John Woodruff, Vice President for Business Services

DATE: January 23, 2026

RE: Planned Retirement Requests

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

Administration (by seniority)	Effective Date
Madge Shoot	December 31, 2029

Faculty (by seniority)	Effective Date
David Turnbull	June 1, 2030
Robert Newell	September 1, 2030
Tara Blaser	September 1, 2030
Suzett Doty	August 30, 2030
Brenda Hunzinger	August 15, 2030
Brian Madlem	August 10, 2030
Andrew Gaines	December 31, 2030

Supervisory (by seniority)	Effective Date
Scott Rawlings	October 1, 2030

Custodial (by seniority)	Effective Date
Jarold Jennings	June 15, 2030

Support (by seniority)	Effective Date
Stacey Hakman	December 31, 2030
Seirra Laughhunn	December 30, 2030

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

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

Recommended Motion: Approve as presented participation in the College's Planned Retirement Program for 12 employees.

LAKE LAND COLLEGE

MEMO

To: Dr. Josh Bullock, President

From: Heather Nohren, Vice President for Student Services

Date: February 3, 2026

Subject: Revised Academic Calendars for 2026-2027 and 2027-2028

Memo

The Academic and Enrollment Calendar Committee has reviewed the previously Board approved academic year calendars for 2026-2028.

During this review, two incorrect dates were identified.

A summary of the proposed corrections to the Board approved academic year calendars is as follows:

2026-2027 – Summer 2027:
Last Day for Withdrawal – July 26
2027-2028 – Fall 2027:
Mid-Term Module II – November 10

The recommended calendars comply with requirements established in Lake Land College 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 Agreement between the Lake Land College Faculty Association and the Board of Trustees.

Recommended Motion: Approve, as presented, the corrections to the revised academic calendars for 2026-2027 and 2027-2028.

2026-2027 Academic and Enrollment Calendar Committee: Kelly Allee, Stacey Hakman, Pam Hartke, Jennifer Hedges, Peighton Hinote, Josey Hyatt, Bill Jackson, Charles Jarrell, Brittany Johnson-Kroeger, Cody Marlar, Ike Nwosu, Erin Swingler, Emily Ramage, Madge Shoot, Paula Smith, David Stewart, Jamie Corda-Hadjaoui, Chair Heather Nohren, and Committee Assistant Connie Compton.

Fall Semester 2026----------

Opening Day-Fall Celebratory Kick-Off Breakfast-Offices Closed 8-9 a.m. Full Services Resume @ 9 a.m. ..... August 21
First Meeting of Full Semester & Module I Classes ..... August 24
Last Day for Refund - Module I ..... August 28
Last Day for Refund - Full Semester ..... September 4
College Closed ..... September 7
Mid-Term Module I ..... September 18
No Day or Evening Classes SOFF ..... September 19
College Career Day – No Day or Evening Classes ..... October 6
Last Day for Withdrawal – Module I ..... October 12
Last Day of Classes – Module I ..... October 16
Mid-Term Full Semester ..... October 16
First Meeting of Module II Classes ..... October 19
Last Day for Refund – Module II ..... October 23
Mid-Term – Module II ..... November 13
Last Day to Apply to Graduate for Fall ..... November 20
Staff Development – No Day or Evening Classes ..... November 25
College Closed ..... November 26–November 29
Last Day for Withdrawal – Full Semester & Module II ..... December 7
Last Day of Classes - Full Semester & Module II ..... December 11
Final Examinations ..... December 14–17
Semester Close ..... Grades Due Noon December 18
Semester Break-College Closed ..... December 24-January 1

Spring Semester 2027----------

Opening Day-Unit Leader/Divisional Meetings. ..... January 8
First Meeting of Full Semester & Module I Classes ..... January 11
Last Day for Refund – Module I ..... January 15
College Closed ..... January 18
Last Day for Refund – Full Semester ..... January 25
Mid-Term Module I ..... February 5
Last Day for Withdrawal – Module I ..... March 1
Last Day of Classes Module I ..... March 5
Mid-Term Full Semester ..... March 5
Spring Recess – No Day or Evening Classes ..... March 8-12
College Closed ..... March 12
First Meeting of Module II Classes ..... March 15
Last Day for Refund – Module II ..... March 19
Last Day to Apply to Graduate for Spring ..... March 19
College Closed ..... March 26
Staff Development Days– No Day or Evening Classes ..... April 8-9
Mid-Term Module II ..... April 13
Last Day for Withdrawal – Full Semester & Module II ..... May 4
Last Day of Classes – Full Semester and Module II ..... May 10
Final Examinations (Begin at 5:00 p.m. on May 10) ..... May 10-14
Commencement – 6:00 p.m. ..... May 14
Semester Close ..... Grades Due Noon May 17

Summer 2027----------

First Meeting of Classes – Intersession ..... May 17
Last Day for Refund – Intersession ..... May 17
College Closed ..... May 31
Last Day for Withdrawal – Intersession ..... June 1
Last Day of Classes – Intersession ..... June 2
First Meeting of Classes - Summer ..... June 7
Last Day for Refund ..... June 14
Mid-Term ..... July 1
College Closed ..... July 5
Last Day to Apply to Graduate for Summer ..... July 22
Last Day for Withdrawal ..... July 26
Last Day of Classes ..... August 2
Final Examinations ..... August 3-4
Summer Term Closes ..... Grades Due Noon-August 5

COLLEGE OPEN MONDAY THROUGH THURSDAY ONLY MAY 21 THROUGH AUGUST 13.

Fall Semester 2026	DAYS
Opening Day/Staff Development	2
Career Day	1
Class Days	75
Final Exams	4
Grades Due	1
TOTAL	**83**

Spring Semester 2027	
Opening Day/Staff Development	3
Class Days	77
Final Exams	4
Grades Due	1
TOTAL	**85**

Summary	
Opening Day/Staff Development	5
Class Days	152
Final Exams	8
Grades Due	2
Career Day	1
TOTAL	**168**

Summer Term 2027	
Class Days	32
Final Exams	2
Grades Due	1
TOTAL	**35**

DATES THAT ALL COLLEGE OFFICES ARE OFFICIALLY CLOSED 2026-2027

September 7
November 26 through 29
December 24 through January 1
January 18
March 12
March 26
May 31
May 21 through August 13 – Closed on Friday
July 5

Fall Semester 2027----------

Opening Day-Fall Celebratory Kick-Off Breakfast-Offices Closed 8-9 a.m. Full Services Resume @ 9 a.m. ..... August 20
First Meeting of Full Semester & Module I Classes ..... August 23
Last Day for Refund - Module I ..... August 27
Last Day for Refund - Full Semester ..... September 3
College Closed ..... September 6
Mid-Term Module I ..... September 17
No Day or Evening Classes SOFF ..... September 18
College Career Day – No Day or Evening Classes ..... October 5
Last Day for Withdrawal – Module I ..... October 11
Last Day of Classes – Module I ..... October 15
Mid-Term Full Semester ..... October 15
First Meeting of Module II Classes ..... October 18
Last Day for Refund – Module II ..... October 22
Mid-Term – Module II ..... November 10
Last Day to Apply to Graduate for Fall ..... November 19
Staff Development – No Day or Evening Classes ..... November 24
College Closed ..... November 25–November 28
Last Day for Withdrawal – Full Semester & Module II ..... December 6
Last Day of Classes - Full Semester & Module II ..... December 10
Final Examinations ..... December 13–16
Semester Close ..... Grades Due Noon December 17
Semester Break-College Closed ..... December 23-January 2

Spring Semester 2028----------

Opening Day-Unit Leader/Divisional Meetings. ..... January 7
First Meeting of Full Semester & Module I Classes ..... January 10
Last Day for Refund – Module I ..... January 14
College Closed ..... January 17
Last Day for Refund – Full Semester ..... January 24
Mid-Term Module I ..... February 4
Last Day for Withdrawal – Module I ..... February 28
Last Day of Classes Module I ..... March 3
Mid-Term Full Semester ..... March 3
Spring Recess – No Day or Evening Classes ..... March 6-10
College Closed ..... March 10
First Meeting of Module II Classes ..... March 13
Last Day for Refund – Module II ..... March 17
Last Day to Apply to Graduate for Spring ..... March 17
Staff Development Days– No Day or Evening Classes ..... April 6-7
Mid-Term Module II ..... April 11
College Closed ..... April 14
Last Day for Withdrawal – Full Semester & Module II ..... May 2
Last Day of Classes – Full Semester and Module II ..... May 8
Final Examinations (Begin at 5:00 p.m. on May 8) ..... May 8-12
Commencement – 6:00 p.m. ..... May 12
Semester Close ..... Grades Due Noon May 15

Summer 2028----------

First Meeting of Classes – Intersession ..... May 15
Last Day for Refund – Intersession ..... May 15
College Closed ..... May 29
Last Day for Withdrawal – Intersession ..... May 30
Last Day of Classes – Intersession ..... May 31
First Meeting of Classes ..... June 5
Last Day for Refund ..... June 12
Mid-Term ..... June 29
College Closed ..... July 4
Last Day to Apply to Graduate for Summer ..... July 20
Last Day for Withdrawal ..... July 24
Last Day of Classes ..... July 31
Final Examinations ..... August 1-2
Summer Term Closes ..... Grades Due Noon-August 3

COLLEGE OPEN MONDAY THROUGH THURSDAY ONLY MAY 15 THROUGH AUGUST 11.

Fall Semester 2027	DAYS
Opening Day/Staff Development	2
Career Day	1
Class Days	75
Final Exams	4
Grades Due	1
TOTAL	**83**

Spring Semester 2028	
Opening Day/Staff Development	3
Class Days	77
Final Exams	4
Grades Due	1
TOTAL	**85**

Summary	
Opening Day/Staff Development	5
Class Days	152
Final Exams	8
Grades Due	2
Career Day	1
TOTAL	**168**

Summer Term 2028	
Class Days	32
Final Exams	2
Grades Due	1
TOTAL	**35**

DATES THAT ALL COLLEGE OFFICES ARE OFFICIALLY CLOSED 2027-2028

September 6
November 25 through 28
December 23 through January 2
January 17
March 10
April 14
May 29
May 15 through August 11 – Closed on Friday
July 4

MEMO

TO: Board of Trustees

FROM: Jean Anne Highland, Chief of Staff

DATE: February 11, 2026

RE: Requested Reapproval of Faculty Seniority Listing.

During the January 12, 2026, regular Board meeting, the Administration submitted a proposed “Faculty Seniority Listing” in accordance with Section 3B-5 of the Public Community College Act (110 ILSC 805). The Board approved this listing at that meeting. However, the Administration inadvertently omitted a senior faculty member from this list due to this member’s upcoming retirement later in the year. Thus, we are resubmitting this request with an updated “Faculty Seniority Listing” for inclusion of this faculty member.

Recommended motion: Reapprove as presented the Lake Land College Faculty Seniority Listing effective January 12, 2026.

Attachment

LAKE LAND COLLEGE FULL-TIME FACULTY SENIORITY LIST
January 12, 2026

	NAME	BOARD HIRE *YR MO DA* (APPROVAL ORDER)	EMPLOY DATE *YR MO DA*	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
1	BURRELL, BRYAN		1994 02 28	Academic Support	Academic Support – Counseling All SFS- courses INS-099	All PSY- courses
2	RUDIBAUGH, MIKE		1995 09 15	Math & Science	All ESC- courses All GIS- courses All GEO- courses	All SOS- courses
3	BUZZARD, DION		1996 01 16	Business & Technology	IND-044, 054, 056 MET-045, 076, 084 TEC-040-056	CAD-056, 057, 058, 059 EET-069 APT-042
4	MIOUX, MARTHA		1996 04 08	Allied Health	All PTA- courses	All MAS- courses AHE-041, 042, 045, 051 PED-244
5	LANDRUS, MATT	1997 04 14 (1)	1997 08 22	Humanities & Communication	All ENG- courses (excluding ENG-110, 111, & 112) All LIT- courses All HUM- courses	All INS- courses All RDG- courses STA- SFS courses
6	MILLER, KEVIN	1997 04 14 (2)	1997 08 22	Business & Technology	AUT-050, 048, 076, 080, 083, 089, 082 IND-042, 043, 058, 060, 062 TEC-043, 048 APT-041	
7	WHITE, JEFF	1997 04 14 (3)	1997 08 22	Math & Science	All BIO- courses	
8	KERSEY, KRIS	1997 04 14 (4)	1997 08 22	Business & Technology	EET-040-047, 050, 052, 055, 056, 062, 063, 065, 069, 071, 072, 074, 076, 078, 085, 086 All IND- courses MET-043-084 MTT-050 TEC-039-047, 049, 055, 059 APT-050	All HVC- courses MMP I-V TEL-courses APT-041

	NAME	BOARD HIRE *YR MO DA* (APPROVAL ORDER)	EMPLOY DATE *YR MO DA*	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
9	BEAVERS, MICHAEL	1997 07 14 (1)	1997 08 22	Business & Technology	All EET-Courses IND-044 MET- 043, 080 All PLC-Courses All APT-Courses	All RDG-Courses AUT-051 CIS-156 ITT-070 TEC-090 TEC-070 CIM-044 CIM-092
10	SATTERWHITE, MARCY	1997 07 14 (2)	1997 08 22	Business & Technology	BUS-060, 061, 079, 085, 086, 089, 094, 095, 113, 114, 115, 120, 134, 141, 142, 151, 152, 200, 247, 251, 281, 285, 287, 290 CIS-040, 047, 051, 054, 055, 056, 058, 068, 088, 090, 092, 093, 094, 099, 101, 160 COS-060 EDU-103	ITT-046, 047
11	LONG, LORI		1997 12 01	Business & Technology	All - IDOT Quality Management Training Program All CET- courses	CAD-056, 057 TEC-040, 043, 045
12	DOWNS, DANIELLE		1998 07 01	Academic Support	Academic Support – Financial Aid	
13	TURNBULL, DAVID	1998 06 08	1998 08 24	Math & Science	All BIO- courses	ADN-061 MAT-005, 006, 009
14	GREIDER, MATT	1999 06 14	1999 08 20	Social Science & Education	All HIS- courses All SOS- courses	All RDG- courses All SFS- courses
15	NEWELL, ROBERT	1999 07 12	1999 08 20	Humanities & Communication	All ENG- courses (excluding ENG-110, 111, & 112) All HUM- courses All LIT- courses	All INS- courses All RDG- courses STA- SFS courses
16	DAVISON, ANGELA	1999 08 09	1999 08 20	Business & Technology	BUS-085, 086, 094, 095, 113, 114, 115, 120, 134, 141, 142, 151, 152, 200, 247, 251, 281, 285, 287, 290 CIS-040, 049, 054, 055, 056, 060, 062, 063, 065, 068, 071, 074, 083, 093, 094, 095, 099, 101, 156, 160, 162, 164 ITT-044, 045	
17	LEBOLD, JON		1999 09 22	Business & Technology	BUS-079, 089, 094, 113, 114, 115, 120, 134, 141, 142, 151, 152, 200, 247, 251, 281, 285, 287, 290 CIS-040, 054, 055, 056, 068, 071, 093, 094, 101, 160 ITT-076, ITT-072	SFS-101 ITT-042

	NAME	BOARD HIRE *YR MO DA* (APPROVAL ORDER)	EMPLOY DATE *YR MO DA*	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
18	BLASER, TARA		2000 01 07	Humanities & Communication	All ENG- courses All HUM- courses All LIT- courses All PHI- courses	All INS- courses All RDG courses STA- courses SFS courses
19	JARRELL, CHARLES		2000 03 15	Social Science & Education	All EDU- courses ECE-102	All SFS- courses All RDG- courses SOS-050
20	DOTY, SUZETT	2000 05 08	2000 08 23	Math & Science	All BIO- courses	
21	MOORE, TINA		2001 01 16	Academic Support	Academic Support – Career Services INS-099, 200	SFS-101 CIS-074
22	HUNZINGER, BRENDA	2001 03 12 (1)	2001 08 22	Math & Science	All BIO- courses	
23	JOHNSON, DAVID	2001 03 12 (2)	2001 08 22	Social Science & Education	HED- 178, 179, 185, 200 All PED- courses	ECE-102 All INS- courses All SFS- courses
24	MADLEM, BRIAN	2002 04 08 (1)	2002 08 22	Business & Technology	All AUT- courses TEC-043, 048, 090 IND-090	
25	JONES, BAMBI	2002 04 08 (2)	2002 08 22	Math & Science	All MAT- courses	BUS-281 TEC-050, 052, 054, 056 APT-041, 042, 043
26	DAL PONTE, MARC	2002 04 08 (3)	2002 08 22	Math & Science	All BIO- courses	HED-102
27	CAPITOSTI, GREGORY	2002 04 08 (4)	2002 08 22	Math & Science	All CHM- courses	

	NAME	BOARD HIRE *YR MO DA* (APPROVAL ORDER)	EMPLOY DATE *YR MO DA*	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
28	RITCHEY, EVA	2002 08 12	2002 08 22	Humanities & Communication	COM-courses HUM courses	All INS- courses All RDG- courses SFS-courses STA-
29	BURRELL, KRISTA		2003 01 10	Academic Support	Academic Support – Counseling All SFS- courses INS-099	All PSY- All SOS- All RDG- courses INS-200
30	EARP, LISA		2003 07 15	Business & Technology	BUS-060, 061, 063, 079, 081, 083, 084, 085, 086, 089, 092, 094, 095, 099, 113, 114, 115, 120, 134, 141, 142, 151, 152, 200, 247, 251, 281, 285, 287, 290 CIS-040, 047, 054, 055, 056, 058, 068, 071, 088, 090, 092, 093, 094, 101, 160 CRT-067, 068, 083, 084, 085, 090 COS-061	SFS-101
31	PORTER, CASSANDRA		2006 01 09	Allied Health	All ADN- courses All PNC- courses	All AHE- courses except 047, 048 All MAP- courses
32	GOAD, TISHA		2006 04 24	Allied Health	All ADN- courses All PNC- courses	All AHE- courses except 047, 048 All MAP- courses
33	POWERS, GREGORY	2006 06 12	2006 08 21	Humanities & Communication	COM-courses	All INS- courses All RDG- courses STA- HUM courses
34	BARKLEY, DYKE	2006 07 17	2006 08 21	Agriculture	All HRT- courses All AGR - courses	STA-200
35	THOMAS, EDWARD	2007 07 09	2007 08 20	Humanities & Communication	All COM- courses All HUM- courses	RDG- courses SFS- courses BUS- courses under 100 INS courses STA courses

	NAME	BOARD HIRE *YR MO DA* (APPROVAL ORDER)	EMPLOY DATE *YR MO DA*	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
36	SWINGLER, ERIN	2007 12 10	2008 01 11	Allied Health	All ADN- courses All PNC- courses	AHE- courses All MAP- courses HED-290
37	HARDIEK, KARLA	2008 05 12 (1)	2008 08 22	Allied Health	All ADN- courses All PNC- courses	All AHE- courses except 047, 048 All MAP- courses
38	JONES, NICHOLE	2008 05 12 (2)	2008 08 22	Allied Health	All ADN- courses All PNC- courses	All AHE- courses except 047, 048 All MAP- courses
39	DAVIS, KIMBERLY	2008 05 12 (3)	2008 08 22	Social Science & Education	EDU-100, 190, 200, 210	SFS-101
40	LOTZ, KATIE	2009 07 13	2009 08 24	Social Science & Education	ECO-130, 231, 232	SFS-101, 102
41	HARTRICH, ELIZABETH	2010 06 14	2010 08 20	Allied Health	All DHY- courses	AHE-041, 042, 045, 051 SFS-101, 103
42	NEU, RUSSELL	2010 07 12	2010 08 20	Agriculture	All JDA- courses	
43	MILLER, NATHAN	2011 01 10	2011 01 03	Vandalia Correctional Center	ATO-040 COC-051, 052, 053, 054, 055, 056, 058, 060	
44	ORRICK, SAMUEL RYAN	2011 03 14	2011 08 19	Agriculture	All SOE sections in AGR- AGR-060, 206, 095, 096, 098, 063, 065, 067, 071	AGR-040, 046, 049, 064, 070, 111, 112, 120, 131,132, 133, 151
45	COHAN, MICHAEL BEN	2011 05 09	2011 08 19	Humanities & Communication	All ART- courses HUM- courses	All INS- courses All RDG- courses STA- SFS courses
46	NOHREN, MARIA	2011 06 13	2011 08 19	Allied Health	All ADN- courses All PNC- courses	All AHE- courses except 047, 048 All MAP- courses

	NAME	BOARD HIRE *YR MO DA* (APPROVAL ORDER)	EMPLOY DATE *YR MO DA*	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
47	REYNOLDS, CASEY	2011 08 15	2011 08 19	Humanities & Communication	FLG-140, 141, 240, 241 All ENG- courses (excluding ENG-110, 111, & 112) All LIT- courses All HUM- Courses	All INS- courses All RDG- courses STA- SFS courses
48	VEACH-WATSON, TARA	2012 05 14	2012 08 21	Humanities & Communication	All ENG- courses (excluding ENG-110, 111, & 112) All HUM- courses All LIT- courses	All INS- courses All RDG- courses STA- SFS courses
49	HOOD, SHANNON	2013 08 12 (1)	2013 08 22	Allied Health	All ADN- courses All PNC- courses	All AHE- courses except 047, 048 All MAP- courses
50	HILL, SARAH	2013 08 12 (2)	2013 08 22	Academic Support	Academic Support – Library All LIB- courses	All EDU- courses All RDG- courses SFS-101
51	BRIGHT, ANDREA	2013 10 13 (1)	2014 03 01	Academic Support	Academic Support – Counseling All SFS- courses INS-099, 299	RDG-007, 009, 050 SOS-050
52	MELTON, JENNIFER	2013 10 13 (2)	2014 03 01	Academic Support	Academic Support – Counseling All SFS- courses INS-099	SOS-050
53	REINHART, ANTHONY "WOODY"	2014 05 12	2014 06 09	Agriculture	AGR-041, 042, 043, 044, 046, 080, 083, 086, 087, 088, 089, 090, 091, 092, 094, 097, 111, 151 All AGR- Courses within Ag Power and Tech Program	
54	MILLER, CLAIRE	2014 08 11 (1)	2014 08 22	Math & Science	All CHM- courses	
55	GAINES, ANDREW	2014 08 11 (2)	2014 08 22	Social Science & Education	All PSY- courses INS-200, 299 SOS-050	All SFS- courses
56	WILDMAN, RYAN	2015 04 13	2015 08 24	Agriculture	All SOE sections in AGR AGR-040, 122, 131, 134, 207, 120, 121, 123, 124, 201	All AGR- courses
57	SMITHENRY, KIMBERLY	2015 05 11 (1)	2015 08 24	Allied Health	All ADN- courses All PNC- courses	AHE- courses except 047, 048 All MAP- courses

	NAME	BOARD HIRE *YR MO DA* (APPROVAL ORDER)	EMPLOY DATE *YR MO DA*	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
58	PARRISH, KATIE	2015 05 11 (2)	2015 08 24	Social Science & Education	All SOC- courses All SOS- courses	ANT-200
59	ALLEN, DANIEL	2015 06 08 (1)	2015 08 24	Math & Science	All PHY- courses	ESC-100, ESC-102
60	NASSERIPOUR, RAKHSHA	2015 06 08 (2)	2015 08 24	Math & Science	All PHY- courses	
61	FULK, JOSHUA	2015 08 10	2015 08 24	Business & Technology	All CET- courses BCT-064 CAD-052 TEC-045	AGR-151 CAD-056 APT-042
62	ULM, TANILLE	2017 07 10	2017 08 18	Social Science & Education	All ECE- courses All EDU- courses INS-299, SOS-050	All RDG- courses SFS-101
63	YESKE, MOLLY	2017 08 14	2017 08 18	Allied Health	All MAP-070, 072, 074, 076, 078, 080, 082, 084, 086, 088, 090, 092, 094, 096, 098, 099	Non-Broadcast COM courses
64	UPHOFF, BEULAH	2017 11 13	2018 01 05	Allied Health	AHE-040, 040C	All AHE- courses except 047, 048 All MAP- courses
65	FLOWERS, TIMOTHY	2018 01 08	2018 01 02	Vandalia Correctional Center	ATO-040 HRT-040, 041, 042, 043, 044, 047, 048, 050	
66	RINCKER, LAURIE	2018 05 14	2018 08 17	Math & Science	All BIO- courses	INS-200
67	DAILEY, MADISON	2018 07 16	2018 08 17	Social Science & Education	All HED- courses except HED-102 SOS-050, 052 All HSP- courses except HSP-065, 101	INS-299 PSY-274, 279
68	CHAMBERS, DAVID	2019 05 13	2019 06 03	Social Science & Education	All CJS- courses All CSS- courses	
69	WILDER, HAYDEN	2019 03 11	2019 08 16	Agriculture	All AGR-200 and below AGR-206	

	NAME	BOARD HIRE *YR MO DA* (APPROVAL ORDER)	EMPLOY DATE *YR MO DA*	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
70	HARLEY, SARAH	2019 04 08	2019 08 16	Math & Science	All MAT- courses	APT-041, 042, 043 BUS-281 CIS-162 TEC-050, 052, 054, 056
71	HASKENHERM, TARAH	2019 06 10	2019 08 16	Allied Health	All ADN- courses All PNC- courses	All AHE- courses except 047, 048 All MAP- courses
72	BYERS, JESSICA	2020 08 10 (1)	2020 08 21	Allied Health	All ADN- courses All PNC- courses	All AHE- courses except 047, 048 All MAP- courses
73	WORKMAN, BETHANY	2020 08 10 (2)	2020 08 21	Allied Health	All ADN- courses All PNC- courses	All AHE- courses except 047, 048 All MAP- courses
74	CURRY, BRENT	2020 11 09	2021 01 08	Agriculture	JDA-041, 042, 043, 048, 051, 054, 059, 086, 113 TEC-048 AGR-059	
75	MARLAR, CODY	2021 05 10	2021 08 13	Math & Science	All MAT- courses	APT-041, 042, 043 BUS-281 TEC-050, 052, 054, 056
76	BLOEMER, KATELYN	2021 07 12	2021 08 20	Allied Health	All ADN- courses All PNC- courses	All AHE- courses except 047, 048 All MAP- courses
77	NIEBRUGGE, AMBER	2021 08 09	2021 08 20	Social Science & Education	All PSY- courses INS-099	SFS-101
78	SHUMARD-SHELTON, LISA	2021 10 11	2021 10 25	Academic Support	Academic Support – Student Life	PED-143 COM-111 ENG-098
79	LASH, LARA	2022 07 11	2022 08 19	Allied Health	All ADN- courses All PNC- courses	AHE- courses except 047, 048 All MAP- courses
80	HOENES, JOSEPH	2022 12 12 (1)	2023 01 06	Business & Technology	WEL-047, 048, 055 IND-042 All HVC- courses TEC-059	
81	MOLZEN, KARA	2022 12 12 (2)	2023 01 06	Allied Health	All DHY- courses	AHE-041, 042, 045, 051

	NAME	BOARD HIRE *YR MO DA* (APPROVAL ORDER)	EMPLOY DATE *YR MO DA*	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
82	NIEMERG, KELLIE	2022 12 12 (3)	2023 01 06	Academic Support	Academic Support – Counseling All SFS- courses	
83	HUDDLESTON, LACY	2022 12 12 (4)	2023 01 06	Allied Health	All DHY- courses	AHE-041, 042, 045, 051 SFS-101, 103
84	WRIGHT, SARAH	2023 05 08 (1)	2023 08 18	Business & Technology	All MCS- courses CIS-058 BUS-061, 063, 084, 085, 095, 099, 114, 115	
85	KESSLER, CHRISTIAN	2023 05 08 (2)	2023 08 18	Agriculture	All AGR- courses	
86	SUMITRO, RICHARD	2023 05 08 (3)	2023 08 18	Math & Science	All MAT- courses	APT-041, 042, 043 BUS-281 TEC-050, 052, 054, 056
87	PALMER, JESSIE	2023 06 12 (1)	2023 08 18	Allied Health	All PTA- courses	AHE-041, 042, 045, 051 MAS-058, 060, 067, 070
88	RICKEY, CONSTANCE	2023 06 12 (2)	2023 08 18	Allied Health	All ADN- courses All PNC- courses	AHE- courses except 047, 048 All MAP- courses
89	COUGILL, ANDREW	2023 07 10 (1)	2023 08 18	Academic Support	Academic Support – Library All LIB - Courses tec	All HIS- courses
90	CROWDER, JAMES	2023 07 10 (2)	2023 08 18	Business & Technology	All WEL- courses IND-062	
91	HOENE, KURT	2023 08 14	2023 08 18	Business & Technology	All BCT- courses CAD-052, 056 All CET- courses TEC-040, 043, 045, 048, 050, 052, 054, 056, 057, 059, 060, 080	
92	HASKETT, ELLIE	2023 11 12	2024 01 05	Academic Support	Academic Support – Counseling All SFS- courses	
93	SMITH, LOGAN	2024 03 11	2024 08 16	Allied Health	All DHY courses	AHE-041, 042, 045, 051
94	WALK, AARON	2024 05 13	2024 5 28	Academic Support	Academic Support – Counseling All SFS- courses	POS- courses HIS- courses

	NAME	BOARD HIRE *YR MO DA* (APPROVAL ORDER)	EMPLOY DATE *YR MO DA*	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
95	HARLEY, SCOTT	2024 06 10 (1)	2024 08 16	Agriculture	AGR-090 JDA-041, 042, 043, 050, 071, 072, 080, 082, 111	
96	ROBISON, WALTER "ROB"	2024 06 10 (2)	2024 08 16	Business & Technology	All IND, AETC, TECC, APTC, PLCC, APT, and EET courses TEC-040, 048, 043 MET-043	AUT-051
97	LUCHT, SARAH	2024 08 12	2024 08 16	Humanities & Communication	All COM- courses	HUM- courses RDG- courses STA- courses SFS- courses INS- courses
98	MAYHAUS, DANIELLE	2024 11 11	2025 01 10	Allied Health	All ADN- courses All PNC- courses	All AHE- courses except 047, 048 All MAP- courses
99	HINDS, KAMBRI	2024 12 09	2025 01 10	Business & Technology	All COS- courses All EST- courses	
100	HAARMANN, JAMIE	2025 05 19	2025 08 15	Allied Health	All ADN- courses All PNC- courses All AHE- courses except AHE-040 and AHE-040C	
101	YOUNG, RACHEL	2025 07 14	2025 08 22	Business & Technology	All BUS- courses	
102	HAARMAN, MINDI	2025 08 18	2025 08 22	Business & Technology	All COS- courses All EST- courses	
103	BELIZ, JENNY	2025 11 10 (1)	2026 01 09	Humanities & Communication	All RDG- courses All Dev ENG- courses	All ENG- courses All LIT- courses All HUM- courses
104	HEWITT, PAUL	2025 11 10 (2)	2026 01 09	Business & Technology	All CIS- courses All ITT- courses	APT-042 APT-043 CAD-062
105	HYATT, JOSEY	2025 11 10 (3)	2026 01 05	Academic Support	Academic Support – Counseling All SFS- courses	
106	MADLEM, BENJAMIN	2025 12 08 (1)	2026 01 09	Business & Technology	All AUT- courses	

	NAME	BOARD HIRE *YR MO DA* (APPROVAL ORDER)	EMPLOY DATE *YR MO DA*	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
107	STANFIELD, MICHAEL	2025 12 8 (2)	2026 01 09	Business & Technology	All CAD- courses All CIM- courses	
108	STONE, MISTY	2026 01 08	2026 01 09	Allied Health	All ADN- courses All PNC- courses All AHE- courses except AHE-040 and AHE-040C	

MEMO

TO: President Josh Bullock and members of the Lake Land College Board of Trustees

FROM: Bailey Cole, Director of Annual Giving & Alumni Relations

DATE: February 4, 2025

RE: Distinguished Service Award, Pacesetter Award, & Alumnus Achievement Award

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The Foundation & Alumni College Awards Selection Committee met on February 3, 2026, to select this year's nominations and is pleased to recommend the following honorees: Mr. Stephen Anderson of Effingham, IL as the recipient of the 2026 Alumnus Achievement Award, recognizing his outstanding success and distinction in his field; Mr. Nic Turner of Oakland, IL as the recipient of the 2026 Pacesetter Award, honoring the accomplishments of a more recent Lake Land College graduate; and Meg Yargus-Steward of Marshall, IL as the recipient of the Distinguished Service Award, recognizing her exceptional service and contributions to Lake Land College.

Members of the committee included President Bullock, Ms. Doris Reynolds representing the Board of Trustees, Mr. Greg Powers and Ms. Jasmine Ballard representing the faculty, and Ms. Joy Kaurin and Dr. Lynn Breer representing the staff.

Recommended motion: Approve the selection of the 2026 Foundation & Alumni College Award recipients as recommended by the Awards Selection Committee: Mr. Stephen Anderson of Effingham, IL for the Alumnus Achievement Award, Mr. Nic Turner of Oakland, IL for the Pacesetter Award, and Mrs. Meg Yargus-Steward of Marshall, IL for the Distinguished Service Award.

MEMO

TO:	Dr. Josh Bullock, President and Heather Nohren, Vice President for Student Services
FROM:	Kelly Allee, Director of Marketing & Public Relations
CC:	
DATE:	February 5, 2026
RE:	Approval of Bid for the Printing and Mail Preparation of the 2026 Spring and Summer College Magazines

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In January, Marketing & Public Relations issued a bid for the Printing and Mail Preparation of the 2026 Spring and Summer College Magazines.

The bid was emailed to 23 companies and published on the college's bid website. Four companies submitted bids.

The team evaluated the documents/samples and reviewed past customer service and fulfillment experiences with the companies. Following this thorough evaluation, we recommend the bid from Kingery Printing of Effingham as the lowest bid meeting specifications. We have a long history of working with Kingery and are confident they will do an excellent job for the College.

Recommended motion: approve the bid from Kingery Printing of Effingham in the amount of $50,223.57 for the printing and mail preparation of the 2026 Spring and Summer College Magazines.

LAKE LAND COLLEGE

BID TABULATION

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College Magazine Bid Tab
Project No. 2026-001
BID DATE: January 21, 2026 - 2:00 PM

CONTRACTOR	Spring Majors Printing	Mail Prep Saturation Mail	Shipping Per Issue	Freight	Total Bid	Estimated Postage	Summer Magazine Printing	Mail Prep Saturation Mail	Shipping Per Issue	Freight	Total Bid	Estimated Postage	Correction Charges per line/page at blue line
CPC Printing Promotions Onalaska, WI	$17,632.64	$1,309.95	$600.00	-	$19,542.59	$10,456.29	$30,909.52	$1,309.95	$712.00	-	$32,931.47	$10,456.29	No Charge
Image.Works Madison, WI	$57,699.00	-	$969.00	-	$58,668.00	$22,994.00	$98,699.00	-	$969.00	-	$99,668.00	$27,994.00	None
Kingery Printing Company Effingham, IL	$16,981.20	$1,777.36	-	-	**$18,158.56**	$8,755.10	$30,887.65	$1,777.36	-	-	**$32,065.01**	$9,922.20	$27.50 & $5.50/pg.
Three Z Printing Teutopolis, IL	$22,675.00	$988.00	$396.00	$1,022.00	$25,081.00	$14,902.00	$29,358.00	$988.00	$858.00	$1,536.00	$32,740.00	$14,902.00	$50.00

LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
February 16, 2026

Additional Appointments

The following employees are recommended for additional appointments.

	Position	Effective Date
Part-time		
Gibson, Tiffany	Innovation Center Assist Primary Position CBI Trainer	1/20/26
Killey, Aubrey	Student Services Intern Primary Position Bookstore Rush Worker	2/3/26
Nhliziyo, Nothando	TRIO Destination College Student Specialist Primary Position Student Services Intern	1/27/26

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Cornwell, Sallee	College Work-Study Primary Position Student Assistance Specialist	12/19/25

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid		
Bialeschki, Alexis	Marketing and Public Relations Intern	1/28/26
Full-time		
Gabbert, Daniella	Correctional Warehousing Instructor	2/2/26
Larner, Jaime	Correctional Office Assistant	2/2/26
Turner, Chad	Systems Administrator	2/23/26
Yoder, Madison	Administrative Assistant to TRIO	2/17/26
Part-time		
Biwott, Dennis	Student Services Intern	2/6/26
Dunn, Gweneth	Newspaper Editor - Student Newspaper	1/29/26
Einhorn, Beth	Adult Education Instructor	2/3/26
Johnson, Madden	Basketball Scorers/Timers	2/11/26
Klitzing, Kyle	Tutor - Learning Assistance Center	2/9/26
Lee, Heather	Dual Credit Coordinator	1/21/26
Lowry, Alisha	Dual Credit Coordinator	1/21/26
Macklin, Ellie	Special Needs Note Taker	1/12/26
Olenge, Joseph	International Studies Program Assistant	1/16/26
Ramage, Joshua	Web Developer	1/20/26
Shawver, David	Assistant Softball Coach	1/9/26
Wallace, Joanevieve	Newspaper Editor - Student Newspaper	1/21/26

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Blankenship, Jennifer	Correctional Commercial Cooking Instructor	12/19/25
Owens, Jaclyn	Correctional Office Assistant	1/1/26
Part-time		
Frazier, Darrius	Newspaper Editor - Student Newspaper	12/12/25
Garcia, Crystal	College Work-Study	11/21/25
Gharrett, Heather	Bookstore Rush Worker	1/6/26
Hoene, Mariah	Accounting Assistant	12/19/25
Kidwell, Tina	Allied Health Den Clinical Instructor (hourly)	2/20/26
Lampe, Amy	Bookstore Rush Worker	1/9/26
Martin, Juliana	Bookstore Rush Worker	12/29/25
Millis, Dauntae	Bookstore Rush Worker	12/23/25
Nanjela, Lungowe	Bookstore Rush Worker	5/19/25
Thomas, Kinsey	Print Shop Technician Assistant	1/14/26

Transfers/Promotions

The following employees are recommended for a change in position.

	Position	Effective Date
Full-time		
Tawdros, Nermine	Assistant Director of Trio Programs Transferring from Assessment Coordinator	2/17/26