

Lake Land College

District No. 517

Board of Trustees
Agenda and Board Book
January 12, 2026
Regular Meeting No. 709



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. 709
Monday, January 12, 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 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.
For summary and details of bills refer to the [Board of Trustees web page](#).
6. Destruction of Tape Recording of the July 11, 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.

Topic	Board Book Page Number(s)
1. Quarterly Investment Report.	
2. Annual Assessment Report.	
3. Focus on Advancing Student Success – Math and Science Division Lab Updates.	
4. Monthly Data Point Discussion – Updates for Tableau Data Visualization Tools.	
5. 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.	25-28
6. Update on College's Aspirational Goals for the Illinois Business Enterprise Program.	29
7. Update on Disposition of Surplus Items or Equipment since January 2025.	30
8. Calendar of Events.	31-33

Action Items.

Topic	Board Book Page Number(s)
1. 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.	34-35
2. Acceptance of Grant(s).	36-42
3. Acceptance of November 2025 Financial Statements.	43-45
4. Declaration of Surplus Item(s) or Equipment.	46
5. Approval of Annual Schedule of Board of Trustees Meetings.	47
6. Approval of Course Fees Effective for Fall 2026 Semester.	48
7. Approval of Resolution No. 0126-006 to Transfer Funds to the Designated Insurance Fund Balance.	49-51
8. Approval of Faculty Seniority Listing.	52-62
9. Waive First Reading and Approve Proposed Revisions to Board Policy 11.10 – <i>Naming of Buildings, Grounds or Academic Programs.</i>	63-69

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10. Approval of Proposed Revisions to Board Policy 5.04.13 – <i>Military Leave and Adoption of New Policy 05.04.26 – Additional Protected Leave Policies.</i>	70-74
11. Approval of Bid for Effingham Technology Center – Electric Vehicle Charger Station.	75-76
12. Waive First Reading and Approve Proposed Revisions for Board Policies 01.06 – <i>Degrees and Awards</i> , 06.06 – <i>General Education for Associate Degrees</i> , and 07.24 – <i>Graduation Requirements.</i>	77-88
13. Closed Session. Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), closed session is called to discuss the appointment, employment, or compensation of specific employees.	

[Return to Open Session - Roll Call]

14. Appointment of Director of Strategic Initiatives as Discussed in Closed Session.	
15. Approval of Human Resources Report as Discussed in Closed Session.	89-90

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

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



Regular Board Meeting No. 708
Board and Administration Center, Room 011
Mattoon, IL
December 8, 2025

Minutes

Call to Order.

Chair Wright called the December 8, 2025, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of Board and Administration Center, Mattoon, IL.

Roll Call.

Trustees Physically Present:

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

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

Others Present:

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

Approval of Consent Items.

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

1. Approval of Minutes of November 10, 2025, Regular Meeting.

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2. Approval of Minutes of November 10, 2025, Closed Session.
3. Approval of Agenda of December 8, 2025, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	636,290.03
Building Fund	\$	116,950.76
Site & Construction Fund	\$	260,747.92
Bond & Interest Fund	\$	6,927,385.05
Auxiliary Services Fund	\$	83,717.52
Restricted Purposes Fund	\$	145,032.42
Working Cash Fund	\$	-
Audit Fund	\$	9,080.00
Liability Insurance Fund	\$	34,876.97
Student Accts Receivables	\$	154,923.40
Total	\$	8,369,004.07

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

5. Destruction of Tape Recording of the June 10, 2024, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk said she had no report at this time.

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Resource & Development.

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

Finance.

Trustee Lilly, Committee Chair, said the Committee did not meet but some items will be discussed later in the agenda.

Buildings & Site.

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

Foundation.

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

- The Foundation kicked off the holiday season with a successful Pictures with Santa event on November 15th. Our Year-End appeal/holiday card should be landing in mailboxes any day.
- November was an exciting month, celebrating our scholarship recipients! We had over 70 students attend our Foundation scholarship recipient pizza party on November 19th and another 19 students attended the brunch with Sarah Bush Lincoln on November 21st.
- Over 175 donor impact statements were mailed to scholarship donors in November, sharing their scholarship recipient(s), scholarship balances, and the impacts of their donation.
- A friendly reminder that the 2026-2027 Foundation scholarship application opened on November 1 and will remain open for the first cycle through January 31st.

Student Report.

Student Trustee Bliler reported that since the Board's last meeting, the Student Government Association (SGA) convened three times and the topics of discussion included preparations for the upcoming High School Leadership Conference in February, distribution of club funds—

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which has taken place for the fall semester—and discussion on the Student Government election process. He said the Association's election committee has also been meeting to discuss this topic further, and he plans to report any developments to the Board as they arise. The SGA also met with Chief of Staff, Jean Anne Highland, to discuss the college's strategic plan. Mr. Bliler said the delegates had many thoughtful questions and expressed gratitude and appreciation for the many hours of work which have been dedicated to helping students and the entire college community through the strategic plan. He said looking ahead, the SGA has one meeting remaining this Wednesday, December 10, 2025, before recessing for the winter hiatus.

Mr. Bliler said the Student Activity Board (SAB) continues to host events each Wednesday for the student body and recent events have included Holiday Bingo, the International Student Celebration, and the Services and Resources Fair. He said the SAB is also planning the Laker Club Showcase for the beginning of the Spring Semester to highlight campus organizations and encourage student involvement. He said thank you, on behalf of the student body, to the Student Activity Board for helping the campus community to remain involved and active throughout the fall semester and he looks forward to sharing with the Board the activities to come this spring.

Mr. Bliler said The Navigator News continues to share the college's stories with the Lake Land community and he was excited to share with the board that the Navigator News has earned several awards for their reporting skills both on an individual and organizational level. He said we, at Lake Land, have always known the excellence of the Navigator News, but we admire the statewide recognition which has been awarded to them. He said on behalf of the student body, congratulations to the Navigator News, and to the individuals who have won awards and thank you for your dedication to journalism and Lake Land College's story.

Mr. Bliler said in continuing recognition of student groups and organizations, he would like to highlight the college's honors and service organizations including Phi Theta Kappa and the National Society for Leadership and Success. He said both organizations are dedicated to service and benefit to the entire campus community. Phi Theta Kappa takes on an "Honors in Action" project and a College Project each year and this year, both projects relate to the college's archives and the archives' restoration, as well as sharing stories attached to these items with the entire college community. Mr. Bliler said the National Society for Leadership and Success also contributes to the betterment of the college community by fostering growth in leadership through several activities and seminars each year and the society continues to increase their overall service to the college as well.

Mr. Bliler continued to say as students await finals week and the upcoming winter hiatus, he thanked the Board, on behalf of the students, for their support this semester, and always, of the student body and the entire college community. He welcomed any questions the Board may have.

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President's Report.

Dr. Bullock gave the following updates:

- The College received \$1.14 million in payments from the Illinois Department of Corrections in November toward the FY 2026 balance. A total of \$1.56 million remains outstanding for DOC.
- We received no payments in November from the Illinois Department of Juvenile Justice. A balance of \$58,803 remains outstanding.
- In November, the College received \$514,413 from the State of Illinois for FY 2026 credit hour reimbursement and \$345,542 for equalization, and no funds toward CTE. A total of \$7.2 million remains outstanding from the State of Illinois.
- The College received no CPPRT payments in November.
- The College received property tax payments totaling \$3.6 million in November.
- Congratulations to the Academic Services Unit for the College receiving approval from the Higher Learning Commission for its first competency-based education (CBE) programs, Certificates in Automation Specialist I & II.

Business - Non-action Items.

Navigator New Awards.

Ms. Heather Nohren, Vice President for Student Services, recognized the Navigator News staff who won awards at the annual conference of the Illinois Community College Journalism Association.

Focus on Advancing Student Success – AI and Community Workshops.

Dr. Ike Nwosu, Vice President for Academic Services, introduced Ms. Sarah Hill, Director of Library Services, and Mr. Andy Cougill, Librarian. They presented on the latest progress being made in educating staff, students and the community on AI and the Community Workshops that are being offered.

Monthly Data Point Discussion – Fall 2025 Student Survey Results on Registration Processes, Course Scheduling and Modality Options.

Ms. Jean Anne Highland, Chief of Staff, introduced Dr. Lynn Breer, Director of Institutional Research and Reporting, who highlighted the Monthly Data Point Discussion – Fall 2025 Student Survey Results on registration processes, course scheduling and modality options.

Post Issuance Tax Compliance Report.

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Trustees heard a presentation from Mr. John Woodruff, Vice President for Business Services and Treasurer, as compliance officer for the College's bond record-keeping policy, in which he reported that, following a thorough review, the College is in compliance with all applicable federal tax requirements related to tax advantage obligation bond record-keeping requirements and no further action by the College is needed at this time.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock reminded the Board about the January 8, 2026, Buildings & Site committee meeting and the May 20, 2026, Board Retreat at 1 p.m., with lunch at noon and guest, ICCTA Facilitator Mr. Jim Reed, who will be attending again this year.

Action Items

Acceptance of Grant(s)

Ms. Highland highlighted for the Board that the College has received a one-year \$170,898.92 grant from ICCB Strengthening Mental Health Supports at Community Colleges program. She said the purpose of this grant is to support existing Mental Health Early Action on Campus (MHEAC) activities, expand existing supports, and implement new strategies to support mental health. Ms. Highland said this is the second year the College has received this grant.

Ms. Highland also presented to the Board a 1.5-year, \$298,564.67 grant from ICCB Taking Back the Trades Round 4 grant program. She said the purpose of this grant is to provide access and strengthen pathways for young adults, particularly those in underserved communities marked by high youth unemployment, low graduation rates, or other relevant indicators. Ms. Highland said this is the second year the College has received this grant.

Ms. Highland presented a final grant to the Board for a 15-month, \$60,751.04 grant from ICCB Innovative Bridge and Transitions grant program. She said the purpose of this grant is to support innovative bridge and transition programs and initiatives that support the seamless transition of students between education systems as well as employment.

Trustee Deters moved and Trustee Reynolds seconded to accept as presented a one-year \$170,898.92 grant from ICCB Strengthening Mental Health Supports at Community Colleges program, a 1.5-year, \$298,564.67 grant from ICCB Taking Back the Trades Round 4 grant program and a 15-month, \$60,751.04 grant from ICCB Innovative Bridge and Transitions grant program.

There was no further discussion.

Roll Call Vote:

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

No: None.

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Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Acceptance of October 2025 Financial Statements.

Trustees reviewed the October 2025 Financial Statements and a memorandum from Mr. Woodruff that highlighted the Financial Statements and significant variances. Mr. Woodruff said some of the significant variances are timing related and should normalize by year's end.

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

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Declaration of Surplus Item(s) or Equipment.

Mr. Woodruff requested the Board to declare as surplus and grant authorization to dispose of the following items in a manner most beneficial to Lake Land College.

- 1 – 2020 Ford Escape Hybrid VIN 1FMCU9DZ1LUB65532
- Various technology items, with a list provided to Trustees that detailed the need for disposal. He said all usable parts from the laptops will be harvested.
- Furniture and miscellaneous items currently being stored in Effingham Technology Center room 027, with a list provided to Trustees. He said these items were not usable for redeployment as part of the Effingham Technology Center remodel.

Trustee Cadwell moved and Trustee Montgomery seconded to declare as presented the 2020 Ford Escape Hybrid, various technology items, and 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, Lilly, Montgomery, Reynolds, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

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

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

Dr. Bullock said the administration presented proposed revisions as first reading at the November 2025 regular Board meeting.

Trustee Cadwell moved and Trustee Reynolds seconded to approve, as presented revisions to Board Policy 02.16 Freedom of Information Act.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 1225-004 Abating the Tax Heretofore Levied for the Year 2025 to Pay Debt Service on General Obligation Refunding Bonds. (Alternate Revenue Source), Series 2016B, of Community College District No. 517.

Mr. Woodruff reminded Trustees that in December 2006, the Board of Trustees approved the issuance of \$2,200,000 in general obligation bonds for the construction of the new Fitness Center. He said the bond will be repaid with a \$1.50 per credit hour service fee. In 2016, the Board approved a refinancing of the debt amount of \$1,450,000. He said Ms. Madge Shoot, Comptroller, reported the alternate bond levy needs to be abated in its entirety prior to the County Clerks' deadline in March. Trustees reviewed details of the Resolution.

Trustee Lilly moved and Trustee Walk to approve as presented Resolution No. 1225-004, a resolution abating the tax heretofore levied for the year 2025 to pay debt service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517. [A full and complete copy of the Resolution is attached to and part of these minutes.]

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There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 1225-005 – Authorize Preparation of Tentative Budget.

Trustees heard a recommendation from Mr. Woodruff for the Board to approve the above referenced Resolution. Trustees reviewed details of the Resolution.

Trustee Deters moved and Trustee Reynolds seconded to approve the Resolution No. 1225-005 to authorize preparation of the tentative FY 2027 Budget. [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, Lilly, Montgomery, Reynolds, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Certificate of Tax Levy.

Trustees heard a recommendation from Dr. Bullock that the Board approve the Certificate of Tax Levy for the 2025 levy year. He said the levy is for the equalized assessed value (EAV) of property for the year 2025, known as the levy year. Property taxes are paid the following summer/fall, calendar year 2026, and applied to fiscal year 2027 revenues. Dr. Bullock said we are in legal compliance with the “Truth in Taxation” law, and recommends approval of the appropriate documents. Lake Land's rate of levy for the 2024 levy year property values was \$.5065 per \$100 EAV

Trustees learned the College will not know the actual tax rate for the 2025 levy year until late spring when all of the EAV's are finally determined by the 15 individual counties in the Lake Land College district, but we are estimating that our rate of levy will increase to approximately \$.5100 per \$100 EAV, a .69% increase in the amount levied overall. Dr. Bullock said that for the individual taxpayer, Lake Land's tax is approximately 5% of the total bill and reflects Lake Land's low overall tax rate per \$100 EAV.

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Trustee Lilly moved and Trustee Cadwell seconded to approve as presented the sum of Seventeen Million Three Hundred Five Thousand Dollars (\$17,305,000) plus an additional amount to provide funds to retire bonds and pay interest thereon to be levied on the equalized assessed value of the taxable property of Community College District No. 517 for the levy year 2025 to be collected in the calendar year 2026. The levy for the year 2025 is to be allocated 100% for fiscal year 2027.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of New Student Organization – Epsilon Sigma Alpha.

Trustees heard a presentation from Ms. Nohren regarding the Judicial Committee and the full board of the Lake Land College Student Government Association (SGA) approving the completed constitution of a new proposed college-recognized organization for Lake Land College Students. She said this organization is open to any current Lake Land College student who wishes to join and meet the organization's requirements. She said the proposed organization is as follows:

Epsilon Sigma Alpha, ESA. ESA is focused on Education, Service, and Association.

She said they have community and collegiate chapters in 33 states and Australia; there are 13 community chapters and 5 collegiate chapters in Illinois. ESA supports community causes and engage in volunteer service projects.

Ms. Nohren said Ms. Madison Daily, Health and Physical Education Instructor, has agreed to serve as the proposed organization advisor.

Trustee Walk moved and Trustee Reynolds seconded to approve as presented the constitution of the newly proposed Lake Land College Epsilon Sigma Alpha student organization.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Contract for Ellucian SaaS Software.

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Mr. Woodruff presented a recommendation for the Board to approve a 5+ year agreement with Ellucian of Reston, Virginia via the Iowa Lakes Consortium, not to exceed \$4,497,957, to upgrade from our current Ellucian (Datatel/Colleague) dated product to the new Ellucian SaaS (Software as a Service) software suite. He said Fund Balance will be used for \$1.43M of the initial cost during the transition period. He highlighted numerous reasons for why the Administration is recommending the College remain with Ellucian for the upgrade project. Trustees learned the first component of the Ellucian upgrade project is the increased annual costs for licensing and maintenance. Mr. Woodruff also noted the next recommended motion, or the second component, will be related to the utilization for professional services to supplement the internal IT staff and meet the aggressive migration schedule.

Trustees reviewed details of the proposed order form from Ellucian. Mr. Woodruff said this is exempt from bidding per Board Policy 10.22 (#4.F.).

Trustee Cadwell moved and Trustee Reynolds seconded to approve as presented a 5+ year agreement with Ellucian of Reston, Virginia via the Iowa Lakes Consortium for the Ellucian SaaS software modules as selected, not to exceed \$4,497,957. Fund Balance will be used for \$1.43M of the initial cost during the transition period.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Professional Services Contract for Ellucian SaaS Conversion.

[Details for this action item are included in the immediately preceding action item.]

Trustees reviewed details of the consulting proposal submitted by Ferrilli. Mr. Woodruff said this is exempt from bidding per Board Policy 10.22 (#4.F.).

Trustee Walk moved and Trustee Montgomery seconded to approve as presented an amount not to exceed \$1,452,786 in professional services with providers Ellucian of Reston, Virginia, and Ferrilli Consulting of Haddonfield, New Jersey, during the transition term, which will run from January 1, 2026, through March 31, 2028. Fund balance will be used to pay for the \$1,452,786.

There was no further discussion.

Roll Call Vote:

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

No: None.

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Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Renewal for Circa Compliance Services.

Trustees heard a request from Mr. Woodruff for the Board to approve the renewal of a three-year subscription for Circa Compliance Suite to meet the OFCCP (Office of Federal Contract Compliance Programs) regulations that would be difficult to meet without these services. He said OFCCP requires specific job posting requirements, tracking and reporting, and diversity outreach to ensure equal opportunities. Mr. Woodruff said Federal Grants, like the Perkins Grant, would drive the need to meet the OFCCP regulations. Trustees reviewed details of the proposed order form.

Trustee Cadwell moved and Trustee Reynolds seconded to approve as presented a three-year renewal of the Circa Compliance services for the total amount of \$25,635.68 with Infosoft Group Holdings and Miratech Holdings dba as Circa of Bee Cave, Texas. The agreement would run from January 14, 2026 thru January 13, 2029.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Waive First Reading and Approve Proposed Revisions for Board Policy 06.54 – Grade Exclusion.

Dr. Nwosu presented a recommendation to the Board from the Academic Standard Committee which he said the Administration supports, to revise the College's Grade Exclusion policy to reduce the current five-year non-enrollment requirement to two years. He said the existing policy requires that students must not have been enrolled for at least five (5) consecutive calendar years and must complete a minimum of twelve (12) semester hours with a GPA of 2.0 or higher in order to be considered for grade exclusion. Trustees reviewed details of the proposed revisions.

Dr. Nwosu said that reducing the non-enrollment period would better support students who are ready to return to the college and succeed, removing unnecessary barriers and better aligning our policy with other institutions. He said more importantly, this change also reflects our strategic motto of "Education that fits your life" -- by offering a more flexible, student-centered

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policy. He informed the Board that in order to meet the December 2025 catalog deadline and ensure the revised policy appears in the 2026 2028 catalog, he respectfully requested that the Board waive the second reading for this policy change at the December 2025 meeting.

Trustee Reynolds moved and Trustee Walk seconded to approve as presented the recommended changes to Board Policy 6.54 - *Grade Exclusion* for first and final reading, waiving the second reading to ensure the revision is included in the upcoming catalog scheduled for print in early 2026.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Waive First Reading and Approve Proposed Revisions for Board Policy 07.01 – Admission of Students and 07.01.02 – Special Admission and Graduation Requirements for Select Technical Programs.

Ms. Nohren presented to the Board proposed revisions to Board Policy 07.01 - *Admission of Students*. The proposed revisions seek to address the following:

- 1) Update the statement confirming that Lake Land College does not deny admission on any basis protected by applicable federal and state law to be consistent with Board Policy 11.01 Equal Opportunity Notice of Non-Discrimination, as revised March 10, 2025, and
- 2) In accordance with requirements of Title VI of the Civil Rights Act of 1964 and its implementing procedures, as clarified through guidance from the Illinois Community College Board, add a statement confirming that the College takes appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in educational programs.

Ms. Nohren also presented proposed revisions to Board Policy 07.01.02 - *Special Admission and Graduation Requirements for Select Technical Programs* to reflect changes in programs that have been approved to establish special admission criteria and/or unique graduation requirements.

Trustees reviewed details of the proposed revisions for both Policies. Ms. Nohren requested the Board waive first reading to ensure these policy revision updates are included in our required annual/semester notification to students at the beginning of the Spring 2026 semester.

Trustee Walk moved and Trustee Reynolds seconded to approve the proposed revisions to Board Policy 07.01 - *Admission of Students* and 07.01.02 - *Special Admission and Graduation Requirements for Select Technical Programs* as first and final reading.

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Board Member Gary Cadwell left the meeting at 7:05 p.m.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Cadwell.

Motion carried.

Board Member Gary Cadwell returned to the meeting at 7:08 p.m.

Closed Session.

7:09 p.m. – Trustee Walk moved and Trustee Montgomery seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (21), to discuss the appointment, employment, compensation, performance, or dismissal of specific employees and to review the minutes of meetings lawfully closed under the Open Meetings Act.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Return to Open Session - Roll Call

7:16 p.m.

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

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

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

Lake Land College Board of Trustees
 Minutes – December 8, 2025
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Trustee Cadwell moved and Trustee Walk seconded to approve the release of closed session minutes for section 3 of the July 14, 2025 meeting; sections 1 and 2 of the August 18, 2025 meeting; and sections 1, 2, 3 and 4 of the November 10, 2025 meeting; and not approve the release of closed session minutes for all other sections in this review period as the need for confidentiality still exists. This recommendation is for the six-month review period since June 9, 2025, and followed discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of the Human Resources Report.

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

Trustee Reynolds motioned and Trustee Montgomery seconded to approve the Human Resources Report as presented. This followed discussion on the topic held in closed session related to the appointments of two full-time faculty members.

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

Satterwhite, Marcy	11/5-25-11/4/26
Swingler, Erin	12/8/25-1/9/26
Warden, Jade	12/1/25-2/28/26

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

Business Engagement Coordinator	Level 13
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Onigkeit, Justin	Traffic Safety Instructor Primary Position Transportation Training Coordinator	11/6/2025

End Additional Appointments

Lake Land College Board of Trustees
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The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Carter, Adam	Community Learning Instructor Primary Position CBI Training Specialist	11/3/25

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Full-time Tenure Track		
Stanfield, Michael	CIM Technology Instructor/Program Coord	1/9/26

Full-time

Hill, Jennifer	Correctional Career Technology Instructor	11/18/25
Hoover, Eric	Correctional Maintenance Instructor	11/10/25
Sharrow, Rodney	Correctional Construction Occupations Instr	11/10/25
Starling, Mariah	Police Officer	12/9/25

Part-time

Thomas, Christopher	Laker Mascot Talent	11/6/25
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Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Panful, Benjamin	IT Instructor	12/19/25
Part-time		
Armstrong, Josie	Part-Time Groundskeeper	8/14/25
Dick, Alexander	College Work-Study	5/9/25
Mattox, Soule	College Work-Study	5/8/25
Shumway, Sue	Traffic Safety Instructor	9/11/25
Yactor, Robin	Dual Credit Coordinator	4/27/25

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Bender, Brian	Correctional Horticulture Instructor	11/24/25
Leisch, Timothy	Custodial Services Supervisor	12/9/25
Full-time Tenure Track		
Madlem, Benjamin	Automotive Technology Instructor	1/9/26

There was no further discussion.

Roll Call Vote:

Lake Land College Board of Trustees
Minutes – December 8, 2025
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Yes: Trustees Cadwell, Deters, Lilly, Montgomery, Reynolds, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Other Business. (Non-action)

Dr. Bullock provided an update on a proposed location change for an indoor athletic training facility on campus, with the new location proposed to be the grassy area between the Field House and Parking Lot B. He said more details regarding proposed plans for the facility will be shared at the January 8, 2026 Buildings and Site Committee meeting.

Adjournment.

Trustee Walk moved and Trustee Deters seconded to adjourn the meeting at 7:26 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
Board of Trustees
District No. 517**



Special Board Meeting
Board and Administration Center, Room 011
Mattoon, IL
January 8, 2026

Minutes

Call to Order.

Chair Wright called the January 8, 2026, regular meeting of the Lake Land College Board of Trustees to order at 8:45 a.m. in room 011 of Board and Administration Center, Mattoon, IL.

Roll Call.

Trustees Physically Present:

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

Trustees Absent: Mr. Larry D. Lilly, Secretary.

Others Participating via Telephonic or Electronic Means: None.

Others Present:

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

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Action Item

Lake Land College Board of Trustees
Minutes – January 8, 2026
Page 2 of 2

Appointment of Full-Time, Tenure-Track Nursing Instructor.

Trustees had previously reviewed a memorandum from Dr. Ike Nwosu, Vice President for Academic Services, regarding his recommendation for the appointment of Ms. Misty Stone to the full-time, tenure-track nursing instructor position effective January 9, 2026. Trustees were also provided with Ms. Stone's resume.

Trustee Reynolds moved and Trustee Deters seconded to appoint Ms. Misty Stone to the full-time, tenure-track nursing instructor position effective January 9, 2026.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Lilly.

Motion carried.

Adjournment.

Trustee Deters moved and Trustee Walk seconded to adjourn the meeting at 8:46 a.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

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

Eastern Region Center
224 South Sixth St.
Marshall, Illinois 62441
217-826-8490

Effingham Technology Center
1201 Althoff Dr.
Effingham, Illinois 62401
217-540-3555

Lake Land College
5001 Lake Land Blvd.
Mattoon, Illinois 61938
217-234-5253
lakelandcollege.edu

Western Region Center
600 East First St.
Pana, Illinois 62557
217-542-5000

LAKE LAND

COLLEGE

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.

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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.

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LAKE LAND COLLEGE

Thank you for your consideration of this posthumous nomination.

Sincerely,



Tom Wright
Chair, Board of Trustees



Dr. Jonathan "Josh" Bullock
President



Jean Anne Highland
Chief of Staff



Christi Donsbach
Executive Director for College Advancement

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MEMO

TO: Board of Trustees
FROM: Dylan Cole, Assistant Comptroller
CC: John Woodruff, Vice President for Business Services
DATE: January 12, 2026
RE: Illinois Business Enterprise Program

The Illinois Business Enterprise Program (BEP) was created in 1989 with the goal of increasing the amount of State procurement dollars towards those majority-owned by women, minorities, persons with disabilities, and veterans. The statute has evolved over time and applied to community colleges beginning in FY 2017, adding to the number of state-funded organizations attempting to meet the aspirational goal of 30% of all procurement going to BEP-certified businesses.

The College prepares an annual report for the BEP Commission, providing detail on the amount of BEP spend from the fiscal year down to the vendor and dollar amount. In FY25, the College was able to direct approximately \$845,000 to BEP vendors. This amount is down from \$1.5 million in FY24 and \$1.4 million in FY23, but is expected to return to higher levels again this fiscal year. The amount will fluctuate year-over-year as the College will continue to select the lowest responsible bidder for all major projects, which drive the bulk of BEP spend.

The Illinois Community Colleges Presidents' and Chief Financial Officers' Committees are working together with the BEP Commission to increase vendor participation and encourage State organizations to direct more procurement to BEP vendors and come closer to the goal percentage.

To date, the College has over \$1 million in BEP spend for FY 2025, and will continue to direct procurement dollars to BEP-certified businesses wherever practicable and in compliance with the Illinois Procurement Code.



MEMO

TO: Mr. John Woodruff, Vice President for Business Services
FROM: Madge Shoot, Comptroller
CC:
DATE: January 5, 2026
RE: Dispensation of Surplus Items

The College currently brings surplus items to the board as needed prior to disposing of them. Recently several items have been on this list. Many of these are disposed of through sale or recycling.

In January 2025, we disposed of two dental X-Ray machines. These items were scrapped due to having zero value.

In May 2025 we disposed of junk vehicles the automotive department had. These vehicles were used for projects for the students to learn on. They all had a zero value so they were scrapped. The Admissions 2019 Dodge Caravan was also sent through surplus during May 2025. This vehicle was involved in an accident and the insurance company considered it a total loss. The college received \$13,445.91 for this vehicle which was used towards the purchase of a new van.

In July 2025 the police department donated 1,250 rounds of 45 caliber and 504 rounds of 40 caliber ammo to the Mattoon Police Department. This ammunition was no longer needed by the Police Department and had originally been purchased for use by part-time officers.

In November 2025 many of the items left from the closing of the Laker Louie Jr Academy were donated to Franklin Preschool to be used in their programming. There was also a 2020 Ford Escape that was used by our DOC personnel that was traded in for a replacement vehicle for their use.

In December 2025 many pieces of furniture that were no longer needed due to remodels of existing buildings were sold at auction. The proceeds from this auction were \$10,922.71.

I would be available for any questions you may have.

Calendar of Events

Monday, January 12, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Saturday, January 17, 2026	6 p.m. – Effingham Chamber Gala: Saturday Night Fever Keller Convention Center
Thursday, February 12, 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, 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
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: Board of Trustees
FROM: Dr. Josh Bullock, President
DATE: December 4, 2025
RE: Recommendation for Naming of Nursing Simulation Lab, Effingham Technology Center Room 223

On July 30, 2025 the College Foundation submitted a recommendation to me for 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. Please find attached a memo from Ms. Christi Donsbach, Executive Director for College Advancement, on behalf of the College Foundation which highlights the basis for this naming recommendation. Most notably, in 2025, 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.

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 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. 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.

Per Policy 11.10, the required waiting period for the Board to vote on a naming recommendation will have been met by the date of the January 12, 2026, regular Board meeting. Thus, it is respectfully requested the Board approve 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 during its January 12, 2026 Board meeting.

Recommended motion: Approve 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.



MEMO

TO: Dr. Josh Bullock & Board of Trustee Members

FROM: Christi Donsbach, CFRE - Executive Director for College Advancement

CC:

DATE: July 30, 2025

RE: Foundation Recommendation for Naming of Nursing Simulation Lab at ETC

In recognition of the outstanding generosity and enduring partnership of HSHS St. Anthony's Memorial Hospital, the Lake Land College Foundation respectfully recommends naming the Nursing Simulation Lab at the Effingham Technology Center the HSHS St. Anthony's Memorial Hospital High Fidelity Simulation Lab, celebrating their vital role in advancing our mission and shaping the future of healthcare education at Lake Land College.

The Lake Land College Foundation is happy to share that funds were committed and designated to be used to purchase equipment for the Effingham Technology Center Nursing Simulation Lab, Room #223, by a significant gift from HSHS St. Anthony's Memorial Hospital. The pledge was received in July of 2025.

Lake Land College deeply values its long-standing and meaningful partnership with HSHS St. Anthony's Memorial Hospital. Their continued financial investment in our Allied Health programs reflects a shared commitment to advancing healthcare education and workforce development in our region. HSHS St. Anthony's is not only a generous supporter but also a vital employer of Lake Land College graduates, especially in nursing and allied health. The success of our alumni at HSHS St. Anthony's is a testament to the high-quality education they received at the College.

In addition, many HSHS St. Anthony's team members, both alumni and non-alumni, contribute their time and expertise to Lake Land through service on advisory councils, guest lectureships, and leadership roles on formal boards. Their involvement enriches the student experience and strengthens the connection between education and practice. Their support is both impactful and extremely appreciated.

The generosity of HSHS St. Anthony's Memorial Hospital on Lake Land College will be felt by Allied Health students, alumni, staff, and faculty for many years. We are proud to recommend this named space in recognition of HSHS St. Anthony's Memorial Hospital and in celebration of our shared mission to provide outstanding educational and employment opportunities in the communities we serve. Therefore, in accordance with Lake Land College Board of Trustees Policy 11.10, along with the 2025 Lake Land College Updated Named Spaces Planner, the Lake Land College Foundation recommends naming the Nursing Simulation Lab at the Effingham Technology Center in honor of HSHS St. Anthony's Memorial Hospital. According to policy 11.10.07, the corporate naming shall generally be for a period of ten years upon approval.

Thank you for your consideration, and please feel free to let me know if you have any questions.



MEMO

TO: Jean Anne Highland, Chief of Staff
FROM: Beth Craig, Grants Writer and Coordinator
CC: Lynn Breer, Director of Institutional Research and Reporting
RE: Acceptance of FY26 ICCB Digital Instruction for Adult Education grant

Lake Land College has received a one-year grant for **\$37,648.13** from the Illinois Community College Board (ICCB) Digital Instruction for Adult Education program. 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.

Grant funds will be used to purchase Cambridge Venture Books 3rd Edition value packs, an Aztec Spanish GED subscription for 40 users, an IXL Software subscription for 100 users, as well as a one-year subscription to both Kahoot! and Canva. Funds will also be used for Adult Education staff to attend an upcoming Coalition on Adult Basic Education (COABE) conference in Indianapolis, Indiana, to receive professional development in the field as well as to network with others who work in the field.

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

Recommended motion: Accept as presented a one-year \$37,648.13 grant from ICCB Digital Instruction for Adult Education program.

STATE OF ILLINOIS

UNIFORM GRANT BUDGET TEMPLATE

AGENCY

Organization Name: Lake Land College

UEI (enter numbers only) : CXUHYLVTVZN7

NOFO # N/A

CFSN Number: 684-00-3272

CSFA Description: Digital Instruction for Adult Education

Fiscal Year(s) : January 1, 2026 to December 31, 2026

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17. Eligible applicants requesting funding for only one year should complete the column under "Year 1." Eligible applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

SECTION A -- STATE OF ILLINOIS FUNDS

Revenues	Year 1	Year 2	Year 3	TOTAL
(a). State of Illinois Grant Amount Requested	\$ 37,648.13	\$ -	\$ -	\$ -

BUDGET SUMMARY STATE OF ILLINOIS FUNDS

Budget Expenditure Categories OMB Uniform Guidance Federal Awards Reference 2 CFR 200	Year 1	Year 2	Year 3	TOTAL
1. Personnel (Salaries & Wages) 200.430	\$ -	\$ -	\$ -	\$ -
2. Fringe Benefits 200.431	\$ -	\$ -	\$ -	\$ -
3. Travel 200.474	\$ -	\$ -	\$ -	\$ -
4. Equipment 200.439	\$ -	\$ -	\$ -	\$ -
5. Supplies 200.94	\$ 23,037.50	\$ -	\$ -	\$ 23,037.50
6. Contractual Services (200.318) & Subawards (200.92)	\$ -	\$ -	\$ -	\$ -
7. Consultant (Professional Services) 200.459	\$ -	\$ -	\$ -	\$ -
8. Construction	\$ -	\$ -	\$ -	\$ -
9. Occupancy (Rent & Utilities) 200.465	\$ -	\$ -	\$ -	\$ -
10. Research & Development (R&D) 200.87	\$ -	\$ -	\$ -	\$ -
11. Telecommunications	\$ -	\$ -	\$ -	\$ -
12. Training & Education 200.472	\$ 9,700.00	\$ -	\$ -	\$ 9,700.00
13. Direct Administrative costs 200.413	\$ -	\$ -	\$ -	\$ -
14. Miscellaneous Costs	\$ -	\$ -	\$ -	\$ -
15. A. <u>Grant Exclusive Line Item(s)</u>	\$ -	\$ -	\$ -	\$ -
B. <u>Grant Exclusive Line Item(s)</u>	\$ -	\$ -	\$ -	\$ -
16. Total Direct Costs (lines 1-15) 200.413	\$ 32,737.50	\$ -	\$ -	\$ 32,737.50
17. Indirect Costs* (see below) 200.414 Rate: 15 % Base:	\$ 4,910.63	\$ -	\$ -	\$ 4,910.63
18. Total Costs State Grant Funds (lines 16 and 17)	\$ 37,648.13	\$ -	\$ -	\$ 37,648.13



MEMO

TO: Jean Anne Highland, Chief of Staff
FROM: Beth Craig, Grants Writer and Coordinator
CC: Lynn Breer, Director of Institutional Research and Reporting
Acceptance of FY26 U.S. Department of Transportation (USDOT), Federal Motor
Carrier Safety Administration (FMCSA) Commercial Motor Vehicle Operator
RE: Safety Training (CMVOST) grant

Lake Land College has received 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.

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.

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

Recommended motion: Accept as presented a three-year, \$76,500 grant from USDOT FMCSA CMVOST grant program.

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2025

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Commercial Motor Vehicle Operator Safety Training Program Tuition and Fees for 18 Veterans, spouses, children	20.235	\$ []	\$ [] 0.00	\$ [] 76,500.00	\$ [] 0.00	\$ [] 76,500.00
2.						
3.						
4.						
5. Totals		\$ []	\$ [] 0.00	\$ [] 76,500.00	\$ [] 0.00	\$ [] 76,500.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	Commercial Motor Vehicle Operator Safety Training Program Tuition and Fees for 18 Veterans, spouses, children				
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
b. Fringe Benefits	0.00	0.00	0.00	0.00	0.00
c. Travel	0.00	0.00	0.00	0.00	0.00
d. Equipment	0.00	0.00	0.00	0.00	0.00
e. Supplies	0.00	0.00	0.00	0.00	0.00
f. Contractual	0.00	0.00	0.00	0.00	0.00
g. Construction	0.00	0.00	0.00	0.00	0.00
h. Other	76,500.00	0.00	0.00		76,500.00
i. Total Direct Charges (sum of 6a-6h)	76,500.00	0.00	0.00	0.00	\$ 76,500.00
j. Indirect Charges	0.00				\$ 0.00
k. TOTALS (sum of 6i and 6j)	\$ 76,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 76,500.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	Commercial Motor Vehicle Operator Safety Training Program Tuition and Fees for 18 Veterans, spouses, children	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 25,500.00	\$ 6,375.00	\$ 6,375.00	\$ 6,375.00	\$ 6,375.00
14. Non-Federal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
15. TOTAL (sum of lines 13 and 14)	\$ 25,500.00	\$ 6,375.00	\$ 6,375.00	\$ 6,375.00	\$ 6,375.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. Commercial Motor Vehicle Operator Safety Training Program Tuition and Fees for 18 Veterans, spouses, children	\$ 25,500.00	\$ 25,500.00	\$ 25,500.00	\$ 0.00	
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	\$ 25,500.00	\$ 25,500.00	\$ 25,500.00	\$ 0.00	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:	Not Applicable	22. Indirect Charges:	0.00		
23. Remarks:	Not Applicable				



MEMO

TO: Jean Anne Highland, Chief of Staff
FROM: Beth Craig, Grants Writer and Coordinator
CC: Lynn Breer, Director of Institutional Research and Reporting
RE: Acceptance of FY26 John Ullrich Foundation Grant

Lake Land College has been awarded a grant from the John Ullrich Foundation. This grant has been received by the Agriculture division. As in previous years, the Foundation requests that the College refrain from publicizing this grant and disclosing the amount of funding received. In addition, please note 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.

In FY26, the Ullrich Foundation will provide individual scholarships to support agriculture students from Coles, Douglas, Macon, Moultrie and Piatt counties. 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.

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

Recommended motion: Accept as presented a one-year grant from the John Ullrich Foundation.



MEMO

TO: Dr. Josh Bullock, President
FROM: Mr. John Woodruff, Vice President for Business Services
DATE: December 30, 2025
RE: November 2025 (Fiscal Year 2026) Financial Statement Summary

Please find below a summary of November's actual results compared to the approved budget. We are now 42% or five months into the new Fiscal Year. At this time, I am not aware of any results, concerns, or indications that would cause concern.

October - Noteworthy Events Impacting Results

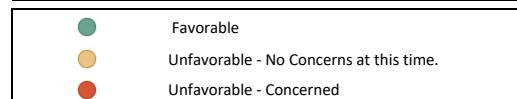
- **Results from Daily Operations** – We finished November \$17K unfavorable to budget for the month. Operating expenditures were unfavorable to the budget by \$264.5K.
- **Revenue** – Revenue for November was favorable by \$248K. YTD, we are now \$238K favorable to budget. Credit Hour Grant is now favorable to the budget (\$381K), Equalization is unfavorable (\$742K), and CPPRT is unfavorable (\$85K).
- **Expenditures** – Daily operational expenditures for the month of November are unfavorable to the budget by \$264K. This is related to the timing of several expenses, including \$175K to the Iowa Lakes Consortium, which the Board recently approved. YTD, we are favorable to the budget.

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



November 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	\$1,925,019	\$1,738,381	\$186,639	\$12,153,497	\$12,201,834	(\$48,337)
ICCB Credit Hour Grant	\$262,431	\$204,079	\$58,352	\$1,866,375	\$1,484,832	\$381,543
ICCB Equalization Grant	\$514,413	\$502,936	\$11,477	\$2,572,063	\$2,514,679	\$57,383
Other State Sources	\$42,738	\$71,741	(\$29,003)	\$213,547	\$639,125	(\$425,578)
Tuition	\$2,686,997	\$2,668,889	\$18,108	\$8,117,243	\$8,014,140	\$103,103
Fees	\$1,113,467	\$1,159,018	(\$45,551)	\$3,625,604	\$3,737,443	(\$111,839)
Other Revenue	\$135,575	\$88,016	\$47,559	\$878,178	\$596,600	\$281,578
Gift in Kind	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$6,680,641	\$6,433,060	\$247,581	\$29,426,507	\$29,188,654	\$237,854
Expenditures						
Instructional	\$1,276,610	\$1,343,526	\$66,917	\$6,070,754	\$6,496,755	\$426,002
Academic Support	\$185,592	\$175,162	(\$10,430)	\$708,588	\$821,791	\$113,202
Student Services	\$251,589	\$267,893	\$16,304	\$1,356,670	\$1,556,916	\$200,246
Public Service/Cont Ed	\$123,610	\$74,791	(\$48,819)	\$398,083	\$506,522	\$108,440
Operations & Maintenance	\$382,964	\$302,823	(\$80,141)	\$1,740,596	\$2,105,307	\$364,710
Institutional Support	<u>\$779,021</u>	<u>\$570,689</u>	<u>(\$208,333)</u>	<u>\$3,935,586</u>	<u>\$4,604,397</u>	<u>\$668,811</u>
Total Expenditures - Daily Operations	\$2,999,386	\$2,734,884	(\$264,501)	\$14,210,277	\$16,091,688	\$1,881,411
Revenue Less Expenditures - Daily Operations	\$3,681,255	\$3,698,176	(\$16,920)	\$15,216,231	\$13,096,966	\$2,119,265
Scholarships, grants, waivers	\$26,865	\$0	(\$26,865)	\$360,262	\$539,000	\$178,738
Gift in Kind	\$0	\$0	\$0	\$0	\$0	\$0
Reserves - Emergency, contingency and pledged	\$6,392	\$38,300	\$31,908	\$129,081	\$463,455	\$334,374
Transfer Out	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total - Non-Operational Expenditures	\$33,258	\$38,300	\$5,042	\$489,343	\$1,002,455	\$513,112
Total Expenditures	\$3,032,643	\$2,773,184	(\$259,459)	\$14,699,619	\$17,094,143	\$2,394,523
Excess Revenues Less Total Expenditures	\$3,647,998	\$3,659,876	(\$11,878)	\$14,726,888	\$12,094,511	\$2,632,377




November 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		
General Materials and Supplies	Salary and Wages	\$1,766,088	\$1,796,644	\$30,555	\$8,507,675	\$8,925,037	\$417,362	●
	Employee Benefits	\$415,369	\$415,078	(\$292)	\$2,093,369	\$2,057,804	(\$35,564)	●
	Contractual Services	\$204,454	\$96,535	(\$107,919)	\$1,261,176	\$1,700,185	\$439,009	●
	General Materials and Supplies	\$234,474	\$188,551	(\$45,923)	\$1,255,458	\$1,958,717	\$703,259	●
	Travel and Meeting Expenses	\$54,638	\$56,714	\$2,075	\$141,245	\$331,184	\$189,939	●
	Fixed Charges	\$185,536	\$20,408	(\$165,128)	\$248,850	\$90,813	(\$158,037)	●
	Utilities	\$132,865	\$151,606	\$18,741	\$653,108	\$725,741	\$72,633	●
	Capital Outlay	\$5,167	\$5,000	(\$167)	\$43,156	\$257,458	\$214,301	●
	Contingency Funds	\$5,335	\$25,150	\$19,815	\$101,003	\$313,455	\$212,452	●
	Other Expenditures	<u>\$28,716</u>	<u>\$17,500</u>	<u>(\$11,216)</u>	<u>\$394,580</u>	<u>\$733,750</u>	<u>\$339,170</u>	●
Total Expenditures		\$3,032,643	\$2,773,184	(\$259,459)	\$14,699,619	\$17,094,143	\$2,394,523	

Accumulated Expenditures by Type	YTD - Salary & Wages			YTD - Employee Benefits					
	Actual	Budget	Variance	Actual	Budget	Variance			
Operations & Maintenance	Instructional	\$4,760,893	\$4,804,564	\$43,670	●	\$938,313	\$912,641	(\$25,672)	●
	Academic Support	\$417,477	\$452,454	\$34,977	●	\$101,309	\$110,872	\$9,563	●
	Student Services	\$973,359	\$1,024,840	\$51,481	●	\$278,721	\$315,719	\$36,997	●
	Public Service/Cont. Ed	\$192,529	\$211,539	\$19,011	●	\$43,143	\$41,491	(\$1,652)	●
	Institutional Support	\$1,690,693	\$1,828,192	\$137,499	●	\$161,729	\$229,083	\$67,354	●
	Total	\$8,507,675	\$8,925,037	\$417,362	●	\$570,153	\$447,999	(\$122,155)	●
	Annual Budget					\$2,093,369	\$2,057,804	(\$35,564)	●
	Percent Consumed								●

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



MEMO

TO: Dr. Josh Bullock, President
FROM: John Woodruff, Vice President for Business Services
DATE: January 5, 2026
RE: Surplus Items

Related to the ongoing operations of the college related to either capital projects or general replacement and repair, we're respectively asking the Board to surplus the following items, which have become obsolete and have little to no value to the 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

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 furniture and miscellaneous items as surplus and grant authorization to dispose of the listed items in a manner most beneficial to Lake Land College.

Lake Land College Board of Trustees
Schedule of Meetings
2026

- **Meetings are normally held the 2nd Monday of Each Month.**

January 12, 2026	6:00 p.m.	Board & Administration Center Room 011, Mattoon
*February 16, 2026 (Will be held on the third Monday of the month due to administrative scheduling conflicts.)	6:00 p.m.	Board & Administration Center Room 011, Mattoon
March 9, 2026	6:00 p.m.	Board & Administration Center Room 011, Mattoon
April 13, 2026	6:00 p.m.	Board & Administration Center Room 011, Mattoon
May 11, 2026	6:00 p.m.	Board & Administration Center Room 011, Mattoon
May 20, 2026 (Board Retreat)	1:00 p.m.	Board & Administration Center Room 011, Mattoon
June 8, 2026	6:00 p.m.	Board & Administration Center Room 011, Mattoon
July 13, 2026	6:00 p.m.	Board & Administration Center Room 011, Mattoon
*August 17, 2026 (Will be held on the third Monday of the month for administrative timing issues)	6:00 p.m.	Effingham Technology Center Room 146, Effingham
September 14, 2026	6:00 p.m.	Board & Administration Center Room 011, Mattoon
October 12, 2026	6:00 p.m.	Board & Administration Center Room 011, Mattoon
November 9, 2026	6:00 p.m.	Board & Administration Center Room 011, Mattoon
December 14, 2026	6:00 p.m.	Board & Administration Center Room 011, Mattoon



MEMO

TO: Dr. Josh Bullock, President
FROM: Ike Nwosu, Vice President for Academic Services
Heather Nohren, Vice President for Student Services
CC: John Woodruff, Vice President for Business Services
DATE: January 6, 2026
RE: Recommendation for Update of Course Fees

I am requesting Board approval 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.

At Lake Land College, course fees support course-specific instructional needs such as specialized equipment, consumable supplies, and required instructional activities that cannot reasonably be funded through tuition. The current fee structure has remained largely unchanged for several years, despite rising costs for equipment, technology, supplies, and maintenance. Please note that not every course has an associated course fee.

The proposed update makes modest adjustments to existing fee levels to more accurately reflect instructional resource demands across programs:

Course Fee Level	Current Fee	Proposed Fee
Level 1	\$25	\$30
Level 2	\$50	\$60
Level 3	\$75	\$90
Level 4	\$76+	\$100+

Recommended Motion: Approve as presented the update to course fees effective Fall 2026.

Lake Land College Board of Trustees



RESOLUTION NUMBER: 0126-006

DATE: 1-12-26

RESOLUTION TO TRANSFER FUNDS TO THE DESIGNATED INSURANCE FUND BALANCE

WHEREAS, Lake Land College has established a designated insurance fund balance to record excess and shortfalls in our insurance spend throughout the year; and

WHEREAS, the funds may be transferred by authority of the Board of Trustees between the designated fund balance and the general fund; and

WHEREAS, the administration has proposed use of these funds to offset shortfalls in insurance premiums or to save excesses for future insurance needs.

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, directs the Treasurer to transfer \$1 million of insurance funds between Fund 01 Education Fund and the designated insurance fund balance to remunerate expenditures by authority under the Illinois Public Community College Act, Section 805/3-33.

ADOPTED this 12th day of January, 2026 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: _____

Chair

Attest: _____
Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution to Transfer Funds to the Designated Insurance Fund Balance 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 12th day of January, 2026.

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 12th day of January, 2026.

Secretary, Board of Trustees



MEMO

TO: Dr. Josh Bullock, President
FROM: Ike Nwosu, Vice President for Academic Services
CC: Emily Ramage, Dean of Academic Operations
DATE: January 5, 2026
RE: Lake Land College Full-Time Faculty Seniority List - January 2026

Attached for your review is the updated faculty seniority list, effective January 12, 2026. The list reflects current full-time faculty employment status and is updated annually to account for new hires, retirements, and other employment changes.

The seniority list is maintained in accordance with Section 3B-5 of the Public Community College Act (110 ILCS 805), which requires community college districts to establish and distribute a faculty seniority list by February 1 each year. It also aligns with institutional practices and contractual obligations and serves as an important reference for academic planning and personnel decisions.

The list included in the Board Book was prepared by Ms. Emily Ramage, Dean of Academic Operations, and reviewed by Division Chairs and Academic Services administrators, who believe it to be accurate and compliant.

Please let me know if you have any questions or need additional context. Thank you for your continued support.

Recommended Motion: Approve as presented the Lake Land College Full-Time Faculty Seniority Listing effective January 12, 2026.

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	RUDIBAUGH, MIKE		1995 09 15	Math & Science	All ESC- courses All GIS- courses All GEO- courses	All SOS- courses
2	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
3	MOIUX, MARTHA		1996 04 08	Allied Health	All PTA- courses	All MAS- courses AHE-041, 042, 045, 051 PED-244
4	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
5	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	
6	WHITE, JEFF	1997 04 14 (3)	1997 08 22	Math & Science	All BIO- courses	
7	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
8	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

	NAME	BOARD HIRE YR MO DA (APPROVAL ORDER)	EMPLOY DATE YR MO DA	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
9	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
10	LONG, LORI		1997 12 01	Business & Technology	All - IDOT Quality Management Training Program All CET- courses	CAD-056, 057 TEC-040, 043, 045
11	DOWNS, DANIELLE		1998 07 01	Academic Support	Academic Support – Financial Aid	
12	TURNBULL, DAVID	1998 06 08	1998 08 24	Math & Science	All BIO- courses	ADN-061 MAT-005, 006, 009
13	GREIDER, MATT	1999 06 14	1999 08 20	Social Science & Education	All HIS- courses All SOS- courses	All RDG- courses All SFS- courses
14	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
15	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	
16	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
17	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
18	JARRELL, CHARLES		2000 03 15	Social Science & Education	All EDU- courses ECE-102	All SFS- courses All RDG- courses SOS-050

	NAME	BOARD HIRE YR MO DA (APPROVAL ORDER)	EMPLOY DATE YR MO DA	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
19	DOTY, SUZETT	2000 05 08	2000 08 23	Math & Science	All BIO- courses	
20	MOORE, TINA		2001 01 16	Academic Support	Academic Support – Career Services INS-099, 200	SFS-101 CIS-074
21	HUNZINGER, BRENDA	2001 03 12 (1)	2001 08 22	Math & Science	All BIO- courses	
22	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
23	MADLEM, BRIAN	2002 04 08 (1)	2002 08 22	Business & Technology	All AUT- courses TEC-043, 048, 090 IND-090	
24	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
25	DAL PONTE, MARC	2002 04 08 (3)	2002 08 22	Math & Science	All BIO- courses	HED-102
26	CAPITOSTI, GREGORY	2002 04 08 (4)	2002 08 22	Math & Science	All CHM- courses	
27	RITCHIE, EVA	2002 08 12	2002 08 22	Humanities & Communication	COM-courses HUM courses	All INS- courses All RDG- courses SFS-courses STA-
28	BURRELL, KRISTA		2003 01 10	Academic Support	Academic Support – Counseling All SFS- courses INS-099	All PSY- All SOS- All RDG- courses INS-200

	NAME	BOARD HIRE YR MO DA (APPROVAL ORDER)	EMPLOY DATE YR MO DA	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
29	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
30	PORTER, CASSANDRA		2006 01 09	Allied Health	All ADN- courses All PNC- courses	All AHE- courses except 047, 048 All MAP- courses
31	GOAD, TISHA		2006 04 24	Allied Health	All ADN- courses All PNC- courses	All AHE- courses except 047, 048 All MAP- courses
32	POWERS, GREGORY	2006 06 12	2006 08 21	Humanities & Communication	COM-courses	All INS- courses All RDG- courses STA- HUM courses
33	BARKLEY, DYKE	2006 07 17	2006 08 21	Agriculture	All HRT- courses All AGR - courses	STA-200
34	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
35	SWINGLER, ERIN	2007 12 10	2008 01 11	Allied Health	All ADN- courses All PNC- courses	AHE- courses All MAP- courses HED-290
36	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

	NAME	BOARD HIRE YR MO DA (APPROVAL ORDER)	EMPLOY DATE YR MO DA	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
37	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
38	DAVIS, KIMBERLY	2008 05 12 (3)	2008 08 22	Social Science & Education	EDU-100, 190, 200, 210	SFS-101
39	LOTZ, KATIE	2009 07 13	2009 08 24	Social Science & Education	ECO-130, 231, 232	SFS-101, 102
40	HARTRICH, ELIZABETH	2010 06 14	2010 08 20	Allied Health	All DHY- courses	AHE-041, 042, 045, 051 SFS-101, 103
41	NEU, RUSSELL	2010 07 12	2010 08 20	Agriculture	All JDA- courses	
42	MILLER, NATHAN	2011 01 10	2011 01 03	Vandalia Correctional Center	ATO-040 COC-051, 052, 053, 054, 055, 056, 058, 060	
43	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
44	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
45	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
46	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

	NAME	BOARD HIRE YR MO DA (APPROVAL ORDER)	EMPLOY DATE YR MO DA	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
47	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
48	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
49	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
50	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
51	MELTON, JENNIFER	2013 10 13 (2)	2014 03 01	Academic Support	Academic Support – Counseling All SFS- courses INS-099	SOS-050
52	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	
53	MILLER, CLAIRE	2014 08 11 (1)	2014 08 22	Math & Science	All CHM- courses	
54	GAINES, ANDREW	2014 08 11 (2)	2014 08 22	Social Science & Education	All PSY- courses INS-200, 299 SOS-050	All SFS- courses
55	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
56	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
57	PARRISH, KATIE	2015 05 11 (2)	2015 08 24	Social Science & Education	All SOC- courses All SOS- courses	ANT-200

	NAME	BOARD HIRE YR MO DA (APPROVAL ORDER)	EMPLOY DATE YR MO DA	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
58	ALLEN, DANIEL	2015 06 08 (1)	2015 08 24	Math & Science	All PHY- courses	ESC-100, ESC-102
59	NASSERIPOUR, RAKHSHA	2015 06 08 (2)	2015 08 24	Math & Science	All PHY- courses	
60	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
61	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
62	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
63	UPHOFF, BEULAH	2017 11 13	2018 01 05	Allied Health	AHE-040, 040C	All AHE- courses except 047, 048 All MAP- courses
64	FLOWERS, TIMOTHY	2018 01 08	2018 01 02	Vandalia Correctional Center	ATO-040 HRT-040, 041, 042, 043, 044, 047, 048, 050	
65	RINCKER, LAURIE	2018 05 14	2018 08 17	Math & Science	All BIO- courses	INS-200
66	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
67	CHAMBERS, DAVID	2019 05 13	2019 06 03	Social Science & Education	All CJS- courses All CSS- courses	
68	WILDER, HAYDEN	2019 03 11	2019 08 16	Agriculture	All AGR-200 and below AGR-206	
69	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
70	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

	NAME	BOARD HIRE YR MO DA (APPROVAL ORDER)	EMPLOY DATE YR MO DA	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
71	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
72	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
73	CURRY, BRENT	2020 11 09	2021 01 08	Agriculture	JDA-041, 042, 043, 048, 051, 054, 059, 086, 113 TEC-048 AGR-059	
74	MARLAR, CODY	2021 05 10	2021 08 13	Math & Science	All MAT- courses	APT-041, 042, 043 BUS-281 TEC-050, 052, 054, 056
75	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
76	NIEBRUGGE, AMBER	2021 08 09	2021 08 20	Social Science & Education	All PSY- courses INS-099	SFS-101
77	SHUMARD-SHELTON, LISA	2021 10 11	2021 10 25	Academic Support	Academic Support – Student Life	PED-143 COM-111 ENG-098
78	LASH, LARA	2022 07 11	2022 08 19	Allied Health	All ADN- courses All PNC- courses	AHE- courses except 047, 048 All MAP- courses
79	HOENES, JOSEPH	2022 12 12 (1)	2023 01 06	Business & Technology	WEL-047, 048, 055 IND-042 All HVC- courses TEC-059	
80	MOLZEN, KARA	2022 12 12 (2)	2023 01 06	Allied Health	All DHY- courses	AHE-041, 042, 045, 051
81	NIEMERG, KELLIE	2022 12 12 (3)	2023 01 06	Academic Support	Academic Support – Counseling All SFS- courses	
82	HUDDLESTON, LACY	2022 12 12 (4)	2023 01 06	Allied Health	All DHY- courses	AHE-041, 042, 045, 051 SFS-101, 103

	NAME	BOARD HIRE YR MO DA (APPROVAL ORDER)	EMPLOY DATE YR MO DA	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
83	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	
84	KESSLER, CHRISTIAN	2023 05 08 (2)	2023 08 18	Agriculture	All AGR- courses	
85	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
86	PALMER, JESSIE	2023 06 12 (1)	2023 08 18	Allied Health	All PTA- courses	AHE-041, 042, 045, 051 MAS-058, 060, 067, 070
87	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
88	COUGILL, ANDREW	2023 07 10 (1)	2023 08 18	Academic Support	Academic Support – Library All LIB - Courses	tec All HIS- courses
89	CROWDER, JAMES	2023 07 10 (2)	2023 08 18	Business & Technology	All WEL- courses IND-062	
90	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	
91	HASKETT, ELLIE	2023 11 12	2024 01 05	Academic Support	Academic Support – Counseling All SFS- courses	
92	SMITH, LOGAN	2024 03 11	2024 08 16	Allied Health	All DHY courses	AHE-041, 042, 045, 051
93	WALK, AARON	2024 05 13	2024 5 28	Academic Support	Academic Support – Counseling All SFS- courses	POS- courses HIS- courses
94	HARLEY, SCOTT	2024 06 10 (1)	2024 08 16	Agriculture	AGR-090 JDA-041, 042, 043, 050, 071, 072, 080, 082, 111	
95	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

	NAME	BOARD HIRE YR MO DA (APPROVAL ORDER)	EMPLOY DATE YR MO DA	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
96	LUCHT, SARAH	2024 08 12	2024 08 16	Humanities & Communication	All COM- courses	HUM- courses RDG- courses STA- courses SFS- courses INS- courses
97	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
98	HINDS, KAMBRI	2024 12 09	2025 01 10	Business & Technology	All COS- courses All EST- courses	
99	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	
100	YOUNG, RACHEL	2025 07 14	2025 08 22	Business & Technology	All BUS- courses	
101	HAARMAN, MINDI	2025 08 18	2025 08 22	Business & Technology	All COS- courses All EST- courses	
102	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
103	HEWITT, PAUL	2025 11 10 (2)	2026 01 09	Business & Technology	All CIS- courses All ITT- courses	APT-042 APT-043 CAD-062
104	HYATT, JOSEY	2025 11 10 (3)	2026 01 05	Academic Support	Academic Support – Counseling All SFS- courses	
105	MADLEM, BENJAMIN	2025 12 08 (1)	2026 01 09	Business & Technology	All AUT- courses	
106	STANFIELD, MICHAEL	2025 12 8 (2)	2026 01 09	Business & Technology	All CAD- courses All CIM- courses	
107	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: Board of Trustees and President Bullock
FROM: Jean Anne Highland, Chief of Staff
CC:
DATE: December 11, 2025
RE: Proposed revisions to Board Policy 11.10 – *Naming of Buildings, Grounds or Academic Programs*

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. This language also highlights the important role and counsel provided by the Lake Land College Foundation to the Board of Trustees for naming considerations.

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. Also, proposed additions to the Policy will enable the Board to waive and/or alter guidelines with Board approval related to specific fund-raising campaigns.

This recommendation will be presented to the Buildings and Site Committee at their January 8, 2026 meeting. With this Committee's recommendation, we will request the Board waive first reading and approve proposed revisions at the January 12, 2026 regular Board of Trustees meeting.

Recommended motion: Waive first reading and approve as presented proposed revisions to Board Policy 11.10 – *Naming of Buildings, Grounds or Academic Programs*.

Attachment

Naming of Buildings, Grounds or Academic Programs

The Lake Land College Board of Trustees has the legal responsibility for officially naming all properties and structures under the jurisdiction of Community College District No. 517. The Board recognizes its responsibility to determine the appropriate naming of new and existing buildings owned by Lake Land College, as well as rooms, portions of rooms, or special areas within or outside buildings.

All new campus buildings will be named by function at the time they are dedicated. In addition, the Board recognizes that from time to time it will be appropriate that College buildings or specific portions of buildings be named for scholars and other distinguished individuals who are preeminent in their field of endeavor and/or who have made a unique and outstanding contribution to the institution. Individuals may make outstanding contributions in the form of time, talent, financial assets, or some other combination of human and fiscal resources.

The Board of Trustees has designated Lake Land College Foundation as the agency through which voluntary, philanthropic contributions to benefit the College are received. The Board solicits the recommendations and counsel of the Board of Directors of the Foundation for the naming of College buildings and grounds in honor of persons who have made outstanding contributions to the institution. Moreover, the Trustees encourage the Foundation Board to initiate recommendations for naming facilities and will seek the Foundation Board's advice and counsel in responding to requests from whatever source to name facilities in honor of individuals.

Proposals that Lake Land College name a building, any campus grounds, major portions of facilities, or academic programs in honor of an individual must be submitted as a request to the President.~~of Lake Land College by October 1 of each year to be considered for the following year.~~ The President will forward such requests to the Board for consideration and approval. In fulfilling this responsibility, the Board will be guided by the best interests of the general public, students and staff.

Procedures for Naming of Buildings, Grounds, or Programs

1. The Board Chair will appoint/designate an advisory committee comprised of three trustees with the College President and the Executive Officer of the College Foundation serving as ex-officio members for the purpose of naming or renaming physical components and/or entities of the College. As with all Board committees, the Board Chair shall serve as an ex-officio member.
2. Approval of recommendations(s) will require majority vote of the total membership of the advisory committee.
3. ~~The Board of Trustees will not take action on proposed commemorative naming of buildings, rooms or physical components and/or entities, or academic programs until at least 120 days after receiving the recommendation of the advisory committee. The Naming Advisory Committee will present its recommendation to the Board of Trustees at a regularly scheduled Board meeting as first reading for any proposed commemorative naming of buildings, rooms or physical components and/or entities or academic programs. The Board of Trustees may take action to approve the naming recommendation at the following or any subsequent regular Board of Trustees meeting.~~
4. No building, room or physical component and/or entity of the College, or academic program will be named for individuals currently employed by the College or the State of Illinois.
5. No building, room, physical component and/or entity, or academic program shall be named for a religious or political organization, cult, or special interest group.
6. No building, room, physical component and/or entity of the College, or academic program will be named for individuals or organizations whose reputation, conduct or business dealings the Board of Trustees determines would bring a loss of respect to the College or deems to be in conflict with the College's values and ethical standards.
7. The naming of a physical facility for corporate benefactors, when authorized by the Board of Trustees, shall generally be for a period of ten years. The Board may, at its discretion, extend the ten-year period.

8. When the person to be honored is deceased, at least one year must have passed since the date of death before the name can be applied to a College building, room or physical component and/or entity, or academic program. The Board may, at its discretion, waive the minimum waiting period.
9. The College President will present a guideline to the Board of Trustees for gifting opportunities to fund the creation and/or furnishing of specified facilities, including pricing guidelines related thereto. This guideline will be subject to annual revision based upon College need and current costs.
10. A naming opportunity associated with a gift to the College will normally receive favorable consideration only when the present value of the gift follows the annual pricing guidelines as presented by the College President to the Board of Trustees.
 - A. The gift may be in cash or may take the form of a legally binding pledge. The gift should be paid within five years of the naming of the building or program. The initial contribution must be at least one-third of the total pledged amount.
 - B. A portion of the gift may be in the form of an irrevocable trust or a contractual bequest.
 - C. The Board of Trustees reserves the right to remove names from buildings, rooms or physical components and/or entities of the College, or academic programs when the gift associated with the naming has not been paid in full within the five-year limit provided for in 10.A. above. Should this occur, the Board may name an area of the building or identify another appropriate naming opportunity that would be proportionate to the value of the gift received.
11. Requests for naming of buildings, rooms or physical components and/or entities of the College, or academic programs shall be submitted in the Board of Trustees' standard format, which shall include the following details:
 - A. A request, citing the facility or program in question, the proposed name, and the existing name;

- B. Justification, including relevant information such as the nature and duration of the individual's affiliation with the College or the significant contribution made by the individual to the College or in his/her field of endeavor, and his or her biographical data.
- C. If the proposed naming is a stipulation of a gift, the request must explain the proposed arrangement. If the gift represents partial or total funding of the construction, remodeling, or renovation of a facility, the request should, include the following information:
 - (1) A timetable for project implementation;
 - (2) Relationship of the project to the College's long-range plans;
 - (3) Source and status of any capital budget funds needed in addition to the gift;
 - (4) Operating budget implications and sources of funds; and
 - (5) A copy of the gift contract and/or pledge agreement filed with the request for approval.

12. Terms and use of gift funds related to naming shall be negotiated with donors on a case-by-case basis. Campus naming should be designated only for the useful life or period of existence of the property, program or facility. This permits renaming to occur far into the future, should the building be demolished, rendered functionally obsolete, or require major renovation.
13. Gift document language should include statements that naming is contingent upon obtaining proper approvals by the responsible College officials.
14. When no donor gift is involved, the following criteria shall be used in making commemorative naming decisions. The naming should honor a person:
 - A. Who has achieved distinction in his or her career or field of endeavor, and who has had a significant beneficial impact on the Lake Land College district and its residents or the State of Illinois;

- B. Who has achieved a unique distinction in higher education and other significant areas of public service;
- C. Who has served Lake Land College in an academic capacity and has earned a national or international reputation as a scholar;
- D. Who has made extraordinary contributions to Lake Land College or the system which warrant special recognition; or
- E. Who has served Lake Land College in an administrative capacity and who, in the course of that service, made extraordinary contributions to the College or the higher education system which warrant special recognition.

15. The naming of a room, physical component and/or entity, or program follows the room or program for its useful life, or as directed by this policy, unless otherwise determined by the Board of Trustees.
16. The Board of Trustees reserves the right to remove naming at its sole discretion if it determines that conduct of the individuals or organizations for whom the academic programs, buildings, rooms or physical components and/or entities are named would bring a loss of respect to the College if the name were maintained, or would be in conflict with the College's values or ethical standards.
17. For voluntary service to the College to be considered for a naming opportunity, the individual involved must have served as a volunteer for at least one year and have made substantial contributions to the College's mission as evidenced by service of distinction or by local, state and/or national awards.
18. A request to name a building, room or physical component and/or entity, or academic program for a former College employee may be considered, provided that the individual was a full-time employee of the College for a minimum of 10 years and has separated from the College for a minimum of two years.
19. The naming of a building, room or physical component does not confer or imply any ownership interest in that facility on the part of the individual or group for whom or which it has been named, nor does it imply any obligation to the named individual or group

beyond the maintenance of the commemorative identification of the facility.

The Board of Trustees may waive or alter the above-listed guidelines or any portion thereof with Board approval of guidelines related to specific fund-raising campaigns.

Adopted November 9, 1998

Revised October 11, 2004

Revised December 9, 2013

Revised



MEMO

TO: Board of Trustees
Dr. Josh Bullock, President

FROM: Dustha Wahls, Director of Human Resources

CC: John Woodruff, Vice-President for Business Services

DATE: December 9, 2025

RE: Board Policy 05.04.13 Revision & New Policy 05.04.26

Board Policy 05.04.13 *Military Leave* outlines the College's obligations and employee rights regarding military leave. 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. 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.

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.

Recommended motion: 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.

05.04.13

Military Leave

An employee who is drafted into military service or who volunteers for service in lieu of being drafted will be granted a leave of absence for the duration of the required military service.

A person on military leave shall declare in writing to their Supervisor and the President a minimum of thirty (30) days prior to the expiration of the leave his intentions to return to work. All provisions of Public Law 87-291, Reemployment Rights, paragraph 22, shall apply.

Upon expiration of the leave, the employee is eligible to apply to the State Universities Retirement System for experience credit in the pension system.

The College will follow the provisions set forth in the Illinois Service Member Employment and Reemployment Rights Act (Public Act 100-1101).

Employees who have worked for the College for at least 12 months, and have worked 1, 250 hours during the 12-month proceeding are entitled to use up to eight (8) hours of paid leave per calendar month, with a maximum of 40 hours per year, to participate in funeral honor details. To qualify, employees must be trained to serve in a funeral honors detail of a veteran and is either (1) an active or retired member of the U.S. Armed Forces or reserve components, including the Illinois National Guard; or (2) be authorized provider or affiliated with an authorized provider, such as a nonprofit. Qualified employees must give reasonable notice, and the College is allowed to request confirmation of participation from the relevant veteran service organization or other official notice.

For Lake Land College employees at correctional or youth centers, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contract(s) shall prevail.

Adopted November 9, 1998
Revised July 14, 2003
Revised December 11, 2017
Revised February 12, 2018
Revised January 13, 2020
Revised

Page 1 of 1

05.04.26

Additional Protected Leave Policies

Blood & Organ Donation Leave Act

In accordance with Illinois law (5 ILCS 327 – Organ Donor Leave Act), paid leave is provided for the purpose of organ, bone marrow, blood and blood platelets donation. Employees are not required to use accumulated benefit leave time before being eligible for leave under this policy. Organ or Blood Marrow Donor Leave will run concurrently for employees meeting the eligibility criteria for Family Medical Leave Act. Medical documentation of the proposed organ or bone marrow donation is required for approval. Full-time employees are eligible for up to 30 days paid leave in a 12-month period for the donation of an organ or blood marrow. A part-time employee may use up to 10 days of paid leave in a 12-month period.

Family Neonatal Intensive Care Leave Act (Effective June 1, 2026)

Employees are entitled to use up to twenty (20) days of unpaid leave, or the length of time the employee's child is a patient in a NICU, whichever is less. An employee who is entitled to leave under the Family Medical Leave Act, and takes leave under this act, shall be granted upon completion of and in addition to any leave taken under the FMLA, any leave available under this Act. Leave under the FNICA may be taken continually or intermittently, in minimum increments of not less than two (2) hours in duration. Employees may use this leave concurrently with paid leave.

Victims' Economic Security and Safety Act (VESSA) Policy

VESSA is the State of Illinois Victims Economic Security and Safety Act that grants employees who are victims of domestic or sexual violence up to 12 workweeks of unpaid leave to maintain financial independence necessary to leave abusive situations and to protect the civil and economic rights of employees who are victims of domestic or sexual violence and employees with a family or household member who is a victim. VESSA leave runs concurrently with Family Medical Leave when the reason for VESSA leave also qualified as an FMLA event, such as a serious health condition.

Employees can use College-issued technology to record acts of domestic violence, sexual violence, gender violence, or any other crime of violence against themselves or their household members. Employees are required to notify the College upon 14 days from separation from employment, if

the College needs to retain these records.

For Lake Land College employees at correctional or youth centers, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contract(s) shall prevail.

Adopted February 9, 2026

Page 1 of 1



MEMO

TO: John Woodruff, Vice President for Business Services
FROM: Jeremy Moore, Facilities Planning Manager
DATE: December 22, 2025
RE: Approval of Bid for Effingham Technology Center EV Charger Upgrade

The College recently solicited bids for upgrading the EV Charger at the Effingham Technology Center (ETC). The project scope includes 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. The existing charger has reached the end of its useful life and cannot reliably support current charging standards or operational demand. The project will be funded through an awarded grant, with no impact to operating funds.

For the bidding process, we advertised in major daily in-district newspapers and on the College's Facilities website and mailed the specifications to area contractors. A total of four bids were received. However, the bid received from Pal's Electric was found to be incomplete due to a misinterpretation of the bid scope and was therefore rejected. Below is a listing of the remaining bids that were received:

NAME	TOTAL
BODINE ELECTRIC DECATUR, IL	\$31,349
ANDERSON ELECTRIC, INC. MATTOON, IL	\$34,700
COMMERCIAL ELECTRIC, INC. MATTOON, IL	\$37,561

Based on the bids received, I recommend that we award this bid to Bodine Electric of Decatur, Illinois, for the ETC EV Charger Upgrade Project.

Please do not hesitate to contact me with any questions or further clarification.

Recommended Motion: 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.

LAKE LAND
COLLEGE
BID TABULATION

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College ETC EV Charger

Project No. 2025-024

BID DATE: December 22, 2025 - 1:00 PM

CONTRACTOR	Total Bid						
Bodine Electric of Decatur Decatur, IL	\$ 31,349.00						
Anderson Electric Inc. Mattoon, IL	\$ 34,700.00						
Commerical Electric Inc. Mattoon, IL	\$ 37,561.00						
Pals Electric Inc. * Teutopolis, IL	\$ 7,240.00						
*Bid incomplete, did not follow scope							

MEMO

TO: Dr. Josh Bullock, President

FROM: Dr. Ike Nwosu, Vice President of Academic Services
Heather Nohren, Vice President of Student Services

CC: Dr. Shannon McGregor, Associate Dean of Curriculum and Assessment

DATE: January 5, 2026

RE: Policy Revisions to Support an Associate in General Studies

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.

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. 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.

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

Most changes involve replacing references to the Associate in Liberal Studies with the Associate in General Studies. There is a slight revision to curriculum requirements, as well, due to the reduction in number of credit hours required. Some minor typographical and clarifying edits were also made to the policies

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

Recommended Motion: 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

01.06

Degrees and Awards

Lake Land College is authorized to grant the following degrees to degree-seeking students who successfully completed the requirements of prescribed curricula: Associate in Arts, Associate in Science, Associate in Engineering Science, Associate in Applied Science, and Associate in Liberal General Studies. Certifications shall be granted in career fields to students who completed the required courses in accordance with the curricula and standards developed by the College. Other awards which may be appropriate may be granted upon the authorization of the Board.

The President shall be vested with the authority by the State of Illinois and the Board of Lake Land College to confer degrees and certificates upon the completion of requirements and upon the recommendation of the College faculty.

Certificates may be issued for the completion of requirements for short-term, non-degree programs approved by the Board. Such certificates may be issued by the President upon the recommendation of the College division or department concerned.

Programs leading to degrees and certificates shall be embodied in the regulations established by the administration and faculty and approved by the Board.

Adopted November 9, 1998

Revised March 13, 2006

Revised January 11, 2016

Revised January 12, 2026

06.06**General Education for Associate Degrees**

Lake Land College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the Illinois General Education Core Curriculum (GECC) between participating institutions. Completion of the GECC at any participating college in Illinois assures transferring students that lower-division general education requirements for an associate or bachelor's degree have been satisfied.

Students who complete the IAI GECC as noted below may request to have the General Education Core Curriculum Credential noted on their Lake Land College transcript. Specific courses that apply to each category are identified in the Lake Land College catalog.

General Education Core Curriculum (GECC)

CATEGORY	REQUIREMENT
Communications IAI (C)	3 courses (9 semester hours)
Mathematics IAI (M)	1 course (3 semester hours)
Physical and Life Sciences (IAI P, IAI L)	2 courses (7 to 8 semester hours)
Humanities and Fine Arts (IAI H, IAI F, IAI HF)	3 courses (9 semester hours)
Social and Behavioral Sciences (IAI S)	3 courses (9 semester hours)
TOTAL	37-38 semester hours

Associate in Arts Degree (AA)

The General Education Core Curriculum (GECC) is fully incorporated into the Associate in Arts degree as defined by the IAI.

Associate in Science Degree (AS)

The AS degree, designed specifically for select science, technology, engineering and mathematics majors, includes a modified general education core as defined by the IAI. Students who complete the AS degree may complete an additional six (6) hours of IAI GECC courses (one course in Humanities and Fine Arts and one course in Social and Behavioral Sciences) at Lake Land or following transfer to the four-year university to meet the GECC requirements.

Associate in Engineering Science Degree (AES)

The AES degree is highly structured to require extensive, sequential mathematics and science courses required for study in Engineering. This degree includes a reduced general education core as defined by the IAI. Students who complete the AES degree may complete the GECC following transfer to the four-year university or meet the university's lower-division general education requirements.

Associate in Applied Science

The AAS degree is highly structured to prepare individuals for employment in a specific field. General education requirements for this degree include the following. Specific courses that meet general education for each AAS degree are identified in the Lake Land College catalog.

CATEGORY	REQUIREMENT
Communication	3 credit hours
Mathematics or Physical and Life Sciences	3 credit hours
Humanities and Fine Arts or Social and Behavioral Sciences	3 credit hours
Additional hours selected from two different categories listed above or any course with the prefix: HED, PED, REC, SFS	6 credit hours

TOTAL 15 credit hours

Associate in Liberal General Studies (AGS)

The ALS AGS degree provides a unique opportunity to develop an individualized program that crosses traditional academic disciplines. General education requirements for this degree include the following. Specific courses that apply toward each category are identified in the Lake Land College catalog.

CATEGORY	REQUIREMENT
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Communication	6 credit hours
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<u>Social and Behavioral Sciences</u>	<u>3 credit hours</u>
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Mathematics or Physical and Life Sciences	7 3 credit hours
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<u>Physical/Life Science</u>	<u>3-4 credit hours</u>
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Humanities and Fine Arts	3 credit hours
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Social and Behavioral Sciences	3 credit hours
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Humanities and Fine Arts or	3 credit hours
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Social and Behavioral Sciences	3 credit hours
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<u>Additional course from any of the above</u>	<u>3 credit hours</u>
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<u>General Education Total</u>	<u>21 credit hours</u>
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<u>TOTAL</u>	<u>22 credit hours</u>
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<u>ELECTIVES</u>	<u>HOURS</u>
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<u>Baccalaureate or career-technical coursework up to 39</u>	
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<u>INS 099 Portfolio Development</u>	<u>2</u>
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<u>Experiential Credit</u>	<u>up to 30</u>
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<u>Proficiency Credit</u>	<u>up to 30</u>
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<u>Independent Study</u>	<u>up to 16</u>
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<u>ELECTIVES TOTALS</u>	<u>39</u>
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<u>AGS Total Required for Degree</u>	<u>60 credit hours</u>
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Inclusion of Human Relations in Curriculum

It is the policy of Lake Land College to include in its General Education Requirements course-work on improving human relations. This policy includes improvement in understanding about race, ethnicity, gender, and related issues as they impact on racism, gender bias, and sexual harassment.

The General Education course work addresses the issues of race, ethnicity, gender, and other issues as they relate to racism and sexual harassment as a part of its discipline. Each discipline includes course work which is appropriate to that area of study¹.

Adopted November 9, 1998

Revised April 11, 2016

Revised September 9, 2019

Revised January 12, 2026

¹ 110 ILCS 205-9

07.24

Graduation Requirements

Graduation Requirements

Lake Land College is authorized to grant the following degrees to students who successfully complete the requirements of certain prescribed curricula:

- Associate in Arts
- Associate in Science
- Associate in Engineering Science
- Associate in Applied Science
- Associate in Liberal General Studies (ALGS)

Certificates are granted in technological fields to students who completed the required courses in accordance with prescribed standards developed by the College.

The requirements for each degree and certificate will be recommended by the faculty and approved by the President. The requirements shall be based upon the needs and interests of the students and of the community and shall reflect requirements of the Illinois Community College Board, transfer institutions, and/or accrediting associations.

1. Required of All Students in Degree Programs

Students will be eligible for graduation when they have met all of the following requirements:

- A. Met all College admissions requirements.
- B. Fulfilled all general and specific requirements in one of the associate degree curricula listed in the catalog. Associate in Science or Associate in Arts degree major requirements may vary from sample college transfer curriculum depending upon the students' selection of courses to meet four-year college

requirements.

Board Policy No. 07.24

- C. Accumulated the minimum semester hours required for the specific degree.
- D. Accumulated a grade point average of 2.00 (C) in the general and specific requirements for the degree. Only courses at the 040 course level or above will count toward graduation with the exception of RDG 050 which also does not fulfill graduation requirements.
 - (1) The final grade point average for graduation of students who have made a major career program change only includes those credit hours and grades of courses applicable to meet the requirements of the major.
 - (2) The final grade point average for graduation of transfer students does not include grades earned at other institutions for courses accepted toward graduation at Lake Land College. Advanced standing and transfer credit are granted for courses passed in accredited colleges and universities. Accredited is defined to include only the Higher Learning Commission or other regional accrediting agencies.
 - (3) Students enrolled in the Associate Degree in Nursing, Dental Hygiene, and Physical Therapist Assistant programs must earn a grade of "C" or higher in all required courses to remain in, and graduate from, the program.
 - (4) Students enrolled in the Medical Assistant program must earn a grade of "C" or higher in all MAP courses and MCS-095 to remain in, and graduate from, the program.
 - (5) Students enrolled in the John Deere Tech program must earn a grade of "C" or higher in all JDA classes and TEC-048 to remain in, and graduate from, the program. Any student receiving less than a "C" in these classes will be required to withdraw from the program and repeat the class during the next scheduled offering prior to continuing in or graduating from the program.

Board Policy No. 07.24

(6) A grade of "C" or better is required in Composition I and II (ENG 120 and ENG 121) to graduate with an Associate in Arts, Associate in Science, or Associate in Engineering Science Degree.

E. Completed at Lake Land College at least 15 credit hours required for the degree. Hours earned through Advanced Placement, International Baccalaureate and CLEP do not count toward the 15 credit hours. Credits transferred from other colleges are evaluated on a course-by-course basis.

F. Filed a graduation application with the Admissions and Records Office by the posted date of the semester in which the student will meet academic graduation requirements.

2. Requirements for More than One Associate Degree

Students may earn one Associate in Arts and one Associate in Science degree. Students may earn multiple Associate in Applied Science degrees. To earn more than one degree, students must meet all general and specific curriculum requirements for each degree. Students completing more than one degree according to catalog requirements in effect prior to Fall 2016 may not earn both an Associate in Science (A-S-) and an Associate in Arts (A-A-) degree.

It is important that students meet with their advisor or counselor to ensure appropriate course selection because not all courses are applicable to a degree, or intended for, or accepted as transfer credit to senior institutions.

Students who seek more than one degree from Lake Land College are subject to published deadlines to file a graduation application form with the Admissions and Records Office for each degree.

Board Policy No. 07.24**3. Required of All Students in Certificate Programs**

Students will be eligible for graduation when they have met all of the following requirements:

- A. Met all College admissions requirements.
- B. Fulfilled all general and specific requirements in one of the certificate programs listed in the Catalog.
- C. Achieved a "C" (2.00) average or received a grade of P (Pass) in those courses applicable to meet the requirements of the certificates.
 - (1) Students enrolled in the Massage Therapy and Practical Nursing programs must earn a grade of "C" or higher in all required courses to remain in, and graduate from, the program.
 - (2) Students enrolled in the Medical Assistant program must earn a grade of "C" or higher in all MAP courses and MCS-095 to remain in, and graduate from, the program.
- D. Completed at Lake Land College at least one-half of the total number of semester hours required for the certificate. Hours earned through Advanced Placement, International Baccalaureate and CLEP do not count toward this one-half. Credits transferred from other colleges are evaluated on a course-by-course basis.
- E. Filed a graduation application with the Admissions and Records Office by the posted date of the semester in which the student will meet academic graduation requirements.

Board Policy No. 07.24

A student who discontinues attendance for a full year or more will be subject to requirements in the current catalog at the time of registration. The student is responsible for proper registration each semester and satisfying all graduation requirements.

Adopted November 9, 1998
Revised May 10, 1999
Revised November 8, 1999
Revised May 12, 2003
Revised July 11, 2005
Revised December 8, 2008
Revised April 11, 2011
Revised November 11, 2013
Revised February 17, 2014
Revised June 8, 2015
Revised February 8, 2016
Revised June 12, 2017
Revised January 10, 2022
Revised February 13, 2023
Revised January 12, 2026

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
January 12, 2026**

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	12/22/25
	Primary Position Bookstore Rush Worker	
Gibbons, Olivia	Graduate Intern - Student Wellness Center	12/9/25
	Primary Position Counseling Services Specialist	
Mukanya Kengela, Orinie	Bookstore Rush Worker	12/15/25
	Primary Position Student Services Intern	
Musonda, Mulowa	Bookstore Rush Worker	12/12/25
	Primary Position Student Services Intern	
Salami, Aisha	Bookstore Rush Worker	12/12/25
	Primary Position Student Services Intern	

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, Natasha	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	1/20/26
Tariq, Faisal	Transferring from Adult Education Instructor Director of TRIO Programs	1/13/26
Westendorf, Charles	Transferring from Assistant Director of TRIO Application Engineer Transferring from Web Developer	