

# Lake Land College District No. 517

**Board of Trustees**  
Agenda and Board Book  
March 9, 2026  
Regular Meeting No. 711



## MISSION • VISION • VALUES

Lake Land College creates and continuously improves an affordable, accessible and effective learning environment for the lifelong educational needs of the diverse communities we serve.

**LAKE LAND**  
COLLEGE

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

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



Regular Meeting No. 711  
Monday, March 9, 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 February 16, 2026, Regular Meeting.
2. Approval of Minutes of February 16, 2026, Closed Session.
3. Approval of Agenda of March 9, 2026, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.  
For summary and details of bills refer to the [Board of Trustees web page](#).
5. Destruction of Tape Recording of the September 9, 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. Focus on Advancing Student Success – Updates for the Dental Hygiene Program.	
2. Monthly Data Point Discussion – Enrollment Goals for Fall 2026 Semester.	
3. Consideration of Board Meeting Software and Automation.	
4. Calendar of Events.	21-22

### Action Items.

Topic	Board Book Page Number(s)
1. Approval of Proposed Resolution No. 0326-007 - Approving Participation in the Coles County Enterprise Zone. The Resolution may be viewed via the <a href="#">Board of Trustees web page</a> .	23-24
2. Approval of Tuition and Fees Rates for Summer 2026, Fall 2026 and Spring 2027.	25-26
3. Approval of Proposed Revisions to Board Policy 07.28.01 – <i>Student Code of Conduct and Disciplinary Procedures</i> .	27-43
4. Approval of Proposed Revisions to Board Policy 10.34 – <i>Travel</i> .	44-49
5. Acceptance of Grant(s).	50
6. Acceptance of January 2026 Financial Statements.	51-53
7. Approval of Academic Calendars.	54-56
8. Approval of Faculty Tenure Recommendations.	
9. Approval of Reemployment of Tenured and Non-Tenured Faculty Members.	57-61
10. Approval of Renewal for Property, Casualty and Liability Insurance.	62-65
11. Approval of Recipients for Outstanding Full-Time Faculty Award.	66-73
12. Acceptance of Gift-in-Kind Donation(s) from the Lake Land College Foundation.	74-76
13. Closed Session. Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (2), closed session is called to	

Lake Land College Board of Trustees

Agenda – March 9, 2026

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consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College and to discuss collective negotiating matters.

[Return to Open Session - Roll Call]

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

77-78

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

**Adjournment.**

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



Regular Board Meeting No. 710  
Board and Administration Center, Room 011  
Mattoon, IL  
February 16, 2026

**Minutes**

**Call to Order.**

In the absence of Chair Wright, Vice-Chair Walk called the February 16, 2026, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of Board and Administration Center, Mattoon, IL.

Vice-Chair Walk announced that the action item "Acceptance of Grants" would be pulled from the agenda.

**Roll Call.**

**Trustees Physically Present:**

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

**Trustees Absent:** Trustee Doris Reynolds and Trustee Thomas Wright.

**Others Participating via Telephonic or Electronic Means:** None.

**Others Present:**

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

**Approval of Consent Items.**

Trustee Montgomery moved and Trustee Deters seconded to approve the consent agenda as presented.

1. Approval of Minutes of January 12, 2026, Regular Meeting.
2. Approval of Minutes of January 12, 2026, Closed Session.
3. Approval of Agenda of February 16, 2026, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	517,406.14
Building Fund	\$	104,554.02
Site & Construction Fund	\$	127,908.57
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	110,006.81
Restricted Purposes Fund	\$	283,013.41
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	18,686.38
Student Accts Receivables	\$	43,645.86
Total	\$	1,205,221.19

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 August 12, 2024, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Reynolds and Trustee Wright.

**Motion carried.**

## **Hearing of Citizens, Faculty, and Staff.**

There were no public comments.

## **Committee Reports.**

### **ICCTA/Legislative.**

Trustee Walk said that Student Trustee Bliler, Dr. Bullock, and herself traveled to Washington, D.C. last week for the ACCT National Legislative Summit. She said some of the highlights included a celebration for the passage of the Workforce Pell for short-term programs that the ACCT has been working on for many years. Ms. Walk said there is still a lot of work ahead for the states to put guardrails in for potential programs as well as measurable outcomes, but starting July 1st, governors will be able to submit to the DOE short-term programs that would qualify for a Workforce Pell grant for students. She will have more information on this later this year as it unfolds. Ms. Walk said ACCT is also looking to continue strengthening the Pell grant with an increase to the maximum Pell grant and ending taxation on Pell grants. She said the focus also during the summit was on programs that boost community colleges as economic engines by helping them train workers for jobs needed in our communities. She continued that there was talk of an announcement coming soon for a Strengthening Community Colleges Training Grant that will provide funds for community colleges to develop short-term training programs that could potentially trigger Workforce Pell eligibility. She said that the group throughout the summit felt the support of our senators, representatives, and all the presenters and the value they know community colleges can and will bring to students and our future workforce.

### **Resource & Development.**

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

### **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 first round of scholarship applications closed Feb. 1<sup>st</sup> with 598 completed applications. The Foundation is currently in the review process and anticipates issuing scholarship notifications in mid-March. The second round of applications will reopen on June 1st this summer.
- February 13<sup>th</sup> is our annual Love a Laker giving day. On this day, we will seek one-time donations from employees, board members, alumni, and community members. Special thanks to SC3F for their matching gift support for the first \$3,000 in donations.
- The Foundation is excited to kick off the second year of the Community Partners Program with a breakfast on Feb. 26<sup>th</sup>. We're excited to share that we currently have 23 committed businesses to date, raising \$77,000.

## **Student Report.**

Student Trustee Blieler reported that since the Board's last meeting, the Student Government Association (SGA) has convened five times. He said the topics of discussion included hosting the annual High School Leadership Conference, which brought in over one hundred students who participated in sessions focused on leadership traits. He said these sessions were led by sophomore members of the SGA and drew strong participation from high school students. Mr. Blieler said SGA is thankful for such excellent attendance at this event and appreciates the opportunity to share more about leadership and Lake Land College with area high school students. He said the SGA also hosted a Red Cross Blood Drive and had an increased turnout, resulting in increased donations. He extended his thanks to the college community for donating to this lifesaving effort. The SGA has worked to assign students to representative positions on college committees and is looking forward to the upcoming sophomore delegate and student trustee elections next month and is currently finalizing all student election related actions in the upcoming weeks. He said they have been working to bring back the Make a Difference Campaign so that students may recognize members of the college's faculty and staff who have enhanced their experience as students. Mr. Blieler said this effort has been met with enthusiasm from students and staff alike, and he looks forward to sharing this form with the college community very soon.

Mr. Blieler said the Student Activity Board (SAB) has had another successful series of events. They are partnering with SGA for the High School Leadership Conference. SAB hosted a keynote speaker for the event open to conference attendees and all Lake Land College students. He said other SAB events have included a Valentine Paint Party, Air Dry Clay event, and a Subs and Scholarships event in conjunction with the Lake Land College Foundation. He said these events have been engaging for students, and he thanked the SAB for their work in increasing student involvement.

Mr. Blieler said the Navigator News continues their splendid work with the most recent publication of the February issue and in continuing student organization recognition, he recognized the Math Club and Club IT. He said both clubs are working to bring interested students together and create engaging events about their respective subjects. He said he looks forward to their continued contributions to the Lake Land College community and thanked them for their involvement as students and leaders.

He welcomed any questions the Board may have and thanked them for their support in the Lake Land College student body.

## **President's Report.**

Dr. Bullock gave the following updates:

- The College received \$567,374 in payments from the Illinois Department of Corrections in January toward the FY 2026 balance. A total of \$650,391 remains outstanding for DOC.
- We received no payments in January from the Illinois Department of Juvenile Justice. A balance of \$74,564 remains outstanding.
- In January, the College received \$710,411 from the State of Illinois for FY 2026 credit hour reimbursement, \$514,413 for equalization, and \$428,782 toward CTE. A total of \$4.7 million remains outstanding from the State of Illinois.
- The College received \$101,683 in CPPRT payments in January.
- The College received \$315,990 in property tax payments in January.

## **Business - Non-action Items.**

### **College's 60th Anniversary Celebration Plans.**

Ms. Kelly Allee, Director of Marketing and Public Relations, presented on the proposed plans to recognize and celebrate Lake Land College's 60 years of life-changing service to the district. Ms. Allee said the plan was created in recognition of the College's priority focus on the strategic direction and commitment to building brand awareness. The celebration will span from February to December 2026.

### **Proposed Resolution No. 0326-007 - Approving Participation in the Coles County Enterprise Zone.**

Dr. Bullock presented on approving participation in the Coles County Enterprise Zone to provide more economic development opportunities and a plan to include new housing.

### **Focus on Advancing Student Success – Growth of Criminal Justice Programs.**

Mr. Dave Chambers, Criminal Justice Instructor & Coordinator for Criminal Justice Programs, presented on advancing student success with updates on the growth of Criminal Justice Programs.

## **Monthly Data Point Discussion – Results of Ideation Sessions for Strategic Plan – “Education that Fits Your Life.”**

Dr. Lynn Breer, Director of Institutional Research and Reporting, presented on the monthly data point discussion and provided the results of Ideation Sessions for the Strategic Plan - “Education that Fits Your Life.”

## **Presentation on Converting to Ellucian SaaS.**

Mr. David Stewart, Chief Information Officer, presented on behalf of the Strategic Planning Committee on why the College is converting to Ellucian SaaS.

## **Spring Census (10th Day) Enrollment Report.**

Ms. Heather Nohren, Vice President for Student Services, presented the Spring Census (10th Day) Enrollment Report.

## **DCEO Advanced Manufacturing Grant Opportunity.**

Dr. Ike Nwosu, Vice President for Academic Services, presented the Board with a DCEO Advanced Manufacturing Grant opportunity, primarily focused on facility construction. He highlighted for Trustees two different grant options and the College’s potential financial commitment for equipment, staffing, and other related expenses should the College be awarded either grant. Each Trustee in attendance supported the College in pursuing this grant funding opportunity.

## **Proposed Revisions to Board Policy 07.28.01 – *Student Code of Conduct and Disciplinary Procedures.***

Ms. Nohren highlighted a request for the Board to approve proposed revisions to Board Policy 07.28.01 – *Student Code of Conduct and Disciplinary Procedures.*

## **Proposed Revisions to Board Policy 10.34 – *Travel.***

Mr. John Woodruff, Vice President for Business Services, presented a request for the Board to approve proposed revisions to Board Policy 10.34 – *Travel.*

## **Calendar of Events.**

Trustees reviewed a calendar of upcoming events. Dr. Bullock reminded the Board about the College Commencement being held on May 15, 2026, and the May 20, 2026, Board Retreat at

1 p.m., with lunch at noon and guest, ICCTA Facilitator Mr. Jim Reed, who will be in attendance.

## **Action Items**

### **Approval of Special Event Tuition Waivers for High School Sporting Events with In-District Partnering Schools.**

Ms. Allee presented to the Board a request to approve up to 29 3-credit-hour tuition waivers, including retroactive waivers for those already awarded, to be used for any in-district partnering high school sporting event. She said the Board had previously approved four 3-credit-hour tuition waivers to present to seniors at the Mattoon and Charleston Senior Night men's and women's basketball games, and that Chair Wright had previously asked the college to expand this activity to other high schools. She said she was pleased to report that this initiative has been extremely successful. Ms. Allee said the Administration believed we could cover the number of tuition waivers needed, in addition to the four previously mentioned, by taking advantage of Dr. Bullock's pre-authorized 15 special-event tuition waivers allocated in Board Policy 07.08. However, we have had such great interest from our partner high schools that we have exceeded that allocation. She asked the board to retroactively approve the waivers we have used so we can free up Dr. Bullock's special-event tuition waivers for the future. She said this initiative is a joint effort between the Recruitment and Enrollment Management and the Marketing and Public Relations Teams.

Ms. Allee highlighted the number of participating schools, and she said that the schools, students and parents have been so appreciative and excited about this initiative. She said the College has had tremendous support at the games and on social media. Ms. Allee thanked the two recruiters, Kate Bond and Taylor Orris, who attended all the games, and the MPR staff members who split up the games with our student mascot position.

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

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Reynolds and Trustee Wright.

**Motion carried.**

### **Approval of Recommendation from the 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.**

Ms. Jean Anne Highland, Chief of Staff, reminded the Board that on January 8, 2026, a Naming Advisory Committee, comprised of the Board of Trustees' Buildings and Site Committee, President Bullock and Ms. Christi Donsbach, Executive Director for College Advancement, voted unanimously to recommend to the Board of Trustees approval for the selection of Mr. Mike Sullivan, a former Trustee, for the Clem Phipps Exemplary Trustee Award and to name the new main entrance plaza at Lake Land College's main campus as the Sullivan Plaza in recognition of Mike Sullivan. She said that the Naming Advisory Committee then presented this recommendation to the Board of Trustees during the January 12, 2026, Board meeting as first reading, and that the Administration was now requesting Board approval per Board Policy 11.10 – *Naming of Buildings and Grounds*.

Trustee Cadwell moved and Trustee Lilly seconded to approve to posthumously select Mr. Mike Sullivan, a former Trustee, for the Clem Phipps Exemplary Trustee Award and to name the new main entrance plaza at Lake Land College's main campus as the Sullivan Plaza in recognition of Mike Sullivan's exceptional and transformative contributions to Lake Land College, its students, and the broader community.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Reynolds and Trustee Wright.

**Motion carried.**

## **Approval of Purchase for MamaAnne Medium Manikin Simulator for the Nursing Program.**

Trustees reviewed a memo from Dr. Erin Swingler, Allied Health Division Chair, and heard a request from Dr. Nwosu, Vice President for Academic Services, for the Board to approve the purchase of a MamaAnne Medium (380-00150) manikin, Cable, Power (260320), MamaBirthie Light with C Section Module (370 -00133), LLEAP Software License (400 -01050), Laptop (for use with LLEAP) (400-10201), Mobile Router (400 -93050), MamaAnne Onsite Course – Getting Started (380 -EDGS100), MamaAnne ProTech Coverage (380 -B-ProTech -MA) to be purchased for the Effingham Technology Center at a total cost of \$113,059.79. Trustees learned that 50% of the funding (\$56,529.89) would come from HSHS ETC Nursing Equipment through the Foundation, (14 -91-7028-58600) and 50% funding (\$56,529.90) from the Pipeline for Advancement of the Healthcare Workforce, PATH Grant. Trustees were provided with details on the pricing for the various components within the overall purchase.

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

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

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Reynolds and Trustee Wright.

**Motion carried.**

### **Acceptance of December 2025 Financial Statements.**

Trustees reviewed the December 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 Lilly moved and Trustee Montgomery seconded to approve, as presented, the December 2025, fiscal year 2026 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Reynolds and Trustee Wright.

**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.

- John Deere Tech Program miscellaneous items/equipment in the attached list, all of which were supplied by John Deere and Company. John Deere removed the items

and will allow our program to retain the scrap proceeds to benefit the Lake Land Ag program. All engines were made inoperable so they could not be salvaged or resold.

- Weight equipment from the student fitness center that has been replaced due to age and normal wear and tear:
  - 1 FW-029 VARSITY FULL RACK W / 2 SCHOOL COLORS & LOGOS
  - 1 PLAT-RARUB RACK ATTACHED RUBBER PLATFORM-SINGLE
  - 1 URB-005 FLAT TO 90 BENCH W / 2 SCHOOL COLORS & LOGO

Trustee Deters moved and Trustee Cadwell seconded to declare as presented the various John Deere Tech Program and fitness center items as surplus and grant authorization to dispose of the listed items in a manner most beneficial to Lake Land College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Reynolds and Trustee Wright.

**Motion carried.**

### **Approval of Planned Retirement Requests.**

Trustees reviewed a recommendation from Mr. Woodruff detailing the names and job positions of twelve employees requesting acceptance into the College's planned retirement program. Trustees learned this includes one administrator, seven faculty members, one supervisory staff, one custodial staff and two support staff members. Mr. Woodruff said these employees have been advised via oral and written communication that the Planned Retirement Program is not a four-year employment contract and their request must adhere to current Board Policy 05.22.

Trustee Cadwell moved and Trustee Montgomery seconded to approve as presented participation in the College's planned retirement program for twelve employees including: Madge Shoot, David Turnbull, Robert Newell, Tara Blaser, Suzett Doty, Brenda Hunzinger, Brian Madlem, Andrew Gaines, Scott Rawlings, Jarold Jennings, Stacey Hakman and Seirra Laughhunn.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Reynolds and Trustee Wright.

**Motion carried.**

### **Reapproval of Academic Calendars.**

Ms. Nohren presented the Board with corrections to be made to the academic year calendars for 2026-2028 due to two incorrect dates that were identified.

She provided a summary of the proposed corrections to the Board-approved academic year calendars, including:

2026-2027 – Summer 2027:

Last Day for Withdrawal – July 26

2027-2028 – Fall 2027:

Mid-Term Module II – November 10

Ms. Nohren said the recommended calendars comply with the requirements established in Lake Land College Board Policies 06.03 Academic Calendar, and 05.20 Holidays and Summer Work Week, and satisfy the requirements of the Illinois Community College Board and the Agreement between the Lake Land College Faculty Association and the Board of Trustees.

Trustee Deters moved and Trustee Montgomery seconded to approve as presented the corrections to the revised academic calendars for 2026-2027 and 2027-2028.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Reynolds and Trustee Wright.

**Motion carried.**

## **Reapproval of Faculty Seniority Listing.**

Trustees heard a request from Dr. Nwosu for the Board to reapprove the Faculty Seniority Listing effective January 12, 2026. He said that during the January 12, 2026, regular Board meeting, the Board approved the listing that the Administration submitted under “Faculty Seniority Listing” in accordance with Section 3B-5 of the Public Community College Act (110 ILSC 805). Trustees learned the Administration inadvertently omitted a senior faculty member from this list due to this member’s upcoming retirement later in the year. Thus, we are resubmitting this request with an updated “Faculty Seniority Listing” for inclusion of this faculty member.

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

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.  
Absent: Trustee Reynolds and Trustee Wright.

**Motion carried.**

## **Approval of One-Year Renewal Maintenance Agreement for Veeam Back-up and Recovery Solutions.**

Mr. Woodruff presented a recommendation from Mr. Stewart for the Board to approve a one-year agreement to renew our Veeam Backup and Recovery solutions. Trustees learned the current contract is set to expire on April 26, 2026, and that the renewal has been negotiated to a final cost of \$42,987.50 for a one-year extension, which is within the allocated \$50,000 budget approved for ISS in FY26. Trustees received the breakdown of costs.

Mr. Woodruff noted that a bid was not necessary due to Board Policy 10.22 (#4.F.).

Trustee Montgomery moved and Trustee Cadwell seconded to approve as presented the proposed Veeam renewal 1-year agreement at the negotiated price of \$42,987.50.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Reynolds and Trustee Wright.

**Motion carried.**

## **Approval of Bid for Audit Firm.**

Mr. Woodruff presented to the Board his recommendation to hire Forvis Mazars, LLP of Decatur, IL to conduct the college audit for the next three years. Trustees received the bid proposals from four firms.

Trustee Lilly moved and Trustee Cadwell seconded to approve the hiring of Forvis Mazars, LLP out of Decatur, IL to conduct the college audit for the next three years at the following rates.

2026 - \$76,500

2027 - \$77,900

2028 - \$80,200

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Reynolds and Trustee Wright.

**Motion carried.**

### **Approval of Recipients for the Following Awards:**

- **Distinguished Service Award;**
- **Alumnus Achievement Award;**
- **Pacesetter Award.**

Trustees heard a presentation from President Bullock on behalf of the selection committee for each of the above-referenced awards. Trustees reviewed the nominations and extensive basis for each recommended award recipient. Dr. Bullock said the selection committee recommends the following 2026 award recipients:

- Distinguished Service Award: Ms. Meg Yargus -Steward
- Alumnus Achievement: Mr. Stephen Anderson
- Pacesetter: Mr. Nic Turner

Trustees learned that, if approved, these award recipients will be honored during the annual Foundation and Alumni Awards Reception.

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

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Reynolds and Trustee Wright.

**Motion carried.**

### **Approval of Bid for the Printing and Mail Preparation of the 2026 Spring and Summer College Magazine.**

Trustees reviewed a memorandum from Ms. Allee and heard a recommendation from Ms. Nohren for the Board to accept the bid from Kingery Printing for the printing and mail preparation of the 2026 Spring and Summer College magazines. She said that the bid was the lowest bid out of four companies that responded for the printing and mail preparation of the two magazines at \$50,223.57.

Trustee Lilly moved and Trustee Montgomery seconded to approve as presented the bid from Kingery Printing of Effingham in the amount of \$50,223.57 for the printing and mail preparation of the 2026 Spring and Summer College Magazines.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Reynolds and Trustee Wright.

**Motion carried.**

### **Closed Session.**

8:00 p.m. – Trustee Deters moved and Trustee Montgomery seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(2), to discuss collective negotiating matters.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Reynolds and Trustee Wright.

**Motion carried.**

### **Return to Open Session - Roll Call**

9:21 p.m.

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

**Trustees Absent:** Trustee Reynolds and Trustee Wright.

**Others Participating via Telephonic or Electronic Means:** None.

### **Approval of the Human Resources Report.**

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

Trustee Cadwell motioned and Trustee Montgomery seconded to approve the Human Resources Report as presented.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Reynolds and Trustee Wright.

**Motion carried.**

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

There was no additional discussion.

## **Adjournment.**

Trustee Cadwell moved and Trustee Montgomery seconded to adjourn the meeting at 9:22 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/](https://www.lakelandcollege.edu/col/board_minutes/)

### Calendar of Events

Monday, March 9, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Wednesday, March 25, 2026	Spring Employee Recognition 11:30 a.m. - 1 p.m. Field House
Thursday, April 9, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, April 13, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, May 7, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, May 11, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Friday, May 15, 2026	6 p.m. - College Commencement Ceremony
Wednesday, May 20, 2026	12 Noon – Annual Board Retreat – Foundation and Alumni Center Board Lunch 1 p.m. – Guest ICCTA Facilitator Mr. Jim Reed
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

# LAKE LAND COLLEGE

# MEMO

TO: Board of Trustees  
FROM: Dr. Josh Bullock, President  
DATE: March 3, 2026  
RE: Resolution to Support Participation in the Coles County Enterprise Zone

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

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

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

Coles County has requested support from its taxing bodies. In support of economic development for the region, I respectfully request the Board of Trustees approve the proposed Resolution No. 0326-007 to support continued participation in the Coles County Enterprise Zone. Please note this request follows presentation of first reading during the February 2026 regular Board meeting. Please also note the full Resolution may be viewed via the Board of Trustees web page at the following link:

<https://www.lakelandcollege.edu/wp-content/laker-documents/laker/bot/Resolution%20Approving%20Participation%20in%20the%20Coles%20County%20Enterprise%20Zone%20February%20and%20March%202026.pdf>

Recommended motion: Approve as presented Resolution No. 0326-007 – Resolution for Approving Participation in the Coles County Enterprise Zone.

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# LAKE LAND COLLEGE

## MEMO

**TO:** John Woodruff, Vice President for Business Services

**FROM:** Madge Shoot, Comptroller

**DATE:** February 27, 2026

**RE:** Proposed Tuition and Fees Rates for Summer 2026, Fall 2026 and Spring 2027 Terms

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Lake Land College remains committed to delivering a high-quality education to our students while remaining one of the most affordable educational choices in the State of Illinois. As the College has begun planning for the fiscal year 2027 budget, we are working diligently to balance the budget while maintaining the value of a Lake Land College education.

The Cabinet is recommending a 3.25% tuition and fees increase. In-district tuition would increase by \$5.00 per credit hour. It is important to note that the Lake Land College tuition rate would remain significantly below the statewide average for in-district and out-of-district levels compared to other community colleges.

With Board approval, the tuition and fee rates for FY2027, compared to FY 2026, are detailed below.

<u>Tuition</u>	<u>In-District</u>	<u>Out-of-District</u>	<u>Out-of-State</u>
Fiscal Year 2026	\$119.00	\$256.26	\$464.54
Fiscal Year 2027	\$124.00	\$267.02	\$484.05

### Activity Fee:

We are recommending that Lake Land College maintain the activity fee at \$4.00 per credit hour for the upcoming Summer 2026, Fall 2026 and Spring 2027 terms

### Rec. Fee:

We recommend reducing the recreation fee from \$2.00 per credit hour to \$.50 per credit hour and reallocating the \$1.50 to the Service Fee.

### Service (including textbook rental) Fee:

We recommend that Lake Land College increase the service fee by \$1.50 (reallocated from the Rec Fee) to \$30.50 per credit hour for the upcoming Summer 2026, Fall 2026, and Spring 2027 terms. The reallocated \$1.50 will fund a newly established Academic Equipment fund to support the replacement of academic equipment.

Dual Credit Fees:

The dual credit fee structure has already been approved by the Board of Trustees through FY 2027, as part of the new Laker Connect program, during the December 2024 regular meeting. This initiative reflects our vision to build bridges between high schools and Lake Land College.

The proposed increases will set our in-district total tuition and fee cost for 30 credit hours to \$4,770 for the 2026-2027 school year. Please note that these proposed increases reflect only a 9.9% increase compared to the Summer 2020 term, far below the BLS identified inflation rate of 26.3% over this same time period.

**Recommended Motion:** Approve as presented the proposed recommendation to increase tuition by \$5/credit hour, activity fees would remain at \$4/credit hour, the recreational fee would be reduced to \$.50/credit hour and service fee increase to \$30.50/credit hour with the reallocation of \$1.50/credit hour from the recreational fee for the upcoming Summer 2026, Fall 2026, and Spring 2027 terms.

# LAKE LAND COLLEGE

# MEMO

TO: Dr. Josh Bullock, President

FROM: Heather Nohren, Vice President for Student Services

CC:

DATE: March 3, 2026

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

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

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

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

First reading was presented at the February Board of Trustees meeting. There have been no requests for recommended changes.

**Recommended motion:** Approve the second and final reading of the recommended revisions to Board Policy 07.28.01, Student Code of Conduct and Disciplinary Procedures, which strengthens procedural fairness, improves transparency and ensures consistent application of disciplinary processes.

**07.28.01****Student Code of Conduct and Disciplinary Procedures**

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

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

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

1. Violations of the Academic Integrity Code. (See Board Policy 07.28.02 - Academic Integrity Code.)
2. Violations of federal, state or local law which occur on College property or in the course of a College sponsored activity. Such violations are also subject to referral to the College's Police Department and/or other civil authorities for investigation and action.
3. Attempted or actual theft or unauthorized possession of College property or services or the property or services of others.
4. Illegal or unauthorized possession, use of, being under the influence of, or distribution of drugs or alcoholic beverages on any College property or at College-sponsored activities.
5. Illegal or unauthorized possession of firearms, look-alike weapons, or dangerous chemicals or explosives on College

## Board Policy 07.28.01

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

6. Intentional damage to or destruction of College property or of property on College premises belonging to others.
7. Reckless driving and parking a student vehicle in authorized areas. (See Board Policy 11.13 - Traffic Regulations and Parking.)
8. Inciting, encouraging or participating in a riot on College property or at a College-sponsored activity.
9. Unauthorized possession, duplication or use of keys or other access devices to any College premises, or unauthorized entry to, or use of, secured College premises.
10. Behavior by any student, in or out of class, which for any reason materially disrupts the class work or educational environment of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the College.
11. Verbal abuse, threats, intimidation, harassment and/or other conduct which threatens or endangers the life-health or safety of any person.
12. Threatening, attempting or committing physical violence against any person, endangering the health and safety of any person, or causing reasonable apprehension of such harm.
- ~~13.~~ Any verbal, written, electronic, or physical behavior, such as a disparaging comment, epithet, slur insult or other expressive behavior, that is directed at a particular person or a group of persons, and which creates an environment wherein the verbal or physical behavior is inherently likely to provoke a violent reaction whether or not it actually does so.

13.

## Board Policy 07.28.01

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

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

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

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

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substances;

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

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

15. Substantially ~~and materially~~ interfering with the freedom of expression of others.
16. Failure to comply with the directions of College employees and other College officials, including law enforcement officials, and their authorized agents acting in the performance of their duties.
17. Actions which obstruct, disrupt or physically interfere with the use of College premises, buildings, rooms or hallways, or a refusal to vacate a building, street, sidewalk, driveway or other facility of the College when directed to do so by a College official.
18. Misrepresentation or falsification of any official records required of the student by the College.
19. Participation in the name of the College in any non-sanctioned activities.

## Board Policy 07.28.01

20. Misusing, altering or fabricating a Lake Land College ID Card.
21. Intentionally furnishing false information to the College or any College official.
22. Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.
23. Violations of other ~~published~~ College ~~regulations~~rules, procedures or policies ~~published in print or available electronically on the Lake Land College website~~, including but not limited to policies related to sex-based misconduct, discrimination/harassment, computer/technology use, campus demonstrations, smoking or use of tobacco products, eating/drinking and ~~regulations~~rules governing participation in student organizations and athletic teams.

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

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

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

**Board Policy 07.28.01**Disciplinary Procedures

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

- ~~1. Inform the student of the proposed sanctions to be imposed based on the allegations of misconduct and offer the opportunity for the student to accept the sanctions without a required meeting. This occurs only when the proposed sanctions do not include administrative withdrawal, suspension or dismissal, or~~
- ~~2. Require the student to appear in the office of the Vice President for Student Services at a time and date specified to review the evidence of the violation and allow the student an opportunity to respond to the allegations.~~

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

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

**Board Policy 07.28.01**

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~~penalties~~ disciplinary sanctions may be imposed:

1. Reprimand: Notice, orally or in writing, that the student is, or has, violated the Student Code of Conduct, and continuation or repetition of violations may be cause for more severe disciplinary action.
2. Academic Sanction: Student may receive a reduced or failing grade in the course(s) and/or disenrollment from the course or academic program.

**Board Policy 07.28.01**

3. Disciplinary Probation: Student is placed on probation for a designated period of time. Additional restrictions or conditions may also be imposed as part of the disciplinary probation. Violations of the terms of disciplinary probation, or any other violation of the Code during the period of probation, may result in suspension or dismissal from the College.
4. Loss of Privileges: Student is prohibited from participating in, scheduling, or attending extracurricular activities, including participation on an athletic team, of the College for a designated period of time. Student athletes may be subject to suspension or dismissal from an athletic competition, team, or program for violations of the Code of Conduct, in accordance with the procedures outlined in the Student-Athlete Principles of Conduct.
5. Restitution: Student is required to make repayment to the College or to an affected party for damages resulting from violation of this Code.
6. Discretionary Sanctions: Work assignments, fines, participation in educational sessions, service to the College or other related assignments as assigned-determined by the Vice President for Student Services.
7. Administrative Withdrawal: Student may be withdrawn from one or more College courses.
8. Suspension: Exclusion from classes and other College activities and events for a specific time period not to exceed one calendar year. Petition for readmission at the end of the time period must be made through the Student Conduct Review Board. Students who are suspended from the College will not be permitted to be present on College property or any College owned building during the period of suspension without the written approval from the Vice President for Student Services or designee.
9. Dismissal: Exclusion from classes and other College activities and events for one calendar year or longer. If a student wishes to be admitted after the end of the designated time period of dismissal, the student must petition the Student Conduct Review Board for

**Board Policy 07.28.01**

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

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

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## Board Policy 07.28.01

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

### Disciplinary Hearing Procedures

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

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

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

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

**Board Policy 07.28.01**

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

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

## Board Policy 07.28.01

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

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

### Appeals

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

### Review by College President (or their designee)

## Board Policy 07.28.01

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

### Interim Suspension

A student may be immediately suspended on an interim basis by the Vice President for Student Services (or designee), prior to the completion of an investigation and/or final disciplinary determination, when the student is deemed a direct threat to the health and safety of members of the College community or to the stability and continuance of normal College operations. The Vice President for Student Services may suspend a student from the College for an interim period pending disciplinary or criminal proceedings, or medical evaluation. The interim suspension shall become immediately effective without prior notice or a hearing before the Student Conduct Hearing Board whenever there is evidence that the continued presence of the student at the College poses a substantial and immediate threat to him/herself or to others or to the stability and continuance of normal College functions. Upon issuance of an interim suspension, ~~the student will be provided~~ **with** written notice of the interim suspension, including the applicable citation identifying the Code of Conduct violations, and imposing the terms of the interim suspension and outlining the investigation, hearing, and appeal process. A student subject to Interim Suspension may appeal the Interim Suspension to the College President (or President's designee) by submitting a written request for review, within ten (10) **calendar business** days of the written notice. A student suspended on an interim basis shall be given a prompt opportunity to either appear personally before the Vice President for Student Services, or designee, or to submit a written appeal or evidence in relation to the following issues only: (1) The reliability of the information concerning the student's conduct, including the matter of his/her identity, and (2) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on College premises poses a substantial and immediate threat to him/herself or to others or to the stability and continuance of normal College functions. The review of an Interim Suspension decision will be limited to determining whether the student's alleged conduct meets the "direct threat" criteria listed above. A student's failure to submit a request for appeal of the Interim Suspension within the required ten (10) **calendar business** day timeframe constitutes a waiver of the student's right to appeal the ~~interim~~ **S**suspension. During

**Board Policy 07.28.01**

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**Board Policy 07.28.01**

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

## **Board Policy 07.28.01**

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Revised September 12, 2016

Revised December 11, 2017

Revised August 10, 2020

Revised August 18, 2025

[Revised](#)

# LAKE LAND COLLEGE

# MEMO

TO: Dr. Josh Bullock, President

FROM: John Woodruff, Vice President for Business Services

CC:

DATE: February 17, 2026

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

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

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

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

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

**Recommended motion:** Approve as presented the recommended updates to Board Policy 10.34-*Travel*.

**10.34****Travel**

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

1. The individual is officially representing the College at a meeting, conference, or program which is judged to require representation by the College.
2. The individual is making a visitation or attending a conference, school, or convention for the purpose of professional improvement which has a direct relationship to their responsibilities at the College. This shall not include travel for the purpose of taking courses at another college or university.
3. All requests for travel and travel funds must be submitted on the prescribed College forms and be approved by the appropriate supervisor in advance of travel. Same-day travel that does not include an overnight stay does not require completion of the College travel forms. The President and Vice Presidents are exempt from pre-approval. All claim vouchers ~~also must~~ must also be signed by the employee and the supervisor. All Board members' requests will be channeled through the Office of the President and approved at a subsequent board meeting prior to payment. To receive travel reimbursement other than mileage after returning to the campus, the employee must submit to the Accounting office, within ten (10) business days, all appropriate receipts attached to the prescribed forms. Other than for the President and Vice Presidents, the request must be approved by the appropriate supervisor. Mileage reimbursements must be submitted to Accounting no later than the 10th business day of the month following the date the travel occurred.
  - A. For staff, any expenses exceeding the maximum allowable reimbursement thresholds require Board of Trustee approval before those expenses can be reimbursed.
  - B. For Board of Trustee travel, all expenses, regardless of amount, must be approved by the Board of Trustees prior to reimbursement.

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**Board Policy No. 10.34**


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- C. The maximum allowable reimbursement threshold may be exceeded due to a bonafide emergency.
4. Each cost center is allocated funds for the purpose of travel reimbursement. Thus, it is important that each ~~cost center~~cost center anticipate any unusual travel requirements prior to budget adoption. Once the budget is adopted, it is the responsibility ~~of each of each~~ cost center to implement its travel plans in such a way that its funds are expended effectively and equitably. Because the basic limitation is the budget, it is necessary that costs for travel become a factor in approval of decisions.
  5. The cost center supervisor has ~~a responsibility~~a responsibility for implementing the travel program within the approved budget by exercising economy in travel expenses in respect to:
    - A. Authorizing travel only when deemed appropriate and confirming the travel pertains to college business.
    - B. Maintaining proper control so that an individual is not in a travel status any longer than assignments require.
    - C. Selecting the most feasible and cost effective method of travel – air, train, bus, or private automobile.
  6. The ~~employee when submitting a travel request and the immediate supervisor~~cost center supervisor ~~has~~has ~~a the~~ responsibility, ~~when approving a travel request,~~ to consider the overall expense to the College. Therefore, the amount of time spent in a travel status should be considered when approving ~~the method of travel~~ a travel request.
  7. It is the general policy of the College that when common carrier transport is used, the employee must travel at the coach rate. If the employee would choose to drive versus air travel, they will be reimbursed the lessor of the value of coach travel and the mileage reimbursement expense. This is not intended to cause travel at unreasonable hours, circuitous routing, or result in added direct expense offsetting transportation savings.

8. When traveling by vehicle the employee should determine if a Lake Land vehicle is available and meets the need or if not, must either rent a car or submit a mileage reimbursement request for the use of their personal vehicle. The mileage reimbursement per mile shall be made at the rate per mile set by the Board of Trustees.
9. Employees are encouraged to utilize any rental car program agreements that are in effect. Employees should consult with their Supervisor prior to travel to determine most cost effective option.
10. The College shall audit all claims on the basis of the shortest and safest direct route mileage. If, for valid reasons, additional mileage is required, it must be clarified on the claim form.
11. Purchase of common carrier tickets and reservations for lodging will be the responsibility of the traveler. Lake Land College will prepay no-refund, common carrier airline tickets for employees traveling on approved College business since this represents a savings to the College of travel dollars. Cost center travel budgets, however, will not be reimbursed for any defaulted tickets.
- ~~12.~~ An employee will only be allowed to stay overnight at the approval of their Vice President or the President. A travel request that exceeds \$7,500 in total, requires President or Vice President approval.
- ~~13.~~12. Authorized reimbursements are:
  - A. If personal vehicle is used, the person must indicate this and must itemize mileage at the approved rate per mile. If public transportation is used, the person must submit appropriate receipts. The reimbursement will be paid at the lower of the two amounts.
  - B. Actual cost of hotel or motel accommodations up to the conference or professional meeting rate (when attending conferences or professional meetings), or applicable federal GSA rate plus 25% for in-state and out-of-state hotel stays will be reimbursed upon the submission of a receipted bill.

- C. Parking charges will be reimbursed upon submission of receipts. Parking violations or other traffic violations will not be reimbursed and are the responsibility of the employee.
- D. Throughway and bridge tolls are reimbursed if appropriate receipts are attached. Toll violations will not be reimbursed.
- E. Reasonable ~~S~~service charges, not to exceed up to 1520%, which are included as part of a hotel or motel bill, are allowed.
- ~~F. Telephone charges will be allowed for College-related calls and, in addition, two personal calls to ensure safe arrival and departure.~~
- ~~G.F. Taxi or livery vehicle~~ Hired Transportation Services or rental car charges which are connected with College-related business and/or from the entry or departure location of a common carrier to a hotel or motel location are allowed.
- ~~H. Rental car charges when pre-approved by the appropriate supervisor or Vice President.~~
- ~~I. Fax charges for official College business.~~
- ~~J.G.~~ Reimbursement of alcoholic beverages is prohibited.
- ~~K.H.~~ Conference registration or materials and banquets/meals which are included as part of the official conference program. Alternative meals purchased when conference meals had been purchased/included and available will not be reimbursed.
- ~~14.~~ Advances will be authorized only for travel by athletic and livestock judging teams and the Director of International Programs.
- ~~15.~~ 13. For Lake Land College employees at correctional centers, when there is a conflict, the Department of Corrections contract shall prevail.

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

# LAKE LAND COLLEGE

# 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 National Rifle Association (NRA) Foundation Ammunition Grant  
Date: February 26, 2026

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Lake Land College Clay Target Shooting Team has received a one-year National Rifle Association (NRA) Foundation Ammunition Grant. The purpose of the NRA Foundation grant funding is to promote, advance and encourage firearms, shooting sports and hunting safety. This grant is not a monetary amount. Instead, it is a donation of 46 flats (460 boxes) of ammunition, which is equal to the value of \$4,512. The NRA will send the ammunition to a local Federal Firearms License (FFL) ammunition dealer and then the College will pick up the donation.

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

**Recommended motion:** Accept as presented a 1 year, \$4,512 valued ammunition grant of 46 flats (460 boxes) of ammunition from the National Rifle Association Foundation Ammunition grant.

# LAKE LAND COLLEGE

## MEMO

TO: Dr. Josh Bullock, President

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

DATE: February 26, 2026

RE: January 2026 (Fiscal Year 2026) Financial Statement Summary

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Please find below a summary of January's actual results compared to the approved budget. We now have 7 months of fiscal year 2026 behind us. At this time, I am not aware of any results, concerns, or indications that would cause concern.

### January - Noteworthy Events Impacting Results

- **Results from Daily Operations** – Related to net revenue less controllable expenses, we finished January \$740K favorable to budget. Controllable expense containment drove the favorable results, and revenue was relatively in line with the budget, which is a positive for January.
- **Revenue** – Revenue for January was favorable to the budget by \$22,509. Local tax payments helped offset unfavorable results in State-provided funds like CPPRT (-\$84K) and CTE (-\$346K)
- **Expenditures** – Daily operational expenditures for the month of January were favorable to the budget by approximately \$762K. The various teams are doing well to keep expenditures in line. Some cost centers will front-load the budget for the quarter. I would anticipate this leveling off in February and March as the mid-quarter expenditures book.

**Recommended motion:** Approve as presented the January 2026, fiscal year 2026 Financial Statements.



**January 2026 (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	
<b>Revenue</b>							
Local Sources	\$177,298	\$41,667	\$135,631	\$12,458,031	\$12,288,667	\$169,364	●
ICCB Credit Hour Grant	\$539,540	\$555,834	(\$16,294)	\$2,668,347	\$2,684,641	(\$16,294)	●
ICCB Equalization Grant	\$514,413	\$502,936	\$11,477	\$3,600,888	\$3,520,551	\$80,337	●
Other State Sources	\$258,499	\$352,161	(\$93,662)	\$517,398	\$1,063,027	(\$545,628)	●
Tuition	\$115,871	\$194,048	(\$78,176)	\$8,691,404	\$8,690,517	\$888	●
Fees	\$130,385	\$196,022	(\$65,637)	\$3,996,921	\$4,175,711	(\$178,790)	●
Other Revenue	\$263,543	\$179,391	\$84,152	\$1,256,254	\$815,156	\$441,097	●
Gift in Kind	\$0	\$0	\$0	\$0	\$0	\$0	●
<b>Total Revenue</b>	<b>\$1,999,550</b>	<b>\$2,022,059</b>	<b>(\$22,509)</b>	<b>\$33,189,243</b>	<b>\$33,238,269</b>	<b>(\$49,026)</b>	●
<b>Expenditures</b>							
Instructional	\$1,073,811	\$1,358,733	\$284,922	\$8,523,305	\$9,118,017	\$594,712	●
Academic Support	\$110,994	\$147,277	\$36,284	\$925,749	\$1,090,662	\$164,912	●
Student Services	\$269,856	\$296,778	\$26,922	\$1,882,203	\$2,115,296	\$233,093	●
Public Service/Cont Ed	\$58,650	\$118,328	\$59,678	\$510,816	\$706,252	\$195,436	●
Operations & Maintenance	\$389,595	\$586,087	\$196,492	\$2,492,444	\$3,118,427	\$625,983	●
Institutional Support	<u>\$739,457</u>	<u>\$898,081</u>	<u>\$158,623</u>	<u>\$5,237,282</u>	<u>\$6,044,611</u>	<u>\$807,329</u>	●
<b>Total Expenditures - Daily Operations</b>	<b>\$2,642,363</b>	<b>\$3,405,283</b>	<b>\$762,921</b>	<b>\$19,571,799</b>	<b>\$22,193,265</b>	<b>\$2,621,466</b>	
<b>Revenue Less Expenditures - Daily Operations</b>	<b>(\$642,813)</b>	<b>(\$1,383,224)</b>	<b>\$740,411</b>	<b>\$13,617,444</b>	<b>\$11,045,004</b>	<b>\$2,572,440</b>	●
Scholarships, grants, waivers	\$14,978	\$818,851	\$803,873	\$653,768	\$1,357,851	\$704,083	
Gift in Kind	\$0	\$0	\$0	\$0	\$0	\$0	
Reserves - Emergency, contingency and pledged	\$41,325	\$195,030	\$153,705	\$177,638	\$641,170	\$463,532	
Transfer Out	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
<b>Total - Non-Operational Expenditures</b>	<b>\$56,303</b>	<b>\$1,013,881</b>	<b>\$957,578</b>	<b>\$831,406</b>	<b>\$1,999,021</b>	<b>\$1,167,615</b>	
<b>Total Expenditures</b>	<b>\$2,698,666</b>	<b>\$4,419,164</b>	<b>\$1,720,498</b>	<b>\$20,403,205</b>	<b>\$24,192,286</b>	<b>\$3,789,081</b>	●
<b>Excess Revenues Less Total Expenditures</b>	<b>(\$699,116)</b>	<b>(\$2,397,105)</b>	<b>\$1,697,989</b>	<b>\$12,786,038</b>	<b>\$9,045,983</b>	<b>\$3,740,055</b>	●

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



**January 2026 (FY2026) Financial Results  
Performance Details  
General Fund--Funds 01 and 02--For Internal Use Only**

Expenditures by Category Type	Current Month			YTD - FY2026			
	Actual	Budget	Variance	Actual	Budget	Variance	
Salary and Wages	\$1,478,937	\$1,537,993	\$59,057	\$11,737,178	\$12,110,799	\$373,621	●
Employee Benefits	\$495,601	\$641,571	\$145,969	\$3,008,397	\$3,106,452	\$98,055	●
Contractual Services	\$289,154	\$383,254	\$94,100	\$1,644,880	\$2,253,200	\$608,321	●
General Materials and Supplies	\$160,897	\$524,374	\$363,478	\$1,679,709	\$2,692,346	\$1,012,637	●
Travel and Meeting Expenses	\$36,634	\$51,174	\$14,540	\$189,437	\$415,565	\$226,128	●
Fixed Charges	\$14,223	\$30,358	\$16,135	\$274,278	\$145,228	(\$129,051)	●
Utilities	\$161,806	\$165,367	\$3,562	\$960,284	\$1,048,760	\$88,476	●
Capital Outlay	\$0	\$110,458	\$110,458	\$44,416	\$372,915	\$328,499	●
Contingency Funds	\$41,325	\$53,515	\$12,190	\$149,571	\$391,170	\$241,599	●
Other Expenditures	\$20,090	\$921,101	\$901,011	\$715,055	\$1,655,851	\$940,796	●
<b>Total Expenditures</b>	<b>\$2,698,666</b>	<b>\$4,419,164</b>	<b>\$1,720,498</b>	<b>\$20,403,205</b>	<b>\$24,192,286</b>	<b>\$3,789,081</b>	

Accumulated Expenditures by Type	YTD - Salary & Wages			
	Actual	Budget	Variance	
Instructional	\$6,539,767	\$6,470,073	(\$69,694)	●
Academic Support	\$571,409	\$624,428	\$53,019	●
Student Services	\$1,342,307	\$1,397,785	\$55,478	●
Public Service/Cont. Ed	\$262,175	\$288,735	\$26,560	●
Operations & Maintenance	\$665,660	\$834,142	\$168,482	●
Institutional Support	\$2,355,860	\$2,495,637	\$139,776	●
<b>Total</b>	<b>\$11,737,178</b>	<b>\$12,110,799</b>	<b>\$373,621</b>	●
Annual Budget		\$20,185,125		
Percent Consumed		60.00%		

YTD - Employee Benefits			
Actual	Budget	Variance	
\$1,360,029	\$1,380,265	\$20,235	●
\$140,571	\$167,936	\$27,366	●
\$399,591	\$478,216	\$78,626	●
\$60,890	\$62,817	\$1,928	●
\$234,487	\$342,252	\$107,766	●
\$812,830	\$674,965	(\$137,865)	●
<b>\$3,008,397</b>	<b>\$3,106,452</b>	<b>\$98,055</b>	●
	\$6,238,351		
	49.80%		

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

# LAKE LAND COLLEGE

## MEMO

To: Dr. Josh Bullock, President  
From: Heather Nohren, Vice President for Student Services  
Date: March 3, 2026  
Subject: Recommended Academic Calendars 2028-2029

### Memo

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The Academic and Enrollment Calendar Committee has completed its work to develop the academic calendar for 2028-2029. The calendar summary is attached.

The recommended calendar complies with requirements established in Lake Land College Board Policies *06.03 Academic Calendar* and *05.20 Holidays and Summer Work Week* and satisfy the requirements of the Illinois Community College Board and the Agreement between the Lake Land College Faculty Association and the Board of Trustees. The calendar follows the same model that has been in place since the 2012-2013 academic year.

**Recommended motion:** Approve as presented the calendar for academic year 2028-2029.

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

## Lake Land College – Academic Calendar Summary

<b>Fall Semester 2028</b>	
Opening Day-Fall Celebratory Kick-Off Breakfast-Offices Closed 8-9 a.m. Full Services Resume @ 9 a.m.	August 18
First Meeting of Full Semester & Module I Classes	August 21
Last Day for Refund - Module I	August 25
Last Day for Refund - Full Semester	September 1
College Closed	September 4
Mid-Term Module I	September 15
No Day or Evening Classes SOFF	September 16
College Career Day – No Day or Evening Classes	October 3
Last Day for Withdrawal – Module I	October 9
Last Day of Classes – Module I	October 13
Mid-Term Full Semester	October 13
First Meeting of Module II Classes	October 16
Last Day for Refund – Module II	October 20
Mid-Term – Module II	November 9
Last Day to Apply to Graduate for Fall	November 17
Staff Development – No Day or Evening Classes	November 22
College Closed	November 23–November 26
Last Day for Withdrawal – Full Semester & Module II	December 4
Last Day of Classes - Full Semester & Module II	December 8
Final Examinations	December 11–14
Semester Close	Grades Due Noon December 15
Semester Break-College Closed	December 22-January 1
<b>Spring Semester 2029</b>	
Opening Day-Unit Leader/Divisional Meetings	January 5
First Meeting of Full Semester & Module I Classes	January 8
Last Day for Refund – Module I	January 12
College Closed	January 15
Last Day for Refund – Full Semester	January 22
Mid-Term Module I	February 2
Last Day for Withdrawal – Module I	February 26
Last Day of Classes Module I	March 2
Mid-Term Full Semester	March 2
Spring Recess – No Day or Evening Classes	March 5-9
College Closed	March 9
First Meeting of Module II Classes	March 12
Last Day for Refund – Module II	March 16
Last Day to Apply to Graduate for Spring	March 16
College Closed	March 30
Mid-Term Module II	April 6
Staff Development Days– No Day or Evening Classes	April 12-13
Last Day for Withdrawal – Full Semester & Module II	May 1
Last Day of Classes – Full Semester and Module II	May 7
Final Examinations (begin at 5:00 p.m. on May 7)	May 8-11
Commencement – 6:00 p.m.	May 11
Semester Close	Grades Due Noon May 14
<b>Summer 2029</b>	
First Meeting of Classes – Intersession	May 14
Last Day for Refund – Intersession	May 14
College Closed	May 28
Last Day for Withdrawal – Intersession	May 29
Last Day of Classes – Intersession	May 30
First Meeting of Classes	June 4
Last Day for Refund	June 11
Mid-Term	June 28
College Closed	July 4
Last Day to Apply to Graduate for Summer	July 19
Last Day for Withdrawal	July 23
Last Day of Classes	July 30
Final Examinations	July 31-August 1
Summer Term Closes	Grades Due Noon-August 2
<b>COLLEGE OPEN MONDAY THROUGH THURSDAY ONLY MAY 14 THROUGH AUGUST 10.</b>	

## Lake Land College – Academic Calendar Summary

### Fall Semester 2028

### DAYS

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Opening Day/Staff Development	2
Career Day	1
Class Days	75
Final Exams	4
Grades Due	1
<b>TOTAL</b>	<b>83</b>

### Spring Semester 2029

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Opening Day/Staff Development	3
Class Days	77
Final Exams	4
Grades Due	1
<b>TOTAL</b>	<b>85</b>

### Summary

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Opening Day/Staff Development	5
Class Days	152
Final Exams	8
Grades Due	2
Career Day	1
<b>TOTAL</b>	<b>168</b>

### Summer Term 2029

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Class Days	32
Final Exams	2
Grades Due	1
<b>TOTAL</b>	<b>35</b>

### DATES THAT ALL COLLEGE OFFICES ARE OFFICIALLY CLOSED 2028-2029

September 4  
 November 23 through 26  
 December 22 through January 1  
 January 15  
 March 9  
 March 30  
 May 28  
 May 14 through August 10 – Closed on Friday  
 July 4

# LAKE LAND COLLEGE

# MEMO

TO: Lake Land College Board of Trustees

FROM: Dr. Jonathan Bullock, President

DATE: February 23, 2026

RE: Reemployment for continued employment for Tenured and Non-tenured Faculty Members for the 2026/2027 Academic Year

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All faculty performance evaluations have been completed by the Division Chairs and the appropriate Vice President. Based upon the results of the Vice Presidents' recommendations and extended conversations with them, I recommend reemployment of the following faculty members:

**First-Year Non-Tenure\***    **Division**

Jenny Beliz	Humanities
Paul Hewitt	Business and Technology
Josey Hyatt	Counseling
Ben Madlem	Business and Technology
Mike Stanfield	Business and Technology
Misty Stone	Allied Health

*\*These first-year faculty are yet to be evaluated per the evaluation calendar.*

**Second-Year Non-Tenure Division**

Kambri Hinds	Business and Technology
Mindi Haarman	Business and Technology
Jamie Haarman	Allied Health
Rachel Young	Business and Technology

<u>Third-Year Non-Tenure</u>	<u>Division</u>
Scott Harley	Agriculture
Ellise Haskett	Counseling
Sarah Lucht	Humanities
Logan Smith	Allied Health
Walter Robison	Business and Technology
Aaron Walk	Counseling

<u>Fourth Year Tenure</u>	<u>Division</u>
<u>Status (Effective Fall 2026)</u>	
Andrew Cougill	Library
James Crowder	Business and Technology
Kurt Hoene	Business and Technology
Christian Kessler	Agriculture
Jessie Palmer	Allied Health
Constance Rickey	Allied Health
Richard Sumitro	Math and Science
Sarah Wright	Business and Technology

<u>Continued Tenure Status</u>	<u>Division</u>
Daniel Allen	Math and Science
Dyke Barkley	Agriculture
Michael Beavers	Business and Technology
Tara Blaser	Humanities and Communication
Katelyn Bloemer	Allied Health

Andrea Bright	Counseling
Dewayne Brown	Vandalia Correctional Center
Krista Burrell	Counseling
Dion Buzzard	Business and Technology
Jessica Byers	Allied Health
Greg Capitosti	Math and Science
David Chambers	Social Science and Education
Michael Ben Cohan	Humanities and Communication
Brent Curry	Agriculture
Madison Dailey	Social Science and Education
Marc DalPonte	Math and Science
Kimberly Davis	Social Science and Education
Angela Davison	Business and Technology
Laura Deters	Allied Health
Suzett Doty	Math and Science
Danielle Downs	Financial Aid and Veteran Services
Lisa Earp	Business and Technology
Timothy Flowers	Vandalia Correctional Center
Joshua Fulk	Business and Technology
Andy Gaines	Social Science and Education
Tisha Goad	Allied Health
Matt Greider	Social Science and Education
Karla Hardiek	Allied Health
Sarah Harley	Math and Science
Elizabeth Hartrich	Allied Health
Tarah Haskenherm	Allied Health

Sarah Hill	Library
Joseph Hoenes	Business and Technology
Shannon Hood	Allied Health
Lacey Huddleston	Allied Health
Brenda Hunzinger	Math and Science
Charles Jarrell	Social Science and Education
David Johnson	Social Science and Education
Bambi Jones	Math and Science
Nichole Jones	Allied Health
Kris Kersey	Business and Technology
Ty Knebel	Vandalia Correctional Center
Matt Landrus	Humanities and Communication
Lara Lash	Allied Health
Jon Lebold	Business and Technology
Katie Lotz	Social Science and Education
Brian Madlem	Business and Technology
Cody Marlar	Math and Science
Kristine Marler	Business and Technology
Jennifer Melton	Counseling
Claire Miller	Math and Science
Nathan Miller	Vandalia Correctional Center
Kara Molzen	Allied Health
Tina Moore	Career Services
Rakhasha Nasseripour	Math and Science
Russell Neu	Agriculture
Robert Newell	Humanities and Communication

Amber Niebrugge	Social Science and Education
Kellie Niemerg	Counseling
Maria Nohren	Allied Health
Ryan Orrick	Agriculture
Katie Parrish	Social Science and Education
Cassandra Porter	Allied Health
Gregory Powers	Humanities and Communication
Casey Reynolds	Humanities and Communication
Laura Rincker	Math and Science
Eva Ritchey	Humanities and Communication
Matthew Rodgers	Agriculture
Mike Rudibaugh	Math and Science
Lisa Shumard-Shelton	Student Life
Kimberly Smithenry	Allied Health
Erin Swingler	Allied Health
Edward Thomas	Humanities and Communication
David Turnbull	Math and Science
Tanille Ulm	Social Science and Education
Beulah Uphoff	Allied Health
Tara Veach Watson	Humanities and Communication
Jeff White	Math and Science
Hayden Wilder	Agriculture
Ryan Wildman	Agriculture
Bethany Workman	Allied Health
Molly Yeske	Allied Health

# LAKE LAND COLLEGE

## MEMO

TO: Mr. John Woodruff, VP Business Services

FROM: Madge Shoot, Comptroller

CC:

DATE: March 1, 2026

RE: Property & Casualty Insurance Policy & Earthquake Coverage

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Dimond Bros., the retained insurance consultant for Lake Land College, solicited bids from various insurance providers for the College's property & casualty insurance coverage. Through this process, Dimond Brothers reached out to seven insurance companies. Of those, only two companies chose to bid: our current carrier, EMC (Employers Mutual Casualty), and ICRMT (Illinois Counties Risk Management Trust).

The total premium paid, including mid-year additions, to EMC for the Property and Casualty Insurance Policy was \$317,435 for the period from April 15, 2025, to April 14, 2026.

	<u>Current Term Cost</u>	<u>Bid Cost</u>	<u>Add'l Earthquake</u>	<u>Total</u>
EMC	\$317,435	\$387,736	\$51,093	\$438,829
ICRMT	N/A	\$356,727	\$84,532	\$441,259

(Both carriers included a \$10K deductible on Property.)

The main driver of the premium increase is the rates charged for Buildings. The other seven product categories remained relatively flat. The current quotes reflect building value at \$233 million to \$242 million, depending on the carrier.

To meet the requested \$50 million in earthquake coverage, the College will once again need to acquire a second policy. That will be through EQ One again this year and handled under a separate motion.

As the College conducts operations during the fiscal year, there will be property increases/decreases to the policy, which may drive additional premiums. In the March 2025 Board meeting, the Board approved an insurance premium of \$303,447. As a result of changes, the actual cost is currently \$317,000. To remain fully transparent with the Board, we believe it is prudent to request a 5% contingency to cover these changes. For example, we anticipate needing to add the Athletic Center to the policy before next year's renewal.

As a reminder, the cost of Property and Casualty/Earthquake coverage is paid from Fund 6 – TORT.

Please do not hesitate to contact us should you have any questions. Thank you.

**Recommended Motion One:** Retroactively approve the revised premium cost of \$317,000, which is an increase of \$13,553 previously approved by the Board during the March 2025 Board of Trustees meeting. The current agreement is with Employers Mutual Casualty (EMC) of Des Moines, Iowa. The increase is due to property increases and decreases resulting from normal operations.

**Recommended Motion Two:** Approve as presented the bid from Employers Mutual Casualty (EMC) of Des Moines, Iowa, as our Property and Casualty insurance provider for the upcoming year (policy runs April 15, 2026 – April 15, 2027, at a cost not to exceed \$407,000, which is the quote of \$387,736 plus a 5% contingency discussed above.

**Recommended Motion Three:** Approve as presented the bid from EQ One of Los Angeles, California, for \$25 million of additional earthquake coverage at a total cost of \$51,093. The policy term is April 15, 2026 – April 15, 2027.

**February 27th  
2026**

Commercial Package Policy 4/15/2026 to 4/15/2027	2025 EMC	2026 EMC	2026 ICRMT
Student Medical Malpractice 4/15/2024- 4/15/2027			
Dragster Policy 4/2/2026 to 4/2/2027			
Earthquake Policy 4/15/2026- 4/15/2027			
<b>Basic Coverages:</b>	<b>Expiring</b>	<b>Renewal</b>	<b>Competitive Quote</b>
<b>Property Limit</b>			
Building Limit	\$223,898,551	\$232,854,469	\$242,851,035
Business Personal Property Limit	\$43,651,095	\$45,397,140	\$44,066,937
Blanket Business Income	\$3,750,000	\$3,750,000	\$1,000,000
Deductible	\$10,000	\$10,000	\$10,000
Package Endorsement	Yes	Yes	Yes
Earthquake	\$25 Million	\$25 Million	\$10 Million
Earthquake Deductible	5% & 10%	5% & 10%	\$50,000 or 5%
Wind / Hail Deductible	1%	1%	\$25,000
<b>Commercial General Liability</b>			
Each Occurrence/ General Aggregate	\$1M/\$2M	\$1M/\$2M	\$1M/\$3M
Medical Epense Limit	\$10,000	\$10,000	\$5,000 / \$50,000
Deductible	0	0	\$1,000
<b>Sexual Misconduct Liability</b>			
Each Occurrence/ General Aggregate	\$1M/\$2M	\$1M/\$2M	\$1M
Innocent Party Defense	\$100,000	\$100,000	\$100,000
Deductible	\$0	\$0	\$0
<b>Employee Benefit Liability</b>			
Each Occurrence/ General Aggregate	\$1M/\$2M	\$1M/\$2M	\$1M
Deductible	\$1,000	\$1,000	\$10,000
Retroactive Date	4/15/1998	4/15/1998	4/15/1998
<b>Commercial Automobile</b>			
Combined Single Limit	\$1,000,000	\$1,000,000	\$1,000,000
Medical Payment	\$5,000	\$5,000	\$5,000
UM/UIIM	\$1,000,000	\$1,000,000	\$1,000,000
Comprehensive Deductible	\$1,000 \$3,000	\$1,000 \$3,000	\$2,500
Collision Deductible	\$1,000 \$3,000	\$1,000 \$3,000	\$2,500
Garagekeepers	\$50,000	\$50,000	\$50,000
Hired Car Physical Damage	\$50,000	\$50,000	\$50,000
<b>Commercial Inland Marine</b>			
Audio Visual Equipment	BPP In Student Center	BPP In Student Center	BPP In Student Center
Musical Instruments	BPP In Student Center	BPP In Student Center	BPP In Student Center
Ground Maintenance Equipment	\$61,400	\$61,400	\$61,400
Electronic Data Processing	\$2,547,211	\$2,547,211	\$2,547,211
Deductible on EDP/ AV/ Instruments	\$1,000	\$1,000	\$1,000
Deductible on Ground Maint Equip	\$500	\$500	\$1,000
<b>Professional Liability</b>			
School Educators Legal Liability	\$1M/\$2M	\$1M/\$2M	\$1M
Deductible	\$5,000	\$5,000	\$10,000
Retroactive Date	4/15/2000	4/15/2000	4/15/2000
Employment Practices Liability	\$1M/\$2M	\$1M/\$2M	\$1M
Deductible	\$5,000	\$5,000	\$10,000
Retroactive Date	4/15/2000	4/15/2000	4/15/2000
Non-Monetary Relief Defense	\$100,000	\$100,000	\$100,000
Deductible	\$5,000	\$5,000	\$5,000
Retroactive Date	None	None	None
<b>Law Enforcement Legal Liability</b>			
Each Occurrence/ General Aggregate	\$1M/\$1M	\$1M/\$1M	\$1M/\$1M
Non-Moetary Relief Defense	\$100,000	\$100,000	\$100,000
Deductible	\$5,000	\$5,000	\$5,000
Retroactive Date	4/15/2016	4/15/2016	4/15/2016
<b>Commercial Umbrella Liability</b>			
Each Occurrence/ General Aggregate	\$10M/\$10M	\$10M/\$10M	\$10M/\$10M
Self Insured Retention	0	0	0
<b>Total Premium</b>	<b>\$317,435</b>	<b>\$387,736</b>	<b>\$356,727</b>
Increase \$ & %		\$70,301 or 22%	
2024- \$25K ded \$286,430			
Excess EQ Coverage Provided BY QBE	\$25M Included	\$25M Included	\$10M Included
<i>Cincinnati</i> - not competitive & still have solar panel concerns - <i>Hanover</i> no longer in appetite, <i>Liberty Mutual</i> no appetite in region still <i>Selective</i> - not a market for community colleges at this time, sexual abuse & molestation coverage caused major pricing issues for them <i>Travelers</i> - not competitive, higher deductibles			

<u>Student Medical Malpractice</u>				
Provided by Mercer Consumer				
4/15/22 to 4/15/23				
Professional Liability			4/15/21 to 4/15/24	4/15/24 to 4/15/27
General Aggregate		\$	3,000,000	\$ 3,000,000
Each Occurrence		\$	1,000,000	\$ 1,000,000
3 Year Premium		\$	<b>52,229</b>	\$ <b>52,229</b>
1 year premium option				\$ 18,048
<u>Dragster</u>				
Markel				
4/2/26 to 4/2/27				
General Liability			4/2/25 to 4/2/26	4/2/26 to 4/2/27
General Aggregate			\$5,000,000	\$5,000,000
Products/Completed Ops Agg			\$5,000,000	\$5,000,000
Personal & Advertising Injury		\$	1,000,000	\$ 1,000,000
Each Occurrence Limit		\$	1,000,000	\$ 1,000,000
Damage to Premises Rented		\$	300,000	\$ 300,000
Medical Expense Limit			None	None
Legal Liability to Participants		\$	1,000,000	\$ 1,000,000
Premium		\$	<b>1,585</b>	\$ <b>1,585</b>
Earthquake Options			4/15/2025 to 4/15/2026	4/15/2026 to 4/15/2027
			EQOne \$25 Million \$53,395	
				EQOne \$25 Million <b>\$51,093</b>
				EQOne \$40 Million <b>\$84,532</b>
Personal Property & Outdoor Property Are Not Covered By EQ Policy				

# LAKE LAND COLLEGE

# MEMO

**TO:** Dr. Jonathan Bullock, President  
**FROM:** Dr. Ik Nwosu, Vice President for Academic Services  
**DATE:** March 9, 2026  
**RE:** ICCTA Outstanding Full-Time Faculty Member Award Nominee

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On behalf of the screening committee, it is with sincere pleasure that I nominate Mr. Michael Beavers, Applied Engineering Technology Instructor, for the 2026 ICCTA Outstanding Full-Time Faculty Member Award.

Michael has consistently demonstrated leadership and innovation in both traditional and online education. As one of the earliest instructors at Lake Land College to develop online courses in the late 1990s, he played a pivotal role in pioneering our institution's digital learning initiatives. His active participation in the Online Learning Committee underscored his commitment to advancing this field. Notably, Mr. Beavers was the first faculty member at our college to passionately advocate for andragogy, introducing Malcolm Knowles's scholarship and illustrating how adult-centered learning strategies can transform education. His dedication to these practices continues to influence our college today.

At a time when he could have simply quieted down and retired, he chose instead to innovate with competency-based education and assessment. He has always watched trends in classes and programs and works toward innovative practices, such as open labs, online learning, and hybrid learning. Subsequently, Michael was the catalyst in developing Lake Land College's National Science Foundation's (NSF) Advanced Technological Education grant application and now serves as the Principal Investigator for the project. This highly competitive grant program was established to support two-year institutions as they educate technicians for high-tech fields that drive our nation's economy. Within that grant project, he studied those trends, brought in new and old manufacturing partners, and worked toward a solution, which included redesigning the applied engineering technology program as well as the programs that linked into it. His applied engineering technology AAS and stackable automation specialist I and automation specialist II certificates were Higher Learning Commission-approved in November/December 2025, making them the first competency-based education (CBE) programs at Lake Land College. He has ultimately redeveloped these programs into hybrid formats to meet CBE students and traditional students where they are.

Finally, Michael has committed himself to implementing best practices in authentic, contextualized, and active learning, ensuring that students from any background can effectively apply concepts to familiar areas. His collaboration with other division instructors to develop instructional videos demonstrates his dedication to practical, discipline-specific applications in fields such as automotive, construction, welding,

electrical, and HVAC, embedding these methods across core courses like Industrial Safety, Applied Math I, and Print Reading for Industry.

Michael's nomination for this prestigious recognition was supported by 24 faculty and staff members at the college.

I respectfully request that the Board of Trustees accept this nomination at the March 9, 2026, meeting.

Recommended motion: Approve the selection of Mr. Michael Beavers for the Lake Land College Full-Time Faculty Award and for submission to the 2026 ICCTA Outstanding Full-Time Faculty Award Nomination.

March 9, 2026

Illinois Community College Trustees Association  
401 E. Capitol, Suite 200  
Springfield, IL 62701-1711

Dear Selection Committee:

On behalf of the Lake Land College Board of Trustees, I am pleased to nominate Mr. Michael Beavers, Electronics Engineering Technology Instructor at Lake Land College, for the 2026 ICCTA Outstanding Full-Time Faculty Member Award. In addition to this letter of support, please find enclosed the following documents:

- Completed ICCTA nomination form;
- Nominee's philosophy of education; and
- Narrative statement for publicity materials.

Mr. Michael Beavers has consistently demonstrated leadership and innovation in both traditional and online education. As one of the earliest instructors at Lake Land College to develop online courses in the late 1990s, he played a pivotal role in pioneering our institution's digital learning initiatives. His active participation in the Online Learning Committee underscored his commitment to advancing this field. Notably, Mr. Beavers was the first faculty member at our college to passionately advocate for andragogy, introducing Malcolm Knowles's scholarship and illustrating how adult-centered learning strategies can transform education. His dedication to these practices continues to influence our college today.

Mr. Beavers is highly valued by the faculty, as demonstrated by Allied Health Division Chair and Nursing Instructor Erin Swingler's remark: "Michael inspires faculty to think creatively and encourages innovation. I recall his words vividly— 'Try something new. If it fails, so what? At least you attempted. Learn from failure, adapt, and try again. It's better to try and fail than to do the same ineffective thing repeatedly. This message emphasizes not only the importance of experimentation but also promotes faculty growth and development.

During a comprehensive review of the applied engineering technology program and its parallel offerings, he prioritized outstanding practices in both program review and assessment. He proactively integrated Smart Automation Certification Alliance (SACA) standards into existing courses and developed new ones, aligning learning, course, and program outcomes with these standards. From Summer 2024 through early Fall 2025, he actively collaborated with the Curriculum, Instructional Design, and Assessment Departments, overseeing curriculum improvements and ensuring continuous refinement through weekly meetings. Additionally, he guided his department to achieve SACA certification, enabling them to serve as a testing site and to use advanced dashboards to monitor data for each SACA competency more effectively. By leveraging SACA data, course feedback, and employer insights within the assessment cycle, he is driving meaningful instructional and curricular enhancements that elevate student preparedness and industry relevance.

Finally, Mr. Beavers has committed himself to implementing best practices in authentic, contextualized, and active learning, ensuring that students from any background can effectively apply concepts to familiar areas. His collaboration with other Technology Division instructors to develop instructional videos demonstrates his dedication to practical, discipline-specific applications in fields such as automotive, construction, welding, electrical, and HVAC, embedding these methods across core courses like Industrial Safety, Applied Math I, and Print Reading for Industry. Dean of Workforce Solutions and Community Education Chris Strohl, with extensive experience in Adult and Alternative Education, WIOA partnerships, and industry collaboration, praises Mr. Beavers: "As non-traditional, incumbent, and adult students enter his classroom, he makes them feel at home and provides additional support. He has worked closely with the Illinois Manufacturing Workforce Ecosystem (IMWE) and continually seeks ways to incorporate innovative ideas into his teaching."

As an extremely valuable asset to Lake Land College, Mr. Beavers is worthy of this award, and we want to honor his commitment to our students, faculty, staff, and community. Thank you for your full consideration of Mr. Michael Beavers for the 2026 ICCTA Outstanding Full-Time Faculty Member Award.

Sincerely,

Mr. Tom Wright, Chair  
Lake Land College Board of Trustees

# 2026 ICCTA Outstanding Full-Time Faculty Member Award Nomination Form

**Name of nominee** Michael Beavers \_\_\_\_\_  
**Discipline taught** Electronics Engineering Technology \_\_\_\_\_  
**Telephone #** 217-234-5341 \_\_\_\_\_ **E-mail address** mbeavers@lakelandcollege.edu\_

**PLEASE DESCRIBE HOW THE NOMINEE MEETS EACH OF THE FOLLOWING CRITERIA:**

(please use additional pages if needed)

1. In what ways has this educator demonstrated excellence in teaching?

Mr. Michael Beavers has always been in tune with best practices in traditional and online learning environments. He was one of the first instructors at Lake Land College to study and develop online courses in the late 1990s, and he was an active member of the Online Learning Committee in those early days. Mr. Beavers was also the first faculty member to really talk about andragogy at our college at that time, introducing us to Malcolm Knowles's scholarship and sharing how he has applied adult-centered learning practices. He continues these practices to this day.

Mr. Beavers is much appreciated by the faculty, which is illustrated in Allied Health Division Chair/Nursing Instructor Erin Swingler's comment, "Michael encourages faculty to think outside the box. He pushes them to try new things. I remember what he said – 'Try something new. If it fails, big deal – at least you tried. Learn from the failure, revise, and try again. It is better to try and fail than to keep doing the same ole thing that isn't working.' This message is not just about trying new things but supports faculty growth and development."

During a revision of the applied engineering technology program and programs that parallel it, he ensured best practices in program review as well as assessment. He integrated Smart Automation Certification Alliance (SACA) standards into current courses or created new ones, aiming learning, course, and program outcomes toward those standards. Throughout Summer 2024 and early Fall 2025, he worked on the curricula, seeing the changes take place and revising with the Curriculum, Instructional Design, and Assessment Departments involved in the process every Wednesday morning. Further, he and his department became SACA certified, which allows them to be a SACA testing site as well as use the dashboards to monitor data for every SACA competency more closely. He is using the SACA data, course data, and employer feedback as part of the assessment cycle to reshape instruction and curricular revisions.

Finally, Mr. Beavers has engrossed himself in best practices of authentic learning, contextualized learning, and active learning to ensure students who enter the classroom from any background can apply the concepts to areas familiar to them. He is working with other Technology Division instructors to build instruction and videos that include ways of applying the concepts to their disciplines (automotive, construction, welding, electrical, HVAC, etc.) to embed in the common courses throughout their programs (Industrial Safety, Applied Math I, Print Reading for Industry, etc.). Dean of Workforce Solutions and Community Education Chris Strohl, who has held positions in Adult and Alternative Education, WIOA partners, and business and industry partners: "As non-traditional, incumbent, and adult students enter his classroom, he makes them feel at home and provides additional support. He worked closely with the Illinois Manufacturing Workforce Ecosystem (IMWE) initiative and continues to look for ways to integrate the ideas and concepts discussed into his classroom."

2. What has this educator initiated or helped to develop in the area of innovative programs used in two-year postsecondary institutions?

At a time when Mr. Beavers could simply quiet down and retire, he chose instead to innovate with competency-based education and assessment. He has always watched trends in classes and programs and works toward innovative practices, such as open labs, online learning, and hybrid learning. He reached out to our Institutional Research Department in 2021/2022 to perform a Developing a Curriculum (DACUM) process when he saw trends toward lower enrollment and success rates in classes. Subsequently, Mr. Beavers was the catalyst in developing Lake Land College's National Science Foundation's (NSF) Advanced Technological Education grant application and now serves as the Principal Investigator for the project. This highly competitive grant program was established to support two-year institutions as they educate technicians for high-tech fields that

drive our nation's economy. Within that grant project, he studied those trends, brought in new and old manufacturing partners, and worked toward a solution, which included redesigning the applied engineering technology program as well as the programs that linked into it. His applied engineering technology AAS and stackable automation specialist I and automation specialist II certificates were Higher Learning Commission-approved in November/December 2025, making them the first competency-based education (CBE) programs at Lake Land College. He has redeveloped these programs into hybrid formats to meet CBE students and traditional students where they are. Mr. Beavers is replanning developmental support for the math courses that students struggle to complete. Finally, this links into assessment, as he is one of the most assessment-oriented faculty on campus, using SACA and course data to drive his instructional revisions. And, he works with faculty in his department to identify areas of concern and address them.

Further, in assessment, Mr. Beavers volunteered to participate in Lake Land College's pilot implementation of HelioCampus, Lake Land College's new assessment software. With the SACA and Canvas data that he collects, he is helping us test various ways of collecting and reporting data to ensure our rollout in Spring 2026 is strong. He could have focused on his CBE and program revisions, but he continues to collaborate with other areas of campus to ensure students, faculty, and the college are well supported.

Prior to his work on CBE programming, Mr. Beavers led his division in developing a new scheduling structure for several career and technical programs. Faculty were hearing from students about the difficulty attending traditionally scheduled classes while also working to support themselves or their families and decided to collaborate to reimagine CTE program schedules. Lake Land College's Tech 2Day (<https://www.lakelandcollege.edu/trades/tech-2day/>) is the result of that collaboration and innovation. Students attend classes two days a week and spend the remaining days either at internships, apprenticeships, or their own employment options.

Further, Mr. Beavers has bridged short-term training in the Center for Business and Industry (CBI) and Adult Education with the credit side of the college. As the division chair, he worked with the Adult Education Office to schedule sections and share resources that would not only fit with the mission of Integrated Career and Academic Preparation System (ICAPS)/Integrated Education and Training (IET) for LLC's adult education students. His CBE revisions served as a bridge between academics and industry, as he listened to the needs of his professional advisory council and business partners to create the program. Additionally, he actively continues to discuss competencies with CBI instructors to build curricula on the vocational skills side of the college that align directly with career-technical coursework and industry credentials. This alignment allows students to apply for prior learning credit and or industry credentials, creating a cost benefit for students.

### 3. How has this educator served on technical or special committees serving two-year postsecondary education?

Mr. Beavers is a military veteran, having served in the United States Air Force and the Indiana Air National Guard. This experience brings an additional layer of understanding to his professional advisory council purpose and needs, connections to the community and K-12, and his connection to students and classroom learning. He has trained local educators in robotics in the classroom and has visited area schools to demonstrate robotics and discuss career options in the field with students.

Mr. Beavers was also the catalyst in developing Lake Land College's NSF's Advanced Technological Education grant application and now serves as the Principal Investigator for the project. This highly competitive grant program was established to support two-year institutions as they educate technicians for high-tech fields that drive our nation's economy.

Mr. Beavers talks with business partners and listens to their needs. He is willing to find new and innovative ways to address workforce and employee concerns not only with his professional advisory council but also to ensure that he expands and develops relationships with them to solve local manufacturing needs. Because he worked in industry prior to coming to Lake Land College, he understands the work involved in maintenance and other areas of the plant floor. He adjusts the curriculum to accommodate what he learns from his colleagues at local manufacturing plants in the area.

Building programs and sharing with others is part of what makes Mr. Beavers an excellent faculty member and partner to district stakeholders. Jamie Corda Hadjaoui, former Director of Local Workforce Innovation Area 23, interviewed him for a [WIN Episode 20: Workforce Automation – Machine Learning AI in the Workforce](#) podcast

in 2022 and remarked that he “did a magnificent job explaining automation's impact on the workforce” and that she and the podcast producer stayed after recording to talk more about the impact. This speaks to his ability to communicate his passion for the field and willingness to share his time with people who can benefit from the message.

4. How has this educator provided leadership in helping to solve challenges to two-year postsecondary institutions?

With artificial intelligence shaking the foundations of higher education, Mr. Beavers is currently pursuing a professional certificate in Machine Learning and Artificial Intelligence from the University of California, Berkeley. He will undoubtedly bring the knowledge he gains from that coursework to Lake Land College and the region through workshops and guest speaking engagements, helping educators understand AI and its application in the classroom.

Meeting the needs of industry partners is always a challenge for two-year institutions, especially those located in extremely rural areas. Through his work as PI on the NSF grant project, he has created two levels of certification in automation through the Applied Engineering Technology Program. The Automation Technician Specialist I and II certifications will respond to the need for access to educational opportunities, materials, and resources and meet the demands for maintaining education-work-life balance for traditional and non-traditional students. The project is designed to:

- (a) collaborate with local industries to develop a flexible curriculum based on industry input and standards that prepare students/workers;
- (b) implement effective open lab operations and processes; and
- (c) create a long-term recruitment plan that will build relations with local high schools and enable students to work with tools and automation starting at a young age, as well as recruiting incumbent workers who are seeking up-skilling opportunities.

He is doing all of this, also looking at what connections he can make with employers, potential apprentices, adult education, and his current students' needs in mind.

5. How has this educator been active in developing, organizing, or supporting state and/or national two-year postsecondary education associations?

Mr. Beavers serves on the Illinois Green Economy Network (IGEN) to develop curricular models for Illinois community colleges, enabling them to better educate the green workforce. He has also served as test administrator for Electronics Technician Association, International, and the North American Board of Certified Energy Practitioners. He participated in the Illinois Manufacturing Workforce Ecosystem (IMWE) in 2023-2024.

6. What awards or honors has this educator received in recognition of leadership in the college or community?

Mr. Beavers was appointed to the position of division chair for the Technology Division and served in the role from 2018 to 2025. As a behind-the-scenes “do-er,” Mr. Beavers has served Lake Land College for many years as a quiet champion of student learning, but he has not been formally recognized for that work. Therefore, this nomination is so important and long overdue.

Respectfully submitted,

Shannon McGregor, Associate Dean of Curriculum & Assessment  
 Emily Ramage, Dean of Academic Operations  
 Jamie Corda-Hadjaoui, Dean of Enrollment & Student Success  
 Chris Strohl, Dean for Workforce and Community Education  
 Kim Hunter, Director of Student Success Services  
 Lynn Breer, Director of Institutional Research & Reporting  
 Kelly Allee, Director of Marketing and Public Relations

Nermine Tawdros, Assessment Coordinator  
Madge Shoot, Comptroller  
Lisa Cole, Director of Data Analytics  
Brian Madlem, Division Chair for Business & Technology  
Mike Rudibaugh, Division Chair for Math/Science  
Erin Swingler, Division Chair for Allied Health  
Stacey Hakman, Academic Scheduling Coordinator  
Jean Anne Highland, Chief of Staff  
Jessica Wohlschlaeger, Instructional Designer  
Christi Donsbach, Executive Director for College Advancement  
Ike Nwosu, Vice President for Academic Services  
Kris Kersey, Industrial Maintenance Instructor/Coordinator  
Heather Nohren, Vice President for Student Services  
Bethany Craig, Grant Writer and Coordinator  
Susan Nugent, Online Support & Instructional Technology Specialist  
Andrea Bright, Academic Counselor  
Josh Bullock, President

Please submit the nomination form to Becky Earp at [rearp@lakelandcollege.edu](mailto:rearp@lakelandcollege.edu) by **5 PM, Friday, January 30, 2026**

**LAKE LAND**  
**COLLEGE**  

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**FOUNDATION**

# MEMO

**TO:** Lake Land College Board of Trustees  
**FROM:** Christi Donsbach, Executive Director for College Advancement  
**CC:** Dr. Josh Bullock, President  
**DATE:** February 25, 2026  
**RE:** Gift-in-Kind equipment items

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Lake Land College Foundation has received recent notifications from the following departments regarding gift-in-kind item donations: Erica Hotze, Surgical Technology Program Director & Clinical Coordinator, regarding medical supplies from Sarah Bush Lincoln valued at \$2,500 for the Surgical Technician Program. The second donation is a mobile toolbox with a workbench from Darrell Fox, valued at \$600.00, for the Industrial Maintenance program, coordinated by Kris Kersey, Industrial Maintenance Instructor & Coordinator.

The Foundation approved these gift-in-kind donations and respectfully requests that the Board of Trustees move to accept the equipment donations from the Lake Land College Foundation.

Recommended motion:

Approve the acceptance of the medical supplies valued at \$2,500 and mobile toolbox with workbench valued at \$600 from the Lake Land College Foundation to Lake Land College.

# Gift-in-Kind Certification

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

Donor's Name \_\_\_\_\_ Organization Sarah Bush Lincoln

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Donor's Estimated Value \$ 2,500.00

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

Description Disposable Surgical Items

Location of Item AH 104 Storage/AH 003 Office Transportation Cost \_\_\_\_\_

Vehicle Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ VIN: \_\_\_\_\_

Unit Receiving Gift Surgical Tech Program Donor intent/restrictions \_\_\_\_\_

Gift Usage Plan:

Use/holding/Maintenance (including operating/storage cost) \_\_\_\_\_

Sale/disposition of gift (including cost) \_\_\_\_\_

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

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

### CERTIFICATION BY RECEIVING OFFICIAL

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

Gift Receiver \_\_\_\_\_ Date \_\_\_\_\_

### ACADEMIC APPROVAL

Division Chair/Vice President \_\_\_\_\_ Date: \_\_\_\_\_

### FOUNDATION APPROVAL

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

Foundation CEO \_\_\_\_\_ Date: \_\_\_\_\_

### BOARD OF TRUSTEE APPROVAL

Lake Land College President \_\_\_\_\_ Date: \_\_\_\_\_

Board of Trustees of Community College Dist. 517 \_\_\_\_\_ Date: \_\_\_\_\_

# Gift-in-Kind Certification

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

Donor's Name Darrell Fox Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Donor's Estimated Value \$ 600.00

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

Description Mobile tool box with work bench

Location of Item West Building Classroom 104 Transportation Cost \_\_\_\_\_

Vehicle Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ VIN: \_\_\_\_\_

Unit Receiving Gift \_\_\_\_\_ Donor intent/restrictions \_\_\_\_\_

Gift Usage Plan:

Use/holding/Maintenance (including operating/storage cost) \_\_\_\_\_

Sale/disposition of gift (including cost) \_\_\_\_\_

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

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

## CERTIFICATION BY RECEIVING OFFICIAL

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

Gift Receiver \_\_\_\_\_ Date \_\_\_\_\_

## ACADEMIC APPROVAL

Division Chair/Vice President \_\_\_\_\_ Date: \_\_\_\_\_

## FOUNDATION APPROVAL

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

Foundation CEO \_\_\_\_\_ Date: \_\_\_\_\_

## BOARD OF TRUSTEE APPROVAL

Lake Land College President \_\_\_\_\_ Date: \_\_\_\_\_

Board of Trustees of Community College Dist. 517 \_\_\_\_\_ Date: \_\_\_\_\_

**LAKE LAND COLLEGE  
BOARD OF TRUSTEES  
HUMAN RESOURCES REPORT  
March 9, 2026**

**The following employee has requested a General Leave of Absence/ Board policy 05.04.14**

Deornellas, Laura

3/4/26-3/18/26

**End Additional Appointments**

**The following employees are ending their additional appointment**

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Koontz, Andie	Student Services Intern Primary Position College Work Study	10/19/25

**New Hire-Employees**

**The following employees are recommended for hire**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Goad, Brian	Business Engagement Coordinator	3/16/26
Hughes, Kevin	Correctional Warehousing Inst	2/9/26
Mitchell, Davonta	Correctional Commercial Cooking Instructor	3/2/26

**Part-time**

Sherrell, Bailey	College Work-Study	2/17/26
Ervin, Jakota	College Work-Study	2/9/26
Fearday, Blake	Technical Support Assistant	2/23/26
Hinders, Maria	Adult Education Transition Specialist	2/25/26
Maher, Lindsay	Adjunct Faculty Allied Health Division	4/2/26
Mason, Elizabeth	Community Learning Instructor	3/14/26
Walker, Peyton	Lab Student Assistant	2/23/26

**Terminations/Resignations**

**The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Miller, Tanner	Correctional Custodial Maintenance Instructor	2/27/26
Pearce, Clark	Correctional Horticulture Instructor	2/24/26

**Part-time**

Campbell, Haylee	Fitness Center Specialist	9/30/25
Collins, Jackelyn	Dual Credit Coordinator	8/3/25
Comer, Naomi	Special Needs Note Taker	11/13/25
Cornwell, Sallee	Student Assistance Specialist	12/19/25
Deadmond, Kelsey	Dual Credit Coordinator	4/27/25
Gyorr, Julia	Agriculture Education Intern	6/20/25
Honselman, Haley	Dual Credit Coordinator	4/14/24

Ohnesorge, Lori	Adj Reading Instructor	12/12/25
Saunders, Kaylin	Agriculture Education Intern	6/20/25
Spitz, Jacob	Basketball Scorers/Timers	11/7/25
Tackett, Jennifer	Dual Credit Coordinator	4/27/25
Taylor, Hannah	Special Needs Note Taker	1/29/26
Trainor, Sophie	Agriculture Education Intern	4/24/25
Vocks, Sydnie	Agriculture Education Intern	6/20/25

### **Transfers/Promotions**

**The following employees are recommended for a change in position**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Cook, Jonathon	Instructional Designer Transferring from IEL Instructor	3/16/26