

Lake Land College

District No. 517

Board of Trustees
Agenda and Board Book
May 19, 2025
Regular Meeting No. 701



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**

Engaging minds, changing lives, through the power of learning.



Regular Meeting No. 701

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

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

6. Destruction of Tape Recording of the November 13, 2023, 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. Tom Wright
D. Buildings & Site	Mr. Tom Wright
E. Foundation	Mr. Tom Wright
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. Appointment of Board Committees.	
2. Monthly Data Point Discussion – Mental Health Services and Touchpoints for our Students.	
3. State Required Trustee Training.	
4. Calendar of Events.	38-39

Action Items.

Topic	Board Book Page Number(s)
1. Adoption of Board of Trustees' and President's Strategic Priority Statement/Direction.	40
2. Acceptance of March 2025 Financial Statements.	41-51
3. Approval of Lease Agreement with ROE #3 for Space at the Effingham Kluthe Center.	52-63
4. Approval of Lease Agreement with the Effingham Small Business Development Center for Space at the Effingham Technology Center (ETC).	64-69
5. Approval of ICCB Program Review Report.	70-71
6. Approval of College-Wide Committees.	72-76
7. Declaration of Surplus Item(s) or Equipment.	77-82
8. Approval of Bid for Preventive Maintenance and Air Filter Replacement.	83-84
9. Approval of Renewal of Student Accident Insurance Policy.	85-89
10. Approval of Bid for ETC Structured Cabling Project.	90-91
11. Approval of Emergency Purchase HVAC Project for ETC.	92-94
12. Approval of Purchase of HyFlex Technology for ETC.	95-99
13. Approval of Bid for Tool Boxes and Tools for Use by the John Deere Tech Program.	100-101
14. Approval of Bid for Field House Roof Replacement Project and Purchase of Roofing Materials.	102-104
15. Approval of One-year Renewal of the Canvas/Studio Cloud Subscription with Infrastructure.	105-108
16. Waive First Reading and Approve Proposed Revisions to the Following Board Policies:	109-116

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

17. Closed Session.

Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), closed session is called to discuss the appointment, employment, compensation, performance or dismissal of specific employees.

[Return to Open Session - Roll Call]

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

117-118

Other Business. (Non-action)

Adjournment.

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



Regular Board Meeting No. 700
Board and Administration Center, Room 011
Mattoon, IL
April 14, 2025

Minutes

Call to Order.

Chair Cadwell called the April 14, 2025, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board and Administration Center, Mattoon, IL.

Chair Cadwell announced that Mr. Kevin Curtis is completing a six-year term as a trustee and that Mr. Dave Storm is completing two six-year terms as a trustee. Chair Cadwell thanked them for their dedicated service to the College and presented each of them with a plaque recognizing their respective years of service.

Roll Call.

Trustees Physically Present:

Trustees Physically Present: Mr. Gary Cadwell, Chair; Mr. Kevin Curtis; Mr. Larry D. Lilly; Ms. Doris Reynolds; Mr. Dave Strom, Secretary; Ms. Denise Walk; Mr. Thomas Wright, Vice-Chair; and Student Trustee Abbie Kelly.

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

Others Present:

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

Approval of Consent Items.

Trustee Reynolds moved and Trustee Walk seconded to approve the following consent items:

1. Approval of Minutes of March 10, 2025, Regular Meeting.
2. Approval of Agenda of April 14, 2025, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	266,047.20
Building Fund	\$	98,690.76
Site & Construction Fund	\$	1,510,382.56
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	123,956.63
Restricted Purposes Fund	\$	136,539.16
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	17,133.52
Student Accts Receivables	\$	144,210.76
Total	\$	2,296,960.59

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

4. Destruction of Tape Recording of the October 9, 2023, Closed Session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk reported that both chambers are on spring break this week but will start up again next week. She said several bills are being moved through both the house and the senate. Committee deadline is May 9 and ICCTA lobby day is May 7.

Resource & Development.

Trustee Reynolds, Committee Chair, said the Committee met on April 10, 2025, and there will be items discussed later in the agenda.

Finance.

Trustee Storm said the Committee did not meet since the last regular Board meeting.

Buildings & Site.

Trustee Curtis said the Committee did not meet since the last regular Board meeting.

Foundation.

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

- We're thrilled to share that over \$448,400 in Foundation scholarships was awarded to 354 current and incoming students during our first round of 2025-2026 scholarships. This is a 21% increase from what was awarded in the Spring of last year. Applications for the second cycle will reopen June 1 – August 31.
- The Employee Giving Campaign kicks off this month with a Popsicles on the Patio event on April 22. All employees are encouraged to participate, whether it's a 1-time donation or ongoing through payroll deduction. Employees can support any area of their choice.
- Foundation board members will be touring WLKL following the next quarterly board meeting on April 22.
- We're excited to partner with the LLC Book Store again this year for graduation. Graduates will receive Lake Land College Foundation & Alumni tote bags and a congratulatory card during the week they pick up their caps and gowns.

Student Report

Ms. Abbie Kelly, Student Trustee, said on Wednesday, our Student Government Association had a great experience at Advocacy Day in Springfield. Students met with Representatives Brad Halbrook

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and Adam Niemerg and left informational materials with the offices of Blaine Wilhour and Chapin Rose. She said discussions focused on the importance of funding and wraparound services for students. While in Springfield, she said students also met with representatives from the Illinois Community College Board (ICCB), who shared valuable degree information. She was excited to share that we have another Lake Land College student serving as the ICCB student representative again this year, Allison Meese. She said that last year, that role was held by Aubrey Hebenstreit, who is now interning with the ICCB. Students had the opportunity to meet with Aubrey and receive a tour of the ICCB building. Looking ahead, our Student Recognition Banquet will take place on April 30 at 6:00 p.m. in the Field House, and all are invited to attend. She said coming up the week of April 14 marks Lake Land's first-ever Student Employee Week, hosted by Career Services with support from Student Life and other campus departments. Student employees will enjoy lunch with Louie, professional headshots, career development resources, and access to a VIP coffee station. Congratulations to Noella Kasara, who was selected for the Student Worker Scholarship after being nominated by her supervisor!

President's Report.

Dr. Bullock gave the following updates:

- The College received \$809,335 in March from the Illinois Department of Corrections for the FY 2025 outstanding balance. A balance of \$1.2 million remains outstanding with IDOC.
- The College did not receive a payment from the Illinois Department of Juvenile Justice (IDJJ) in March for the FY 2025 outstanding balance. A total of \$74,391 remains outstanding with IDJJ.
- In March, the College received payments from the State of Illinois for FY 2025 credit hour reimbursement of \$352,776 and equalization of \$574,383. A balance of \$1.4 million in credit hour reimbursement and \$1.7 million in equalization remains outstanding.
- The College received no property tax payments in March.
- The College's summer hours of operation will begin on Friday, May 23, 2025, through Friday, August 15, 2025

Business - Non-action Items.

Presentation of the Business Partnership Award to Sarah Bush Lincoln.

Chair Cadwell said the Board recently approved the naming of Sarah Bush Lincoln for the College's Business Partnership Award. He said that representatives from Sarah Bush Lincoln will be attending an event later this month to receive this award.

Quarterly Investment Report.

Ms. Briana Whitley from SC3F Wealth Management Group (formerly Wells Fargo Advisors) presented during the meeting and summarized key data in the Quarterly Investment Report for the period ending March 31, 2025. Each trustee received a copy of the report.

Acknowledgement of Community College Month.

Chair Cadwell provided a statement on behalf of the Board of Trustees regarding national Community College Month this April and Governor Pritzker's recent proclamation for the state's acknowledgement. The Governor's proclamation was included in the Board Book and highlighted the valuable role community colleges provide in Illinois.

Faculty Focus on Advancing Student Success – Higher Learning Commission (HLC) Assurance Argument and the College's Preparation for the Upcoming HLC Reaccreditation Site Visit (Part 2).

Ms. Sarah Hill, Librarian and Director of Library Services, and Ms. Emily Ramage, Dean of Academic Operations, provided additional training for Trustees in preparation of the April 28-29, 2025 HLC Reaccreditation Site Visit.

Annual Farm Report.

Mr. Christian Kessler, Agronomy Instructor/Farm Manager, highlighted the 2024 Farm Report which was included in the Board Book.

Monthly Data Point Discussion – Tutoring Center Supporting Student Success.

Ms. Lisa Cole, Director of Data Analytics, highlighted how the Tutoring Center supports student success.

Updates from Student Life.

Ms. Lisa Shumard-Shelton, Director of Student Life, along with several students, provided updates on activities within the Student Life department.

Phi Theta Kappa All-Illinois Academic Team Nominees.

Ms. Jean Anne Highland, Chief of Staff, announced that three students, Kyra Hazelton, Aubrey Hebenstreit, and Angela Shaw were nominated and recognized as members of the All-Illinois Community College Academic Team. She said Ms. Hazelton and Ms. Hebenstreit are transfer student nominees and Ms. Shaw is a CTE nominee. Trustees received a memo highlighting the basis for each of their nominations.

Spring 2025 Commencement.

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Dr. Bullock invited Trustees to participate in the Spring 2025 Commencement ceremony at 6:00 p.m. on Friday, May 16, 2025, in the Field House.

Curriculum Committee Update.

Dr. Nwosu presented an update on activities by the Curriculum Committee from October 2024 to March 2025.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Additionally, Dr. Bullock reminded the Board about the special board meeting set for April 24, 2025, to conduct the annual organization meeting and hold a retreat for strategic discussions and effective board governance training. Dr. Bullock also reminded Trustees about the HLC Site Visit on April 28-29, 2025, the May 16, 2025, Commencement ceremony with a pizza party before at 4 p.m. and the ETC Grand Opening Event to be held on July 30, 2025, from 3 p.m. to 7 p.m. with a dedication ceremony at 5:30 p.m.

Action Items.

Acceptance of February 2025 Financial Statements.

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

Trustee Storm moved and Trustee Curtis seconded to approve as presented the February 2025 Financial Statements.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Certification of Student Trustee and Sophomore Student Government Association Election Results.

Trustees heard a request from Ms. Highland to accept the above-referenced election results and seat the newly elected student trustee, Mr. Jay Blieler of Mattoon, IL.

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Trustee Reynolds moved and Trustee Curtis seconded to certify as presented the 2025 winners of the sophomore SGA delegates election, the student trustee election, and seat Mr. Jay Bliler as the 2025-2026 student trustee effective April 15, 2025.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Three Student Clubs:

- **Psychology Club.**
- **Motorsports and Fabrication Club.**
- **Creative Arts Club.**

Ms. Highland presented a recommendation for the Board to approve the constitutions to establish three new student clubs: the Psychology Club, the Motorsports and Fabrication Club, and the Creative Arts Club. Trustees received a memorandum highlighting the purpose and the constitution for each club. Ms. Highland said each of the three proposed new clubs meets the requirements of club status and have been approved by the Student Government Association. She also said all three clubs would be open to any current Lake Land College students who wish to join. Trustees learned that some of these news clubs are actually combinations of two or more existing clubs that will be pooling their resources in forming the new clubs.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the Constitution for three new student clubs, including the Psychology Club, the Motorsports and Fabrication Club, and the Creative Arts Club.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Continued Employment of Grant Funded Employees.

Trustees heard a request from Mr. Woodruff that the Board approve the sending of honorable termination notices to all permanently grant-funded, full-time and part-time employees of the College and grant authorization to rescind these dismissal letters and reemploy affected personnel if and when contracts are received for these grants. He said this request is based on the uncertain status of the federal and state financial conditions supporting various grants.

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Trustees learned there are no faculty for whom this provision would apply. Mr. Woodruff said that although this is a practice we regret having to enact, the administration feels it is in the College's best interest in the event the anticipated grant funds are not received.

Trustee Curtis moved and Trustee Wright seconded to approve as presented the sending of honorable termination notices to all permanently grant-funded, full-time and part-time employees of the College and grant authorization to rescind these dismissal letters and reemploy affected personnel if and when contracts are received for the various grant programs.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Revised Academic Calendars

Trustees heard a presentation from Dr. Nwosu, on behalf of the Academic and Enrollment Calendar Committee, for the Board to approve revised academic calendars for 2025-2026 and 2026-2027. Trustees reviewed a memo from Dr. Nwosu reporting that he is also seeking Board approval for the 2027-2028 academic calendar.

Dr. Nwosu highlighted the needed corrections for the 2025-2026 and 2026-2027 academic calendar years. He also reported that the recommended calendars comply with requirements established in 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 collective bargaining agreement between the Lake Land College Faculty Association and the Board of Trustees.

Trustee Lilly moved and Trustee Curtis seconded to approve as presented the corrections to the revised academic calendars for 2025-2026 and 2026-2027 and approve the proposed academic calendar for 2027-2028.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

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Approval of Proposed Revisions to Board Policy 05.04.14 - *Leave of Absence Without Pay*.

President Bullock presented a request for the Board to approve revisions to Board Policy 05.04.14 - *Leave of Absence Without Pay*. Trustees received details of the proposed revisions. He reported that updates provide clarity around the employee requirements to request an absence without pay and place more responsibility on employees to explain the reason(s) the absence is necessary, time commitments related to the initial submission, as well as parameters for requesting an extension. Dr. Bullock said the revisions also clarify the employee's benefit cost ownership while on discretionary leave.

Dr. Bullock said we submitted this recommendation as first reading during the March 2025 regular Board meeting, and since that time, we have received no requests for additional changes.

Trustee Curtis moved and Trustee Wright seconded to approve as presented the proposed revisions to Board Policy 05.04.14 – *Leave of Absence Without Pay*.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Waive First Reading and Approve Proposed Revisions to Board Policy 05.15 - *Part-time Pay, Stipends, and Substitute Pay*.

Trustees heard a recommendation from Mr. Woodruff for the Board to approve revisions to Board Policy 05.15 - *Part-time Pay, Stipends, and Substitute Pay*. Trustees received the details of the proposed revisions. Mr. Woodruff reported that the administration would like to clarify the process for annual adjustments to the part-time wage structure via publication of guidelines, and for the Policy to reference how the Human Resources Department will maintain these compensation guidelines. He said with the annual review coming in the near future, he requested that the Board waive first reading and approve these revisions during the April 2025 regular Board meeting.

Trustee Lilly moved and Trustee Curtis seconded to waive first reading and approve as presented the proposed revisions to Board Policy 05.15 – *Part-time Pay, Stipends, and Substitute Pay*.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Reynolds, Storm, Walk and Wright.

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No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Acceptance of ICCB Grant(s).

Trustees heard a request from Dr. Nwosu on behalf of Dr. Beth Craig, Grants Writer and Coordinator, for the Board to accept a one-year grant for \$104,320 from the Illinois Community College Board (ICCB) Access and Equity in Dual Credit. Trustees received the proposed budget that was submitted to ICCB. Dr. Nwosu reported that this grant program was established to incentivize the enhancement, expansion, and support of dual credit in the state, and that this is the second year the College has received this grant.

Trustee Wright moved and Trustee Curtis seconded to accept as presented a one-year grant for \$104,320 from the Illinois Community College Board (ICCB) Access and Equity in Dual Credit.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Purchase of Male Mannequin and Supporting Equipment for the Nursing Programs.

Dr. Nwosu presented a recommendation from Ms. Erin Swingler, Division Chair of Allied Health, for the Board to approve the purchase of a Nursing Anne male simulator and supporting equipment, in the total amount of \$47,449.07, from Laerdal Medical Corporation of Wappingers Falls, New York, for use by the Allied Health Nursing Programs. Trustees received the detailed quote from this vendor. Dr. Nwosu reported that the Nursing Programs' use of simulated learning experiences is a means of developing critical thinking skills and decision-making abilities to best prepare students for real-world healthcare events. He also noted that student survey data consistently notes simulation as a means of support in completing course and program outcomes.

Dr. Nwosu reported that a bid was not necessary per Board Policy 10.22 (#4.L.), the exclusion for contracts for goods or services economically procurable from only one source, as the Nursing Programs need any new purchased simulators and supportive equipment/software to interface with their current equipment and software with this same vendor.

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Trustee Reynolds moved and Trustee Walk seconded to approve as presented the purchase of a Nursing Anne male simulator and supporting equipment, in the total amount of \$47,449.07, from Laerdal Medical Corporation of Wappingers Falls, New York, for use by the Allied Health Nursing Programs.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Purchase of Child Mannequin and Supporting Equipment for the Nursing Programs.

Dr. Nwosu presented a recommendation from Ms. Madge Shoot, Comptroller, for the Board to approve the purchase of a Junior Simulator (child mannequin) and supporting equipment, in the total amount of \$29,735.76, from Laerdal Medical Corporation of Wappingers Falls, New York, for use by the Allied Health Nursing Programs. Trustees received the detailed quote from this vendor.

Dr. Nwosu noted that with Board approval, this purchase will be paid for by utilizing the Pipeline for Advancement of the Healthcare Workforce (PATH) Grant.

Dr. Nwosu reported that a bid was not necessary due to Board Policy 10.22 (#4.F.), the exclusion for contracts for goods or services economically procurable from only one source as the Nursing Programs need any new purchased simulators and supportive equipment/software to interface with their current equipment and software with this same vendor.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the purchase of a Junior Simulator (child mannequin) and supporting equipment, in the total amount of \$29,735.76, from Laerdal Medical Corporation of Wappingers Falls, New York, for use by the Allied Health Nursing Programs.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Bid for Northwest Building Remodel.

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Mr. Woodruff presented a recommendation for the Board to approve the bid from Grunloh Construction, Inc. of Effingham, in the total amount of \$1,007,000, for the base bid and alternates 1-8 for construction work related to the Northwest Building Lab renovations. Trustees received a copy of the bid tabulation sheet showing that Grunloh Construction was the sole bidder.

Mr. Woodruff reported the bid is for general contractor related activities, including the removal, construction and/or remodel activities required to have the Northwest classroom labs ready for use by the start of the Fall 2025 semester. He noted how this project is part of the Facility Master Plan and that contained in the bid from Grunloh Construction is a commitment to substantially complete the work within 113 days with the written notice to proceed.

Trustee Lilly moved and Trustee Walk seconded to approve as presented the bid from Grunloh Construction, Inc. of Effingham, in the total amount of \$1,007,000, for the base bid and alternates 1-8 for construction work related to the Northwest Building Lab renovations.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Purchase of Furniture for Webb Hall.

Mr. Woodruff presented a request for the Board to approve the proposal for the purchase and installation of various furniture items for the remodel of the Testing and Tutoring Center in Webb Hall from Widmer Interiors of Bloomington, Illinois, at a total cost not to exceed \$80,523.84. Trustees received the detailed listing for all furniture items and individual item pricing, with total costs detailed for the various spaces.

Mr. Woodruff noted that a bid was not necessary because Widmer Interiors is a member of the Omnia contract pricing associated with state bidding.

Trustee Curtis moved and Trustee Wright seconded to approve the proposal for the purchase and installation of new furniture for the Webb Hall Remodel from Widmer Interiors of Bloomington, Illinois, at a total cost not to exceed \$80,523.84.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

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Motion carried.

Approval of Bid for ETC Parking Lot Sealing and Striping.

Mr. Woodruff presented a recommendation for the Board to award a bid from Provantage Systems Inc. of St. Charles, Illinois, to refresh the parking lots at the Effingham Technology Center. He said the project is set to be completed before the start of Fall 2025. He said a total of three bids were received from area contractors. Trustees received a memo with a listing of the bid tabulations.

Trustee Cadwell moved and Trustee Curtis seconded to approve as presented the bid from Provantage Systems Inc., in the total amount of \$49,995 for the ETC Parking Lot Seal & Stripe Project.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Appointment or Reappointment of Division Chairs.

Dr. Bullock presented a recommendation from Dr. Ike Nwosu, Vice President for Academic Services, for the Board to reappointment six division chairs for academic year 2025/2026.

- Mr. Ryan Orrick, Agriculture Division
- Dr. Erin Swingler, Allied Health Division
- Mr. Brian Madlem, Business and Technology Division
- Mr. Ed Thomas, Humanities and Communications Division
- Dr. Mike Rudibaugh, Math and Science Division
- Mr. Charles Jarrell, Social Science and Education Division

Dr. Bullock said that he concurs with Dr. Nwosu's recommendations and respectfully requested the Board approve the reappointment of six division chairs as presented.

Trustee Reynolds moved and Trustee Cadwell seconded to approve the reappointment of division chairs for academic year 2025/2026 as follows:

- Mr. Ryan Orrick, Agriculture Division

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- Dr. Erin Swingler, Allied Health Division
- Mr. Brian Madlem, Business and Technology Division
- Mr. Ed Thomas, Humanities and Communications Division
- Dr. Mike Rudibaugh, Math and Science Division
- Mr. Charles Jarrell, Social Science and Education Division

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Acceptance of Gift-in-kind NRA Ammunition Grant.

Trustees heard a recommendation from Dr. Bullock for the Board to accept a one-year, gift-in-kind donation or grant from the 2025 National Rifle Association (NRA) Foundation State Fund. Dr. Bullock reported that the donation consists of 43 flats (430 boxes) of ammunition, which has an approximate value of \$4,514. He said the grant award notice was provided to each trustee and detailed the type of donated ammunition that will be used by the College's Clay Target Shooting Team.

Trustee Wright moved and Trustee Walk seconded to approve as presented a one-year, gift-in-kind donation or grant from the 2025 National Rifle Association (NRA) Foundation State Fund, consisting of 430 boxes of ammunition valued at approximately \$4,514 and to be used by the Lake Land College Clay Target Shooting Team.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of One-Year Renewal for Zoom.

Trustees heard a recommendation from Mr. Woodruff, on behalf of Mr. David Stewart, Chief Information Officer, for the Board to approve a one-year renewal of Zoom services to maintain seamless communication, collaboration, and virtual engagement across our organization. He

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said the proposed invoice was included in the Board Book and details the total cost of \$35,776.40 for the period March 13, 2025 through March 12, 2026.

Mr. Woodruff reported that Zoom has been a critical platform for virtual meetings, remote instruction, and hybrid collaboration, especially within our educational and administrative operations. He noted the EDU Site License model allows for up to 268 faculty/staff and up to 17,000 students to have full access to Zoom services, ensuring reliable, institution-wide availability. Additionally, he noted that the Zoom Rooms and Room Connectors are integral for our HyFlex classroom settings.

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

Trustee Reynolds moved and Trustee Lilly seconded to approve as presented a one-year renewal for Zoom services for faculty, staff and students at a cost of \$35,776.40 for the period March 13, 2025 through March 12, 2026.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Purchase for Additional Earthquake Insurance Liability Coverage.

Trustees heard a recommendation from Mr. Woodruff that the Board approve the bid from Ryan Turner Specialty of Charleston, South Carolina as our additional earthquake coverage provider for the upcoming policy year of April 15, 2025 through April 15, 2026 at a cost of \$53,395. Trustees received a copy of the detailed bid quote. He said that with the additional earthquake coverage, the total property, liability, and casualty insurance premiums will be \$356,843, compared to \$290,930 from last year's policy rates.

Trustee Walk moved and Trustee Curtis seconded to approve as presented the bid from Ryan Turner Specialty of Charleston, South Carolina as our additional earthquake coverage provider for the upcoming policy year of April 15, 2025 through April 15, 2026 at a cost of \$53,395.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Declaration of Surplus Item(s) or Equipment.

Trustees heard a request from Mr. Woodruff for the Board to declare as surplus four Flammables Cabinets to be replaced in the Northwest Lab and a twelve-foot Allied Scorer's Table. Mr. Woodruff reported that these items have become obsolete and no longer have value to the College. He said that if the Board declares these items as surplus, then the administration will work to dispose of these items in a manner most beneficial to the College.

Trustee Curtis moved and Trustee Reynolds seconded to declare as surplus four Flammables Cabinets to be replaced in the Northwest Lab and a twelve-foot Allied Scorer's Table and grant authorization to dispose of these items in a manner most beneficial to Lake Land College.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Recipients for the Retiree Wall of Fame

Trustees heard a presentation from President Bullock on behalf of the selection committee for this year's Retiree Wall of Fame Award recipients. Trustees reviewed the nominations and the extensive basis for each recommended award recipient. Dr. Bullock said the selection committee recommends the following 2025 award recipients: Mr. John Bennett, Dr. Tina Stovall and Dr. Deb Hutti.

Trustee Reynolds moved and Trustee Curtis seconded to approve the naming of Mr. John Bennett, Dr. Tina Stovall, and Dr. Deb Hutti as the 2025 Retiree Wall of Fame Award recipients.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of Resolution to Support Extending the Life of the Jasper Street TIF District for the City of Paris, Illinois.

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Dr. Bullock recommended the Board support a 12-year extension for the Jasper Street Tax Increment Finance (TIF) District for the City of Paris. He said this TIF District was established in 2006 with a life of 23 years. Trustees reviewed a map of this TIF District and documents summarizing the numerous benefits and projects associated with this TIF District to date. Dr. Bullock said the City and the Paris Economic Development Corporation (PEDCO) reported having used this TIF for job expansion and support to numerous new business and housing projects, resulting in 2,500 additional jobs over the past 15 years.

Dr. Bullock said that the City and PEDCO also reported they still have commercial and residential redevelopment projects they would like to complete within the TIF District boundaries, and that they are targeting future use of TIF funds to be used to continue to support small local businesses but also address quality of life issues to help keep the younger residents in their city. He said they wish to address the need for new entry-level housing and child care. Thus, they are requesting that all taxing bodies provide a letter of support for their 12-year extension request. Dr. Bullock said they are working with IL Senator Chapin Rose to create the legislation necessary to fulfill the requirements for the introduction of the amendment to the Illinois General Assembly for this extension request.

Trustee Curtis moved and Trustee Wright seconded to approve as presented Resolution No. 0425-017 Supporting the Extension of the Jasper Street TIF District for the City of Paris, Illinois. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of New Dean of Instruction Position within Academic Services.

Trustees heard a recommendation from President Bullock and Dr. Ike Nwosu, Vice President for Academic Services, for the creation of a new position within the Academic Services unit – the Dean of Instruction position, with a HAY grade of 17.

Dr. Bullock said that when the administration introduced the FY 2025 Budget to the Board last summer, it included funds for this position, but more time was needed to determine the most effective reporting structure and job duties within the Academic Services unit for this position.

Dr. Nwosu provided Trustees with two handouts detailing the need for the position and how the Academic Services unit will be impacted by an organizational restructuring. He said that the restructuring proposal directly aligns with the College's 2023-2027 Strategic Plan and advances objectives in the Academic Services Master Plan. He noted that the reorganization is designed to:

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- Enhance our educational relevance to the region and community.
- Enhance the quality of teaching and learning through strengthened faculty support.
- Strengthen career and technical programming.
- Improve and streamline academic processes and operations.

Trustee Reynolds, Resource and Development Committee Chair, said the Committee met on April 10, 2025, for an in-depth review of this recommendation. She said the Committee's consensus was to recommend to the Board approval of the new position of Dean of Instruction as presented.

Trustee Reynolds moved and Trustee Curtis seconded to approve the position of Dean of Instruction within the Academic Services unit effective April 14, 2025.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Closed Session

7:35 p.m. – Trustee Storm moved and Trustee Curtis seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Return to Open Session - Roll Call

7:47 p.m.

Trustees Physically Present: Mr. Gary Cadwell, Chair; Mr. Kevin Curtis; Mr. Larry D. Lilly; Ms. Doris Reynolds, Mr. Dave Storm, Ms. Denise Walk, Mr. Thomas Wright, Vice-Chair and Student Trustee Kelly.

Trustees Absent: None.

Others Participating via Telephonic or Electronic Means: None.

Approval of the Recommendation to Terminate the Employment of a Support Staff Member.

Trustee Reynolds moved and Trustee Walk seconded to approve the administration's recommendation to terminate the employment of Ms. Valerie Rubin, a Student Wellness Specialist, effective April 14, 2025. This follows discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of the Recommendation to Terminate the Employment of a Correctional Career Technology Instructor.

Trustee Walk moved and Trustee Reynolds seconded to approve the administration's recommendation to terminate the employment of Ms. Diana Winson, a Correctional Career Technology Instructor at the Pinckneyville Correctional Center, effective April 14, 2025. This follows discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Cadwell, Curtis, Lilly, Reynolds, Storm, Walk and Wright.

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: None.

Motion carried.

Approval of the Human Resources Report.

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

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

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

Davis, Kim

3/11/25-3/27/25

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

Dean of Instruction

Level 17

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Gaines, Charles	Student Assistance Specialist	3/25/25
	Primary Position High School Intern	
Harris, La Tasha	Adjunct Faculty Social Science Division Sub	3/18/25
	Primary Position Education Specialist	
Roach, Ethan	Web Developer	3/7/25
	Primary Position College Work-Study	
Part-time - Grant Funded		
Meese, Allison	Agriculture Education Intern	5/12/25

End Additional Appointments

The following employees are ending their additional appointment

	Position	Effective Date
Part-time		
Hoene, Gage	Print Shop Technician Assistant	1/31/25
Kasera, Noella	Print Shop Technician Assistant	12/24/24
Rincon Rojas, Jean	Print Shop Technician Assistant	12/24/24

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid Volunteer		
Rabe, Karl	Dual Credit Instructor	3/24/25
Full-time		
Robinson, Jeffrey	Custodial Maintenance Instructor	3/17/25
Stuttle, Tamie	Transportation Training Specialist	4/15/25
Part-time		
Christman, Leah	Tutor - Student Learning Assistance Center	3/31/25
Homann, Donna	Community Learning Instructor	5/3/25
Hughes, Adra	Student Assistance Specialist	3/24/25
Kersey, James	Technical Support Assistant - Info Security	3/24/25
McCue, Jill	Sign Language Interpreter	3/27/25
Perez, Katheryn	Fitness Center Specialist	4/2/25
Westendorf, Charles	Technical Support Assistant - Info Security	3/24/25

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Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Conley, Eva	Correctional Office Assistant	3/19/25
Ervin, Rachel	Enrollment Specialist	4/10/25
Fournier, Derek	Correctional Construction Occupations Instr	2/28/25
Hawkins, Anna	Correctional Commercial Cooking Instructor	3/31/25
Ninness, Richard	Correctional Warehousing Instructor	4/11/25
Spiller, Kevin	Associate Dean of Correctional Programs	2/28/25
Venatta Catey, Brenda	Application Engineer	2/28/25

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Ferren, Holly	Financial Aid Loan Specialist	4/21/25
	Transferring from Enrollment Specialist	
Robison, Scott	Police Officer	5/5/25
	Transferring from Part Time Police Officer	
Tariq, Faisal	Manager of the Bookstore	5/12/25
	Transferring from Trio SSS Advisor	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Kelly.

Absent: Trustee Storm.

Motion carried.

Other Business. (Non-action)

Trustee Lilly questioned the need for increased earthquake insurance given the overall value of all of the College's buildings, but he also said that has to be balanced with the increased insurance costs. After Trustees discussed this, there was general consensus that the administration did not need to proceed at this time to consider the purchase of additional earthquake insurance coverage.

There was no additional discussion.

Adjournment.

Trustee Storm moved and Trustee Curtis seconded to adjourn the meeting at 7:53 p.m.

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There was no further discussion.

Motion carried by unanimous voice vote.

Approved by:

Board Chair

Board Secretary

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

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



Special Meeting - Board Retreat
Foundation and Alumni Center, Room 101
Mattoon, IL
April 24, 2025

Minutes

Call to Order.

Chair Cadwell called the April 24, 2025, special meeting of the Lake Land College Board of Trustees to order at 12:30 p.m. in room 101 of the Foundation & Alumni Center, Mattoon, IL.

Roll Call.

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

Trustees Absent: Mr. Kevin Curtis and Mr. Dave Storm, Secretary.

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. Seirra Laughunn, Executive Assistant to the President's Office; Mr. John Woodruff, Vice President for Business Services; Mr. Jim Reed, ICCTA Executive Director, and members of the staff.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Approval of Resolution No. 0425-018 to Acknowledge Results of the April 1, 2025, Board of Trustees Election.

Trustee Reynolds motioned and Trustee Walk seconded to approve Resolution No. 0425-018 as presented to certify and proclaim that, as a result of the election held April 1, 2025, Charles (Chuck) Deters and Scott Montgomery were each elected to serve a six-year term on the Board of Trustees of Community College District No. 517 and that Larry D. Lilly was elected to

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serve a four-year unexpired term for the Board of Trustees of Community College District No. 517. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustees Curtis and Storm.

Motion carried.

Adjournment *Sine Die*.

Trustee Walk motioned and Trustee Wright seconded to adjourn sine die at 12:32 p.m.

Motion carried with unanimous voice vote approval.

Organization of the Board.

Seating of Newly Elected Board Members.

Chair Cadwell welcomed newly elected trustees, Chuck Deters and Scott Montgomery, and acknowledged that Trustee Larry D. Lilly was re-elected as an incumbent.

Call to Order and Appointment of Secretary Pro Tem.

Chair Cadwell called the meeting to order at 12:34 p.m. and appointed Trustee Lilly to act as secretary pro tem.

Roll call.

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

Trustees Absent: None.

Trustees participating via remote means: None.

Election of Chairperson Pro Tem.

Trustee Walk nominated Trustee Cadwell to act as Chairperson Pro Tem. Trustee Reynolds seconded the nomination.

There being no further nominations, Chair Cadwell declared the nominations to be closed.

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Chair Cadwell asked for a roll call vote on the motion to appoint the Chairperson Pro Tem.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Election of Secretary Pro Tem.

Trustee Cadwell nominated Trustee Lilly to the position of Secretary Pro Tem. Trustee Reynolds seconded the nomination.

There being no further nominations, Chair Pro Tem Cadwell declared the nominations to be closed.

Chair Pro Tem Cadwell asked for a roll call vote on the motion to appoint the Secretary Pro Tem.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Election of Board Chair and Length of Term.

Trustee Reynolds nominated Trustee Wright to serve as Chair of the Board for a period of one year. Trustee Walk seconded the nomination.

There being no further nominations, Chair Pro Tem Cadwell declared the nominations to be closed and requested a roll call vote on the motion to elect Trustee Wright as the Board Chair for a period of one year.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

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Election of Board Vice-Chair and Length of Term.

Trustee Reynolds nominated Trustee Walk to serve as Vice Chair of the Board for a period of one year. Trustee Wright seconded the nomination.

There being no further nominations, Chair Pro Tem Cadwell declared the nominations to be closed and requested a roll call vote on the motion to elect Trustee Walk as the Board Vice Chair for a period of one year.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Election of Board Secretary and Length of Term.

Trustee Wright nominated Trustee Lilly to serve as Secretary of the Board for a period of one year. Trustee Walk seconded the nomination.

There being no further nominations, Chair Pro Tem Cadwell declared the nominations to be closed and requested a roll call vote on the motion to elect Trustee Lilly the Board Secretary for a period of one year.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

The new officers took their seats, and Chair Wright took responsibility for the meeting. He led all Trustees in taking the oath or affirmation of office per Article XIII, Section 3 of the Constitution of the State of Illinois, stating the following:

"I do solemnly affirm that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Lake Land College Trustee to the best of my ability."

Approval of Resolution No. 0425-019 – Appointment of College Treasurer and Approval of Surety Bonds.

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Trustee Walk motioned and Trustee Deters seconded to approve Resolution No. 0425-020 as presented to appoint Mr. John Woodruff, Vice President for Business Services, as College Treasurer. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Resolution No. 0425-020 Authorizing College Treasurer to Act as College Fiscal Agent.

Trustee Cadwell motioned and Trustee Walk seconded to approve Resolution No. 0425-020 as presented to authorize the Treasurer to act as the College's fiscal agent. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Recognition of Outgoing Board Chairman.

Chair Wright presented a plaque to outgoing Chair Cadwell and thanked him for his outstanding service as Board Chair during the past two years.

Action Items.

Approval of Bid for Webb Hall Remodel.

Mr. John Woodruff, Vice President for Business Services, provided a recommendation for the Board to approve the bid from Grunloh Construction, Inc. of Effingham, in the total amount of \$744,000, for the base bid and alternates 1-6 for construction work related to the Webb Hall Testing & Tutoring Center renovations. Trustees also reviewed the bid tabulation sheet detailing Grunloh Construction as submitting the sole bid.

Trustee Curtis moved and Trustee Storm seconded to approve as presented the bid from Grunloh Construction, Inc. in the total amount of \$744,000 for the base bid and alternates 1-6 for construction work related to the Webb Hall Testing & Tutoring Center renovations.

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There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Purchase of Amatrol Equipment.

Trustees heard a recommendation from Dr. Ike Nwosu, Vice President for Academic Services, for the Board to approve the purchase from Moss Enterprises for Amatrol equipment, including ten 85-MT5C Variable Frequency Drive Learning Systems and one 890-FTS1 Fault Troubleshooting system at a total cost of \$57,106. Dr. Nwosu said this is needed to enhance the Industrial Maintenance and Mechanical Electrical Technology and that Moss Enterprises is a sole source provider for this equipment, thus a bid is not necessary. Trustees reviewed the quote received from Moss Enterprises.

Trustee Curtis moved and Trustee Lilly seconded to approve as presented the purchase from Moss Enterprises for Amatrol equipment, including ten 85-MT5C Variable Frequency Drive Learning Systems and one 890-FTS1 Fault Troubleshooting system at a total cost of \$57,106.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Approval of Purchase of Simulation and Education Supplies from Pocket Nurse.

Trustees heard a recommendation from Dr. Nwosu for the Board to approve the purchase of 12 Nursing Bed units from Pocket Nurse, Simulation and Education Supplies, in the amount of \$42,600.96, for use by the Allied Health Nursing Programs. Dr. Nwosu said this equipment will be utilized in the nursing labs at Effingham Technology Center, effective Fall 2025, and that Pocket Nurse is a sole source provider for this equipment, thus a bid is not necessary. Trustees reviewed the quote received from Pocket Nurse.

Trustee Storm moved and Trustee Curtis seconded to approve as presented the purchase of 12 Nursing Bed units from Pocket Nurse, Simulation and Education Supplies, in the amount of \$42,600.96, for use by the Allied Health Nursing Programs.

There was no further discussion.

Roll Call Vote:

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

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No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

Motion carried.

Non-action Items – Board Retreat:

Discussion: Effective Board Governance, Strategic Planning and the Board's Role in Supporting a Strategic Direction.

Mr. Jim Reed, ICCTA Executive Director, facilitated discussions on effective board governance. He highlighted best practices for ways in which each Trustee can foster a culture of transparency, engagement and accountability. He stressed the importance for each Trustee to be able to express their varying opinions during meetings, but then be able to support a collective decision by the Board once it is made. Mr. Reed further highlighted the Board's important role in supporting strategic planning and the President's vision, while ensuring future goals and objectives align with the College's mission, vision, and values. He noted how the Board should actively participate in defining and upholding the College's strategic direction, strategic thinking, and policy direction, all while consulting widely with the College community for internal and external stakeholder input. He reiterated the importance of focusing on successful student outcomes, regardless of any particular strategic direction. Furthermore, he reminded Trustees of their important role to oversee financial stability and integrity for the College and actively advocate for the College.

Due to the recent Trustee elections and new structure of the Board, Mr. Reed noted that he did not conduct a survey with the Trustees in preparation for the April 24, 2025 Board Retreat. However, he noted that in consultation with Dr. Bullock and Ms. Jean Anne Highland, Chief of Staff, that he will plan to conduct a survey in the spring of 2026 to prepare for the next Board Retreat and to assist with and resume conducting an annual Board self-evaluation.

Review of Synthesized Feedback Received in Spring 2025 Semester for Enrollment Challenges.

Dr. Bullock gave a presentation on the research article titled *Knocking at the College Door: Projections of High School Graduates, December 2024*, published by the Western Interstate Commission for Higher Education (WICHE). Dr. Bullock said this study highlights the projected demographic cliff for high school graduates, citing the projected decline in high school graduates by state from 2023 to 2041, with Illinois projected to experience the second highest rate of decline in the U.S. during this time. Dr. Bullock also highlighted the Lake Land College District K-12 enrollment projections and significant projected declines in high school graduation rates for this same period, noting that this change will likely drop from a current rate of approximately 1,740 high school graduates in 2024 to approximately 1,200 high school graduates by 2041. He stated that this demographic cliff will require the College to strategically focus on helping each student, and each potential student, to succeed at the College, while at the same time expanding many of our recruitment and retention efforts beyond the traditional high school graduate. He further noted the shift in the significant number of our current

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students who work either part-time or full-time while trying to complete their college attainment goals. Based on recent student surveys, he noted that only about 18.9% of our current students do not work in some capacity. He further noted the decline in the percentage of non-traditional students attending Lake Land College since 2006, which mirrors the rate of decline for non-traditional students statewide.

Ms. Lisa Cole, Director of Data Analytics, then highlighted the various challenges current students and potential students often face when trying to build a schedule for classes at the College. She shared Tableau dashboards graphically depicting examples of these challenges, scheduling both optimal times and/or course format (e.g.; in person vs. online) and how a significant proportion of the College's courses are offered between 8 am and 11 am, Monday through Friday, which is often not the most optimal times for working students.

Dr. Bullock said these projected demographic shifts, student work trends, and scheduling issues were the basis for hosting numerous employee and student focus group sessions during the Spring of 2025, seeking collective feedback on the following four questions:

1. What currently motivates students to apply to Lake Land College – what do we do well?
2. What barriers do students face when enrolling in classes at Lake Land College – what areas can we improve?
3. What challenges do students face in completing their educational goal(s) once they are enrolled in classes at Lake Land College?
4. What will motivate future students to enroll in and complete their educational goal(s) at Lake Land College?

Dr. Lynn Breer, Director of Institutional Research and Reporting, then provided a presentation in which she summarized the collective feedback received during the Spring 2025 focus group sessions. Trustees learned that Dr. Bullock facilitated six discussions with various employee groups and two sessions with various student groups, with approximately 100 employees and 35 students respectively. Dr. Breer highlighted how she provided Microsoft Forms links to all focus group attendees so they could upload their responses to the above four questions during or following each session. She further explained how she utilized Chat GPT and Microsoft Copilot to summarize and analyze all responses. She further manually reviewed to confirm key themes. She stated that as the College considers its future strategic direction, it will be important to address challenges in these areas, including: finances; onboarding; flexibility and scheduling – “work first, education second”; technology and support services.

Ms. Highland then discussed next steps for the College to consider sunseting its existing FY 2023-2027 Strategic Plan and developing a new strategic direction effective FY 2026 and continuing forward (using a rolling versus static plan time period) based upon this important feedback. She noted how the Cabinet intends to share the summary results internally with the College community. She said the Cabinet is also planning some retreat dates to study in further detail all focus group summary results and to map out key buckets or focus areas in

which the College community should solidify its efforts to enhance the student experience and improve student outcomes based on the themes that emerged from the Spring 2025 focus group sessions, especially to have a unified bold priority to address future enrollment challenges. Ms. Highland noted plans for her and Ms. Cole to provide a final FY 2023-2027 Strategic Plan Bi-Annual Report during the summer of 2025 to cross-walk each strategic initiative as either becoming part of the new plan; having been achieved; incorporated into an existing department or division's master plan or an employee's role; abandoned or placed on hold. She stated that many of the FY 2023-2027 initiatives were a result of transitioning out of the pandemic, such as the numerous action items within the institutional and employee excellence focus area, and that numerous circumstances have evolved since the FY 2023-2027 plan was initially adopted. She asked for Trustee feedback as to whether there was any opposition for sunsetting the existing plan and transitioning to a new plan that is hyper-focused on the key themes from the Spring 2025 focus group sessions. Each Trustee agreed to this plan of action.

Identifying the FY 2026 Presidential and Board of Trustees Priority to Address Future Enrollment Challenges.

Dr. Bullock highlighted his significant review of the Spring 2025 focus group sessions and the resulting themes. He proposed that he and the Board of Trustees adopt at a future meeting a strategic priority statement to transition the College forward into a bold new strategic direction that will enable the College to unify efforts and meet the future enrollment challenges while also improving or enhancing student success. He submitted a proposed strategic priority motto and statement. The Trustees, Cabinet, and various College leaders in attendance (who have been closely involved with the existing enrollment management plan) discussed enhancements to the proposed statement to better capture addressing the key themes emerging from the Spring 2025 focus group sessions. Following significant discussion, the Trustees and Dr. Bullock agreed to the following motto and strategic priority statement to be officially adopted by the Board during the May 2025 regular meeting:

Motto: "Education That Fits Your Life"

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

Dr. Bullock and Ms. Highland further explained a proposed timeline to broadly launch the new strategic direction with the entire College community during the Fall 2025 semester. They also noted how the Cabinet will be discussing a prioritization for budgeting and resources to maximize success with the new strategic direction.

Adjournment.

Trustee Cadwell moved and Trustee Walk seconded to adjourn the special meeting of the Lake Land College Board of Trustees at 3:49 p.m.

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Motion carried by unanimous voice vote approval.

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/

Calendar of Events

Friday, May 16, 2025	6 p.m. – Commencement Field House
Monday, May 19, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, June 5, 2025	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 9, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, July 10, 2025	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 14, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Wednesday, July 30, 2025	3- 7 p.m. – Lake Land College Effingham Technology Center Grand Opening ETC – Effingham, IL
Thursday, August 14, 2025	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 18, 2025	5 p.m. – Board Dinner – Effingham Technology Center, Effingham, IL 6 p.m. – Board Meeting – Effingham Technology Center, Effingham, IL
Thursday, September 4, 2025	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 8, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 9, 2025	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 13, 2025

5 p.m. – Board Dinner – Foundation and Alumni Center
 6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, November 6, 2025

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 10, 2025

5 p.m. – Board Dinner – Foundation and Alumni Center
 6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, December 4, 2025

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 8, 2025

5 p.m. – Board Dinner – Foundation and Alumni Center
 6 p.m. – Board Meeting – Board and Administration Center, 011



MEMO

TO: Board of Trustees
FROM: Josh Bullock, President
DATE: May 14, 2025
RE: Board of Trustees and Presidential Priority Statement/Strategic Direction

During our April 24, 2025, Board Retreat, we collectively discussed the importance of setting the bold direction for a new strategic plan based upon the critical feedback we received from the spring 2025 focus group sessions with numerous stakeholders and sunsetting the existing FY 2023-2027 Strategic Plan. Following significant discussion, we agreed upon the language to provide strategic direction for the College community in defining a new FY 2026 and continuing plan with the motto and strategic priority statement as detailed in the recommended motion below.

With Board approval, the Cabinet will immediately begin more detailed planning and engagement of various College members so that we may announce a new planning direction during the fall 2025 semester (using a rolling versus static plan time period) and unify all efforts to help us more effectively address the pending demographic cliff and future enrollment challenges.

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

Motto: "Education That Fits Your Life"

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



MEMO

TO: Dr. Josh Bullock, President

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

DATE: May 7, 2025

RE: March FY25 Financial Statement Summary

Please find below a summary of March's actual results compared to the approved budget. We have now completed nine months and we are 75% through the 2025 fiscal year. At this time, there are no results/budgetary areas of concern and no indication, that I'm aware of, that would create cause for concern in the near future as we progress in FY25.

































March - Noteworthy Events Impacting Results




- Excess Revenue over Expenditures – We finished March unfavorable at \$509,259.
- Revenue – Revenue for March was unfavorable by \$137K. YTD we're unfavorable by \$488K. CPPRT is YTD unfavorable by \$343,000 and the credit hour grant is unfavorable by \$462,000. Favorable YTD performance in Other Revenue and IDOT are helping offset the States shortfall.
- Expenditures – Expenditures for March finished unfavorable by \$372K. Benefits accounted for \$203K which is trending unfavorable compared to fiscal year 2024.



















Funds – Noteworthy Events – YTD

- Fund 3 – Fund 3 Construction projects are in motion but behind the anticipated spend. With the buildout about complete, we'll see this variance decrease going forward.
- Fund 5 – Fund 5 excess revenue over expenditures is \$347K. Bookstore expenditures are running \$446K favorable to budget and Athletics, \$128K favorable to the expenditure budget.

Recommended motion: Approve as presented the March FY25 Financial Statements.

	March		YTD	
	<u>Actual V. Budget</u>		<u>Actual V. Budget</u>	
Total Revenue	(\$136,801)		(\$487,999)	
Local Services	\$39,827		(\$254,485)	
ICCB Credit Hour Grant	(\$119,706)		(\$462,261)	
ICCB Equalization Grant	(\$0)		(\$0)	
Other State Sources	(\$50,620)		(\$152,306)	
Tuition & Fees	(\$157,956)		\$2,613	
Other Revenue	\$83,779		\$299,464	
Total Expenditures	(\$372,459)		\$4,213,351	
Salaries & Wages	\$7,429		\$1,147,534	
Employee Benefits (overall)	(\$203,157)		(\$162,703)	
Instructional	(\$238,475)		\$944,963	
Academic Support	(\$28,113)		\$220,194	
Student Services	(\$5,573)		\$315,215	
Public Service/Continuing Education	\$19,905		\$294,381	
Operations & Maintenance	(\$40,921)		\$629,347	
Institutional Support	(\$65,830)		\$2,377,834	

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

Other Funds	<u>YTD - FY25</u>		<u>YTD - FY25</u>		<u>YTD - FY25</u>	
	<u>Revenues</u>		<u>Expenditures</u>		<u>Net Excess</u>	
Fund 03 - Op. & Maint. Restricted Fund	\$9,929,235		\$3,638,054		\$12,727,540	
Fund 04 - Bond & Interest Fund	\$142,252		(\$433,382)		(\$291,130)	
Fund 05 - Auxiliary & Enterprise Fund	\$350,182		(\$2,712)		\$347,470	
Fund 06 - Restricted Fund	(\$13,025,225)		\$11,465,100		(\$1,560,125)	
Fund 11 - Audit Fund	\$2,924		\$32,719		\$35,643	
Fund 12 - Tort Fund	\$23,065		(\$211,220)		(\$188,155)	

* Note - Financial amounts noted are the variance of actuals to budget.

Please contact me with any questions, need for further clarification, or have others items you would like to discuss.

Mar-25

General Fund--Funds 01 and 02--For Internal Use Only

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY24 Final Audited Numbers	FY25 Annual Budget
Revenues:										
39,827	-	39,827	Local Sources	11,691,493	11,945,978	(254,485)	-2.13%	11,344,585	11,748,084	12,255,978
145,529	265,235	(119,706)	ICCB Credit Hour Grant	2,868,456	3,330,718	(462,261)	-13.88%	3,835,596	4,911,960	4,440,957
574,383	574,383	(0)	ICCB Equalization Grant	5,169,450	5,169,450	(0)	0.00%	5,290,747	7,054,330	6,892,600
-	50,620	(50,620)	Other State Sources	864,080	1,016,386	(152,306)	-14.99%	889,591	1,020,389	1,272,246
(56,118)	60,582	(116,699)	Tuition	7,998,819	8,176,901	(178,083)	-2.18%	7,877,525	7,871,510	8,186,725
86,391	127,647	(41,257)	Fees	3,966,897	3,786,201	180,696	4.77%	3,980,493	4,001,134	1,685,452
190,874	107,095	83,779	Other Revenue	1,493,865	1,194,401	299,464	25.07%	1,709,107	2,139,472	3,915,729
67,876	-	67,876	Gift in Kind	78,976	-	78,976	0.00%	-	227,623	-
1,048,762	1,185,563	(136,801)	Total Revenues	34,132,037	34,620,036	(487,999)	-1.41%	34,927,645	38,974,502	38,649,687
Expenditures:										
Instructional										
1,511,632	1,464,138	(47,494)	Salary and Wages	8,996,314	9,399,585	403,271	4.29%	9,029,513	11,590,569	10,660,542
278,328	175,377	(102,951)	Employee Benefits	1,758,986	1,689,620	(69,366)	-4.11%	1,718,186	2,186,614	2,433,060
111,026	121,864	10,838	Contractual Services	304,374	593,128	288,754	48.68%	272,167	448,616	669,937
58,029	24,818	(33,211)	General Materials and Supplies	558,399	814,839	256,440	31.47%	583,080	758,016	875,650
4,865	9,996	5,131	Travel and Meeting Expenses	56,616	138,885	82,269	59.24%	52,183	84,029	177,139
10,391	9,225	(1,166)	Fixed Charges	47,454	92,875	45,421	0.00%	36,700	55,410	99,375
1,746	-	(1,746)	Capital Outlay	9,584	26,735	17,151	64.15%	117,626	139,191	31,735
-	-	-	Other Expenditures	-	-	-	0.00%	-	-	-
67,876	-	(67,876)	Gift in Kind	78,976	-	(78,976)	0.00%	-	-	-
2,043,893	1,805,418	(238,475)	Total Instructional	11,810,704	12,755,667	944,963	7.41%	11,809,456	15,262,445	14,947,438
Academic Support										
99,041	82,357	(16,684)	Salary and Wages	600,101	576,597	(23,504)	-4.08%	500,962	667,665	526,799
31,080	16,721	(14,359)	Employee Benefits	166,321	145,729	(20,592)	-14.13%	120,599	155,882	4,776
-	-	-	Contractual Services	-	-	-	0.00%	-	-	-
14,322	5,743	(8,579)	General Materials and Supplies	210,894	453,405	242,511	53.49%	194,647	211,727	458,500
1,692	13,200	11,508	Travel and Meeting Expenses	20,422	42,200	21,778	51.61%	19,850	35,588	13,500
-	-	-	Fixed Charges	-	-	-	0.00%	-	-	-
-	-	-	Capital Outlay	-	-	-	0.00%	-	-	-
-	-	-	Gift in Kind	-	-	-	0.00%	-	-	-
146,135	118,022	(28,113)	Total Academic Support	997,737	1,217,931	220,194	18.08%	836,058	1,070,862	1,003,575
Student Services										
284,970	299,141	14,171	Salary and Wages	1,794,408	2,000,761	206,353	10.31%	1,627,596	2,144,939	2,702,692
83,683	61,043	(22,640)	Employee Benefits	538,937	531,893	(7,043)	-1.32%	410,703	546,565	514,830
-	-	-	Contractual Services	11,297	13,477	2,180	16.18%	10,906	10,906	13,477
12,804	3,977	(8,827)	General Materials and Supplies	79,446	129,364	49,918	38.59%	65,336	107,167	176,604
8,212	19,935	11,723	Travel and Meeting Expenses	57,828	121,635	63,807	52.46%	74,775	99,089	104,435
-	-	-	Fixed Charges	-	-	-	0.00%	7,500	-	15,000
-	-	-	Other Expenditures	7,500	7,500	-	100.00%	-	14,850	-
389,669	384,096	(5,573)	Total Student Services	2,489,416	2,804,631	315,215	11.24%	2,196,816	2,923,515	3,527,038
Public Service/Cont Ed										
63,896	81,558	17,662	Salary and Wages	381,923	543,721	161,798	29.76%	352,828	472,854	706,838
12,445	6,823	(5,622)	Employee Benefits	71,591	59,467	(12,124)	-20.39%	59,563	56,217	79,937
6,245	7,500	1,255	Contractual Services	26,934	51,300	24,366	47.50%	25,958	64,382	68,000
6,560	16,092	9,532	General Materials and Supplies	59,987	163,899	103,911	63.40%	72,140	108,832	223,239
6,401	3,042	(3,359)	Travel and Meeting Expenses	22,171	37,553	15,382	40.96%	15,200	20,631	47,404
9,119	8,748	(372)	Fixed Charges	91,547	92,528	980	1.06%	78,218	104,500	119,290
-	-	-	Capital Outlay	-	15,000	15,000	100.00%	13,195	17,571	15,000
-	-	-	Other	14,933	-	(14,933)	0.00%	2,633	-	-
-	-	-	GIK	-	-	-	0.00%	-	-	-
104,667	123,763	19,095	Total Public Service/ Cont Ed	669,087	963,468	294,381	30.55%	619,734	844,987	1,259,708
Operations & Maintenance										
126,694	155,300	28,607	Salary and Wages	874,899	1,215,107	340,208	28.00%	893,457	1,180,744	1,654,418
47,396	40,275	(7,121)	Employee Benefits	284,441	351,008	66,567	18.96%	305,486	384,727	471,834
54,551	9,888	(44,663)	Contractual Services	439,249	311,363	(127,887)	-41.07%	549,310	502,268	388,827
32,813	2,500	(30,313)	General Materials and Supplies	219,368	198,250	(21,118)	-10.65%	225,804	314,848	252,000
34	-	(34)	Travel and Meeting Expenses	291	7,040	6,749	95.87%	-	501	7,290
1,100	750	(350)	Fixed Charges	16,334	11,750	(4,584)	-39.01%	16,142	122,282	104,000
126,103	134,194	8,091	Utilities	1,014,438	1,329,094	314,656	23.67%	1,041,968	1,413,447	1,764,078
-	-	-	Capital Outlay	174,917	183,915	8,998	100.00%	-	10,800	-
251	5,112	4,862	Contingency Funds	251	46,008	45,758	99.46%	600	820	245,259
-	-	-	GIK	-	-	-	0.00%	-	-	-
388,941	348,020	(40,921)	Total Operation and Maint	3,024,187	3,653,534	629,347	17.23%	3,032,767	3,930,438	4,887,706
Institutional Support										
449,609	460,776	11,167	Salary and Wages	3,051,192	3,110,600	59,408	1.91%	2,600,517	4,127,416	4,039,579
145,059	94,595	(50,464)	Employee Benefits	944,657	824,513	(120,144)	-14.57%	918,647	1,104,149	1,113,707
75,188	69,148	(6,040)	Contractual Services	973,695	1,416,419	442,724	31.26%	1,256,002	1,602,266	1,612,503
54,130	46,040	(8,090)	General Materials and Supplies	726,568	1,452,805	726,237	49.99%	728,079	999,183	1,935,520
3,859	17,287	13,428	Travel and Meeting Expenses	93,617	218,464	124,848	57.15%	105,249	146,392	272,059
408	1,825	1,417	Fixed Charges	14,600	188,429	173,829	92.25%	14,005	15,940	194,004
15,000	-	(15,000)	Capital Outlay	110,449	162,250	51,801	100.00%	817,543	728,741	263,450
14,206	4,875	(9,331)	Contingency Funds	373,802	653,455	279,653	42.80%	770,404	1,661,929	591,061
-	1,125	1,125	Other	453,323	800,711	347,388	100.00%	605,876	564,066	49,175
4,042	-	(4,042)	Strategic Initiatives	107,909	400,000	292,091	100.00%	79,912	367,958	-
-	-	-	One Time Budget Requests	-	-	-	0.00%	-	-	-
-	-	-	GIK	-	-	-	0.00%	-	-	-
761,500	695,670	(65,830)	Total Institutional Support	6,849,812	9,227,646	2,377,834	25.77%	7,896,234	11,318,039	10,071,058
12,642	-	(12,642)	Scholarships, grants, waivers	568,583	-	(568,583)	100.00%	520,092	553,838	1,287,566
3,847,448	3,474,990	(372,459)	Total Expenditures	26,409,526	30,622,877	4,213,351	13.76%	26,911,157	35,904,124	36,984,089
(2,798,686)	(2,289,427)	(509,259)	Revenue Less Expenditures	7,722,511	3,997,159	3,725,352	93.20%	8,016,488	3,070,378	1,665,598
-	-	-	Transfers Out:	-	-	-	0.00%	-	2,047,014	1,665,598
(2,798,686)	(2,289,427)	(509,259)	Excess of Revenues over Expenditures & Transfers	7,722,511	3,997,159	3,725,352	93.20%	8,016,488	1,023,364	-

Current Month				Current YTD	Current YTD	Current YTD
Current Month	Budget	Variance		Actual	Budget	Budget Variance
2,535,841.22	2,543,270.60	7,429.38	Salary and Wages	15,698,837.39	16,846,371.43	1,147,534.04
597,991.61	394,834.66	(203,156.95)	Employee Benefits	3,764,932.93	3,602,230.26	(162,702.67)
247,009.77	208,399.93	(38,609.84)	Contractual Services	1,755,549.24	2,385,686.78	630,137.54
178,659.16	99,170.61	(79,488.55)	General Materials and Supplies	1,854,661.12	3,212,561.67	1,357,900.55
25,062.05	63,460.16	38,398.11	Travel and Meeting Expenses	250,944.85	565,777.48	314,832.63
21,018.49	20,547.50	(470.99)	Fixed Charges	169,934.45	385,581.41	215,646.96
126,103.06	134,194.27	8,091.21	Utilities	1,014,438.19	1,329,093.74	314,655.55
16,745.79	-	(16,745.79)	Capital Outlay	294,950.16	387,900.00	92,949.84
14,456.00	9,987.00	(4,469.00)	Contingency Funds	374,052.99	699,463.00	325,410.01
84,561.16	1,125.00	(83,436.16)	Other Expenditures	1,231,224.39	1,208,211.00	(23,013.39)
3,847,448.31	3,474,989.73	(372,458.58)	Total	26,409,525.71	30,622,876.77	4,213,351.06

Lake Land College

FY2025 Salary, Wage & Benefits Detail

Salary & Wages	Year to Date			FY2024 Budgeted
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>	
Salary and Wages - Instructional	\$8,996,314	\$9,399,585	\$403,271	\$10,660,542
Salary and Wages - Acad. Support	\$600,101	\$576,597	(\$23,504)	\$526,799
Salary and Wages - Stud. Svcs	\$1,794,408	\$2,000,761	\$206,353	\$2,702,692
Salary and Wages - Public Svc.	\$381,923	\$543,721	\$161,798	\$706,838
Salary and Wages - Maintenance	\$874,899	\$1,215,107	\$340,208	\$1,654,418
Salary and Wages - Inst. Support	\$3,051,192	\$3,110,600	\$59,408	\$4,039,579
Total Salary and Wages	\$15,698,837	\$16,846,371	\$1,147,534	\$20,290,868

Employee Benefits	Year to Date			FY2024 Budgeted
	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>	
Employee Benefits - Instructional	\$1,758,986	\$1,689,620	(\$69,366)	\$2,433,060
Employee Benefits - Acad. Support	\$166,321	\$145,729	(\$20,592)	\$4,776
Employee Benefits - Stud. Svcs	\$538,937	\$531,893	(\$7,043)	\$514,830
Employee Benefits - Public Svc.	\$71,591	\$59,467	(\$12,124)	\$79,937
Employee Benefits - Maintenance	\$284,441	\$351,008	\$66,567	\$471,834
Employee Benefits - Inst. Support	\$944,657	\$824,513	(\$120,144)	\$1,113,707
Total Employee Benefits	\$3,764,933	\$3,602,230	(\$162,703)	\$4,618,144

Mar-25

Operations & Maint Restricted--Fund 03

	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Sources	2,020,616	1,995,000	25,616	1,895,744	1,995,000
Bond Proceeds	4,935,000		4,935,000		
Debt Cert Proceeds	4,625,000		4,625,000		
Investment Income	343,619		343,619	431,887	
Total Revenues	11,924,235	1,995,000	9,929,235	2,327,631	1,995,000
Expenditures:					
Student Center Renovations : Buildi			-		
Construction Proj : Site Improvemen	4,581,548	12,562,500	7,980,952	3,585,835	16,750,000
PHS Projects : Site Improvements	485,084				
New Site: Site Improvements			-	52,219	
Other	4,697,562		(4,697,562)		
Total Expenditures	9,764,195	12,562,500	3,283,390	3,638,054	16,750,000
Excess of Revenues over					
Expenditures & Transfers	2,160,040	(10,567,500)	12,727,540	(1,310,424)	(14,755,000)

Mar-25	Bond and Interest--Fund 04				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
General : Local Taxes	6,740,296	6,597,500	142,796	6,820,285	6,597,500
General : Investment Income	(544)		(544)	(8,597)	
General : Transfer from Other Funds			-		166,250
Total Revenues	6,739,752	6,597,500	142,252	6,811,688	6,763,750
Expenditures:					
Work Cash Bonds : Debt Principal Pa			-		
Work Cash Bonds : Interest on Debt			-		
Work Cash Bonds : Other Fixed Charg			-		
Funding Bonds : Debt Principal Paym	5,991,294	6,185,000	193,706	5,888,003	6,185,000
Funding Bonds : Interest on Debt	557,713	287,875	(269,838)	508,890	575,750
Funding Bonds : Other Fixed Charges	1,000	3,000	2,000		3,000
Funding Bonds : Bond Is	359,249		(359,249)		
Administration : Intere			-	500	
Total Expenditures	6,909,257	6,475,875	(433,382)	6,397,393	6,763,750
Excess of Revenues over					
Expenditures & Transfers	(169,505)	121,625	(291,130)	414,295	-

Mar-25

Auxillary Enterprise Fund--Fund 05

	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Ag Judging Activity Fees	-	-	-		7,150
Ag Judging Transfer	-	-	-		31,260
Auto Shop	-	15,500	(15,500)		15,500
Athletics	-	-	-		1,112,748
Fitness Center	32,942	55,000	(22,058)	33,417	55,000
Bookstore	495,354	593,313	(97,958)	532,236	771,084
Print Shop	932,938	740,250	192,688	819,223	969,000
Food Service	14,355	12,600	1,755	11,492	16,800
College Farm	-	100,000	(100,000)	116,486	140,000
Comm Choir	129,205	-	129,205		5,100
Student Life	-	-	-	166,206	315,185
WLKL Radio Activity fees	-	-	-		1,210
Transfer for Tuition Waivers	262,050	-	262,050		630,000
Total Revenues	1,866,845	1,516,663	350,182	1,679,060	4,070,037
Expenditures:					
Ag Judging	37,813	35,461	(2,351)	35,029	37,760
Auto Shop	-	15,500	15,500		15,500
Athletics	827,618	955,564	127,946	799,093	1,098,248
Fitness Center	42,799	69,500	26,701	43,326	69,500
Bookstore	540,867	986,684	445,817	548,571	1,088,870
Print Shop	749,458	728,350	(21,108)	806,977	928,436
Food Service	32,769	7,365	(25,404)	6,876	9,659
College Farm	50,065	85,537	35,472	35,514	94,249
Comm Choir	-	5,100	5,100		5,100
Student Life	295,426	320,882	25,456	267,872	374,837
WLKL Radio	160	-	(160)	311	1,100
Tuition Waivers	635,681	-	(635,681)	609,212	630,000
Total Expenditures	3,212,655	3,209,943	(2,712)	3,152,779	4,353,259
Excess of Revenues over					
Expenditures & Transfers	(1,345,809)	(1,693,280)	347,470	(1,473,719)	(283,222)

Mar-25	Restricted Purposes Fund--Fund 06				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Adult Ed	537,861	479,141	58,720	553,228	615,459
Pathways	-	-	-	137,552	-
Perkins	393,776	399,532	(5,756)	312,383	516,076
WIOA	732,091	2,594,948	(1,862,857)	1,766,982	3,436,864
College Work Study	37,585	65,000	(27,415)	-	65,000
GAST	20,000	20,000	-	20,000	20,000
IL Cooperative Work Study	-	-	-	18,005	-
IPRF Grant	49,405	66,000	(16,595)	37,562	88,000
Veterans Services	40,523	520,000	(479,477)	76,785	520,000
ISAC MAP	857,500	1,520,000	(662,500)	1,534,188	1,520,000
Department Of Education	5,519,627	10,898,031	(5,378,404)	2,566,753	10,898,031
Direct loans	789,476	2,068,000	(1,278,524)	599,030	2,068,000
Corrections	6,492,227	10,278,155	(3,785,928)	5,637,816	13,704,206
CARES Funds-Students	-	-	-	-	-
CARES Funds-Institutional	-	-	-	-	-
Privately Funded Grant	1,141,220	652,477	488,742	1,729,275	812,752
TRIO SSS	212,458	238,228	(25,770)	191,721	325,137
TRIO DC	234,131	283,592	(49,461)	243,288	378,123
Total Revenues	17,057,880	30,083,105	(13,025,225)	15,424,567	34,967,649
Expenditures:					
Adult Ed	454,138	479,141	25,003	469,112	615,459
Pathways	-	-	-	425,544	-
Perkins	711,835	399,532	(312,303)	329,810	516,076
WIOA	732,091	2,594,948	1,862,857	2,112,174	3,436,864
College Work Study	48,194	65,000	16,806	26,158	65,000
GAST	-	20,000	20,000	1,256	20,000
IL Cooperative Work Study	-	-	-	18,005	-
IPRF Grant	7,247	66,000	58,753	6,331	88,000
Veterans Services	128,567	520,000	391,433	137,888	520,000
ISAC MAP	1,456,065	1,520,000	63,935	1,537,248	1,520,000
Department of Education	5,709,351	10,898,031	5,188,680	4,936,894	10,898,031
Direct loans	808,881	2,068,000	1,259,119	1,086,955	2,068,000
Corrections	7,629,900	10,278,155	2,648,255	6,524,864	13,704,206
CARES Funds-Students	-	-	-	-	-
CARES Funds-Institutional	-	-	-	-	-
Privately Funded Grant	439,930	652,477	212,548	1,142,276	812,752
TRIO SSS	231,914	238,228	6,315	219,086	325,137
TRIO DC	259,892	283,592	23,700	280,178	378,123
Total Expenditures	18,618,005	30,083,105	11,465,100	19,253,778	34,967,649
Excess of Revenues over Expenditures & Transfers	(1,560,125)	-	(1,560,125)	(3,829,211)	-

	Mar-25	Audit Fund--Fund 11			
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	149,924	147,000	2,924	189,607	147,000
Total Revenues	149,924	147,000	2,924	189,607	147,000
Expenditures:					
Admin Staff Ful	21,168.34	28,224	7,056	20,354.12	28,224.40
Support Staff F	13,466.17	21,168	7,702	12,947.95	31,888.27
Medical Benefit	7,106.98	23,916	16,809	6,140.73	14,065.98
Life Insurance	21.55	10,573	10,551	21.45	31.05
Audit Services	79,900.00	70,000	(9,900)	72,627.00	70,000.00
Printing	-	500	500	-	500.00
Total Expenditures	121,663	154,382	32,719	112,091	144,710
Excess of Revenues over					
Expenditures & Transfers	28,261	(7,382)	35,643	77,516	2,290

Mar-25	Tort Fund--Fund 12				
	Current YTD Actual	Current YTD Budget	Variance	Previous YTD	Annual Budget
Revenues:					
Local Taxes	1,463,065	1,440,000	23,065	1,142,574	1,440,000
Misc Income			-		
Total Revenues	1,463,065	1,440,000	23,065	1,142,574	1,440,000
Expenditures:					
Student Services	111,302	83,332	27,970	74,373	93,972
Operations and Maintenance	166,787	171,900	(5,113)	164,109	237,989
Police Dept	535,611	537,273	(1,661)	529,469	568,175
Institutional Support	266,624	254,280	12,344	261,790	370,903
Fixed Charges-ins	659,110	481,429	177,681	562,653	820,179
Total Expenditures	1,739,434	1,528,214	(211,220)	1,592,393	2,091,218
Excess of Revenues over Expenditures & Transfers	(276,369)	(88,214)	(188,155)	(449,819)	(651,218)



Memo

To: Dr. Josh Bullock, President

From: John Woodruff, Vice President for Business Services

Date: May 5, 2025

Re: Approval of Kluthe Lease Agreement with ROE #3

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

The lease payment will be inclusive of utilities, internal/external maintenance, and facility repairs. We have budgeted for those items and calculated the lease payment accordingly. We have a built-in clause to review expenses annually and adjust the lease payment if necessary. This will be a 3-year lease starting August 1, 2025, and concluding June 30, 2028.

Recommended Motion: Approve as presented the lease agreement between Lake Land College and the Regional Office of Education #3 of Christian, Effingham, Fayette, and Montgomery counties that will begin August 1, 2025, and conclude June 30, 2028.



Intergovernmental Facility Lease Agreement (Revision 05/08/2025)

This Intergovernmental Facility Lease Agreement (hereinafter "**Lease**"), made this **29th day of May, 2025**, in Mattoon, Illinois, by and between **Lake Land College of Mattoon, Illinois**, hereinafter referred to as "**Lessor**," and Local **Regional Office of Education #3 of Christian, Effingham, Fayette and Montgomery counties**, hereinafter referred to as "**Lessee**." The Lessor and Lessee may each be referred to herein individually as "**Party**" and collectively as the "**Parties**."

WITNESSETH:

WHEREAS, the Parties are units of local government subject to Section 10 of Article VII of the Constitution of the State of Illinois as adopted on December 15, 1970, which authorizes such units of local governments to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance;

WHEREAS, the Intergovernmental Cooperation Act, 5 ILCS 220/1, et seq. (2005), provides that any power or powers, privileges or authority exercised, or which may be exercised, by a unit of local government may be exercised jointly with another unit of local government;

WHEREAS, the Lessor, a public community college established under the Illinois Public Community College Act, 110 ILCS 805/1, et seq., owns certain property located at 1204 Network Centre Boulevard, Effingham, Illinois 62401 (the "**Property**");

WHEREAS, the Lessee, a Regional Office of Education established under the Illinois School Code, 105 ILCS 5/1-1, et seq., desires to utilize premises within the property located at 1204 Network Centre Boulevard, Effingham, Illinois 62401, for purposes consistent with the Lessee's statutory authority;

WHEREAS, the Lessor desires to permit the occupancy and use of a portion of the Property as more fully described in Exhibit A (the "**Premises**") and the common areas of the Property as more fully described in Exhibit B (the "**Common Areas**") by Lessee subject to the terms and conditions more fully described herein;

NOW, THEREFORE, for and in consideration of the mutual promises and covenants of the Parties, it is agreed by and between the Parties as follows below:

1. **Recitals.** The recitals set forth above are hereby incorporated herein and made a part of this Lease as if fully set forth below.

2. Leased Premises. Lessor hereby leases to the Lessee space in the described office building at 1204 Network Centre Boulevard, Effingham, Illinois 62401. The Premises consists of approximately 11,568 square feet comprised entirely of the first floor of the Kluthe facility, as more fully described in Exhibit A.

3. Lease Term. The term of this Lease shall be deemed to have commenced upon the 1st day of August 2025, and shall terminate on the 30th day of June 2028. Notwithstanding the foregoing, unless written notice is given by the party desiring to terminate this Lease to the other party sixty (60) days prior to the end of the Lease or any renewal term thereafter, then this Lease shall automatically renew for an additional year (each a “renewal term”) on the same terms and conditions as set forth herein.

4. Use of Premises. Lessee agrees to use and occupy the Premises solely for educational purposes permitted by the Illinois School Code, 105 ILCS 5/1-1, et seq., benefitting students not currently eligible for enrollment in Lessor’s educational programs. Lessee agrees to work with Lessor when the opportunity arises to advance and enhance the educational needs of respective student populations served by Parties. Lessee shall use the Premises only for the purposes set forth herein and shall not use or permit the use of the Premises for any other purpose without the written consent of the Lessor, which may not be unreasonably withheld, conditioned or delayed.

5. Lease Payments. Lessee agrees to pay to Lessor as rent for the premises the sum of \$21,376 per quarter, payable on the first day of every quarter (July 1, October 1, January 1 and April 1) of the term herein, the time of each such rental payment being of the essence of this Lease. Payment of rent is to be made to 5001 Lake Land Boulevard, Mattoon, Illinois 61938, or at such other place as Lessor may from time to time direct. The first payment associated with this lease shall be \$14,251 covering two-thirds of the quarter and shall be paid on August 1, 2025. On August 1, 2026, and each year thereafter, Lessor may annually adjust the amount of future Lease Payments based on increased costs incurred by the Landlord for utilities or other expenses resulting from Lessee’s use of the Leased Premises during the preceding twelve (12) months, including, but not limited to, gas, electricity (including emergency power), water, sanitary sewer, heating, ventilation and air conditioning, plumbing, telephone services lighting, and elevator services. Any such adjustments shall be made in writing and incorporated by addendum into this Lease.

6. Lessee Obligations. Lessee shall, at its sole expense, carry out the following obligations with respect to leasing of the Premises:

- a. Lessee has examined and knows the condition of the Premises and has received the same in good order and repair. Lessee will keep the Premises clean and in good repair. Upon the termination of this Lease in any way, Lessee will yield up the Premises to the Lessor in good condition and repair, ordinary wear and tear excepted, and will deliver all keys or access controls to Lessor at the place of payment of rents due hereunder. Lessee shall be solely responsible for any repairs or maintenance that are caused by Lessee, its employees, or invitees’ negligent acts or omissions, Lessee’s breach of this Lease, or otherwise caused by Lessee’s use of Premises or other conduct that is not authorized pursuant to this Lease.

- b. Lessee shall be responsible for all maintenance and janitorial services within all classrooms, offices, and common areas located within the Premises if such responsibility is not expressly assumed by Lessor herein.
- c. Lessee accepts "premises" with their appurtenances and fixtures in their present condition. Upon termination of this Lease, Lessee will surrender the "premises" in as good order and condition, as when received. Reasonable wear and tear, damage from the elements, fire, acts of God, or other casualty excepted. At the termination of the lease, Lessee may remove all furniture and fixtures installed by Lessee; but upon such removal, the premises shall be returned to the same conditions as at the commencement of this Lease.
- d. Lessee may maintain and install, at its own expense, any fixtures or equipment to adapt the premises for its use and occupancy. However, any such installation must be approved in writing by the Lessor prior to the commencement of any work, which approval shall not be unreasonably withheld. Request should be submitted to the Lessor's President and Vice President for Business Services. Lessor will leave designated classroom and office furniture not being moved for use by Lessee. Any furniture that becomes unusable will be replaced with like spare furniture if available. If there is no longer spare furniture, Lessee will be responsible for furniture replacement. Any furniture purchased by the Lessee will be removed, if desired, upon lease termination or, if remaining in the Premises on the date of the termination of the Lease, shall become the property of Lessor if accepted by Lessor. Any furniture owned by Lessor will remain on site upon lease termination. Except as set forth herein, all of Lessee's personal property, trade fixtures, equipment, furniture, movable partitions, and any alterations not affixed to the Premises shall, during and after the term of this Lease, remain Lessee's property. Lessee is solely responsible for procuring and maintaining insurance covering its property identified in this Section, and Lessor has no obligation to provide such insurance.
- e. Lessee shall not do any act which shall in any way encumber the title of Lessor in and to the Premises or the Property, nor shall the interest or estate of Lessor in the Premises or the Property be in any way subject to any claim by way of lien or encumbrance, whether by operation of law or by virtue of any express or implied contract by Lessee. Any claim to, or lien upon, the Premises or Property arising from any act or omission of Lessee shall accrue only against the leasehold estate of Lessee and shall be subject and subordinate to the paramount title and rights of Lessor in and to the Premises and the Property. Lessee shall not permit the Premises or the Property to become subject to any mechanics', laborers' or materialmen's lien on account of labor or material furnished to Lessee or claimed to have been furnished to Lessee in connection with work of any character performed or claimed to have been performed on the Premises by, or at the direction or sufferance of, Lessee; provided, however, that Lessee shall have the right to contest in good faith and with reasonable diligence, the validity of any such lien or claimed lien if Lessee shall give to Lessor such security as may be deemed satisfactory to Lessor to insure payment thereof and to prevent any sale, foreclosure, or forfeiture of the Premises or the Property by reason of non-payment thereof; provided further, however, that on final determination of the lien or claim for

lien, Lessee shall immediately pay any judgment rendered, with all proper costs and charges, and shall have the lien released and any judgment satisfied.

7. Alterations and Improvements. Lessee may make alterations to the interior portions of the Premises including signage, paint, and wall hangings with the express written approval of the Lessor which approval shall not be unreasonably withheld, conditioned or delayed. Lessee agrees not to make any contract for the construction, repair, or improvement of, or to, the Premises, or any part thereof, or for any work to be done or materials furnished on or to the Premises, or any part thereof, without the prior written consent of Lessor, and without providing in such contract or agreement that no lien of mechanics, laborer, or materialman shall be created or shall arise against the Property. Any installation of furniture, fixtures or equipment, or any modifications or renovations which are to be performed by contractors or subcontractors shall require that work be performed in accordance with all contractual provisions which would be required if Lessor were contracting for the work directly, including but not limited to compliance with life safety regulations, the Illinois Public Construction Bond Act, 30 ILCS 550/1, et seq., and the Illinois Prevailing Wage Act, 820 ILCS 130/1, et seq., the terms and conditions imposed by sureties pursuant to payment and performance bonds and nondiscrimination provisions. Further, all contractors shall be required to be insured against liability, including those liabilities covered by builder's risk insurance, and to be covered against claims for Worker's Compensation. Requests should be submitted to the Lessor's President and Vice President for Business Services. Lessee would be responsible for any trash removal related to remodeling efforts performed by the Lessee.

8. Lessor Obligations. Lessor shall, at its sole expense, carry out the following obligations with respect to leasing of the Premises:

- a. Standard interior cleaning and maintenance of the Property and Common Areas other than the Premises such as commercially reasonable custodial services, waste removal, light bulb and fixture repairs, plumbing issues, and repairs to any drywall, floor/carpet, and/or windows (unless caused by Lessee or its invitees);
- b. Repair and maintenance costs necessary to keep the Premises and Common Areas in good operating condition including but not limited to the roof, masonry and structural repairs or improvements, HVAC work, electrical work, fire protection work, plumbing work, mechanical work, and/or any other work relating to the structure, systems, or functioning of the Premises;
- c. Outdoor maintenance of the Property and Common Areas including lawn mowing, snow plowing, maintenance of sidewalks (including shoveling and ice removal), and any necessary landscaping;
- d. Re-sealing or paving of the parking lot and maintenance of the sidewalks or other walkways located on the Property; and
- e. Cause all utilities and associated services to be provided to the Premises twenty-four (24) hours per day, seven (7) days per week including, but not limited to, gas, electricity (including emergency power), water, sanitary sewer, heating, ventilation and air conditioning, plumbing,

telephone services lighting, and elevator services, except to the extent that such utilities and associated services are disrupted or cannot otherwise be provided through no fault of the Lessor.

- f. Lessor shall ensure that any internet connectivity or network connection provided to the Premises by Lessor shall be dedicated solely to the Tenant and accessed only by the Tenant.
- g. Lessor shall maintain insurance upon real estate against loss due to fire and other casualty and shall cause Lessee to be named as an additional insured. In case of loss, Lessee shall be entitled to that portion of insurance proceeds as its interest bears to the entire loss. The cost of contents (Lessee related contents) shall be paid by the Lessee.
- h. Lessor shall be responsible for providing trash receptacles for refuse generated from normal operations. All maintenance related expenses associated with the exterior, snow removal, mowing, and landscaping shall be the responsibility of the Lessor.

9. Common Areas. During the term of this Lease, Lessee has a non-exclusive right to access the Common Areas as depicted and described in Exhibit B, which shall include exterior parking lots, driveways, and sidewalks on the Property and shared interior space inside the Property for their intended uses. Lessee shall not at any time unreasonably interfere with the operations of Lessor, or those of Lessor's administrators, employees, agents, contractors, licensees, or invitees, or otherwise interfere with their use of any part of the Common Areas, nor shall the Lessor unreasonably interfere with Lessee's operations or use of the Common Areas or with Lessee's access to the Premises in and through the Common Areas. Lessor reserves the right to grant to other non-parties non-exclusive easements, leases, licenses and other rights to the Common Areas and other portions of the Lessor's Property provided such use does not unreasonably interfere with Lessee's use and enjoyment of the Premises.

10. Maintenance of Common Areas. All costs of maintaining the interior of the office building, including the furnace, air conditioner, plumbing and light fixtures shall be the responsibility of the Lessor. Lessee agrees to perform minor maintenance when possible but agrees to contact Lessor when Lessee unsuccessfully resolves the issue. Lessor will provide instructions for utilization of a ticketing process and contact/escalation list to address unresolved maintenance related items. Lessee shall bear the cost of all repairs to the classroom/offices caused or suffered by Lessee during the term of this lease. However, Lessor shall be required to keep the building structure in good condition, and to maintain the premises in tenantable condition.

11. Destruction or Takings of the Premises. Should a substantial portion of the leased premises, or of the property of which it is a part, be substantially damaged by fire or other casualty or be taken by eminent domain, the Lessor, may elect to terminate this Lease. When such fire, casualty, or taking renders the leased premises substantially unsuitable for the intended use, a just and proportionate abatement of rent shall be made, and the Lessee may elect to terminate this lease if (a) Lessor fails to give written notice within thirty (30) days of intention to restore the Premises, or (b) Lessor fails to restore the Premises to the condition substantially suitable for their intended use within ninety (90) days of said fire, casualty, or taking. The Lessor reserves, and the Lessee grants to Lessor, all rights which the Lessee may have for damages or injury to the leased premises for damages or injury to the leased

premises for any taking by eminent domain, except for damage to the Lessee's fixtures, property, or equipment.

12. Insurance. No later than the Effective Date hereof, Lessee shall procure and maintain through an insurance company or self-insurance the coverage and limits as specified below, and by blanket endorsement shall cause Lessor to be named as an additional insured on such policies. This additional insured requirement does not apply to workers' compensation insurance. The commercial general liability and automobile liability policies shall contain a blanket endorsement to reflect that coverage is primary to and noncontributory with any other insurance available to Lessor. The commercial general liability policy shall by blanket endorsement provide contractual liability coverage pursuant to the indemnity obligations provided in this Lease. Each such policy shall include by blanket endorsement a requirement to endeavor to provide at least thirty (30) days' written notice to the Lessor prior to any termination, cancellation or material amendment to that policy. Upon execution of this Lease and on an annual basis thereafter during the Term of this Lease or any extension thereof, Lessee shall furnish to the Lessor certificate(s) of insurance, policies, and endorsements reflecting the required coverages. The type and minimum limits of insurance required are as follows:

Type	Limits
Commercial General Liability:	
Per Occurrence:	\$1,000,000
Aggregate:	\$2,000,000
Automobile Liability:	\$1,000,000 (combined single limit)
Workers' Compensation:	Statutory Minimum
Umbrella or excess loss coverage:	\$1,000,000

13. Indemnity. To the fullest extent permitted by law, Lessee shall indemnify, defend, and hold harmless Lessor, its Board of Trustees, individual Board members, directors, officers, managers, administrators, employees, agents, insurers, and representatives from and against any and all claims, demands, causes of action, losses, expenses, liabilities, judgments, and damages, including reasonable attorneys' fees and court costs, to the extent resulting directly and solely from Lessee's use of the Premises, any default by Lessee under this Lease, any breach of this Lease by the Lessee, and/or any negligent act or omission of Lessee, its employees, or agents, except to the extent caused by the negligent acts or omissions, or willful misconduct of Lessor. To the fullest extent permitted by law, Lessor shall indemnify, defend, and hold harmless Lessee, its directors, officers, managers, members, administrators, employees, agents, insurers, and representatives from and against any and all claims, demands, causes of action, losses, expenses, liabilities, judgments, and damages, including reasonable attorneys' fees and court costs, to the extent resulting directly and solely from Lessor's use of the Property, any default by Lessor under this Lease, any breach of this Lease by the Lessor, and/or any negligent act or omission of Lessor, its employees, or

agents, except to the extent caused by the negligent acts or omissions, or willful misconduct of Lessee. This section shall survive the expiration or termination of this Lease. Nothing herein shall be interpreted to be a waiver of the immunities available to either Party.

14. Assignments and Subletting. Lessee agrees not to assign this Lease nor sublet the “premises” or any part thereof without the prior written consent of the Lessor, which consent may be granted or withheld in Lessor’s absolute discretion. Subletting or assignment of this lease by Lessee shall not release Lessee from any part of his obligations under this Lease and acceptance of an assignment of this Lease, or sublease of the “premises”, by any person, shall be construed as a promise on the part of such assignee or Sub-Lessor to be bound by and perform all of the agreements of Lessee herein contained.

15. Lease Termination. This Lease may be terminated by either party at their election in the event of the breach by the other party of any of the agreements herein contained, unless said breaching party cures such breach within thirty (30) days of notice thereof from the other, except that Lessor may terminate this Lease for non-payment of rent on thirty (30) days written notice to Lessee.

16. Waiver. A waiver by Lessor of any one instance of default by Lessee in the performance of any provision of its Lease shall not be construed as a waiver of any other prior or subsequent default, nor a relinquishment by Lessor of Lessor’s right hereunder to have Lessee perform this Lease in strict accordance with its provisions, time being of the essence of this Lease. Without limiting the foregoing, the acceptance of rent after it falls due, or after knowledge of any breach hereof by Lessee, whether required by law or not, shall not constitute, nor be construed as, a waiver by Lessor of any right or remedy arising out of any prior or subsequent default by Lessee, nor a waiver of Lessor’s right to insist on Lessee’s performance of all of his obligations hereunder in strict accordance of the provisions of this Lease.

17. Compliance with Laws. Each Party shall comply with all federal, state and local laws pertaining to its respective use of and interest in the Premises, the Common Areas, and the Property.

18. Rights Cumulative. The rights and remedies of the Parties under this Lease are not exclusive, but shall be cumulative, and to exercise any right or remedy by a Party shall not prevent the exercise of any other right or remedy by the Party, whether provided for by this Lease or by law.

19. Lessor Right of Entry. The Lessor, with or without notice, shall have the right to enter into and upon the leased premises any part thereof for inspection/or repairs. However, Lessor shall not exercise this right in such a manner as to interfere unreasonably with Lessee’s use of the premises. The Lessee agrees to allow access to the second floor through first floor common areas as needed by the second-floor Lessee(s).

20. Successors and Assigns. All of the agreements, conditions and undertakings herein contained shall extend to and be binding on the representatives, heirs, executors, administrators, and permitted successors and assigns of the respective Parties hereto.

21. **Notices.** Any notices which the parties may desire or are required to serve upon the other shall be deemed served upon the date indicated by postmark of the U.S. Mail, which shall be certified return receipt requested, postage prepaid, addressed to the parties, respectively as follows:

President
Vice President for Business Services
Lake Land College
 5001 Lake Land Blvd
 Mattoon, IL 61938

Regional Superintendent
Regional Office of Education #3
 1500 W Jefferson St.
 Vandalia, IL 62471

22. **Severability.** This Lease shall bind and inure to the benefit of the Parties and their heirs, legal representatives, successors and assigns. There are no third-party beneficiaries to this Lease. The provisions of this Lease are severable, and no provision shall be affected by the invalidity of any other provision.

23. **Counterparts.** This Lease shall be executed in duplicate, each such executed copy to be considered an original.

24. **Surrender.** Lessee agrees, at the expiration, or earlier termination, of this Lease, and without notice or demand, to give peaceable possession of the premises to Lessor.

25. **Prevailing Party.** In the event of default by either Party, in the terms of this Lease, the defaulting Party shall pay the other Party reasonable attorney's fees and litigation costs (including expert witness fees) necessarily incurred for enforcement of the terms of the Lease.

IN WITNESS WHEREOF, the Parties hereto have set their hands and seals the day and year first above written.

Lake Land College

Regional Office of Education #3

 Print Authorized Agent of Lessor

 Print Authorized Agent of Lessee

 Title

 Title

Signature

Signature

Exhibit A – Kluthe 1st Floor Map

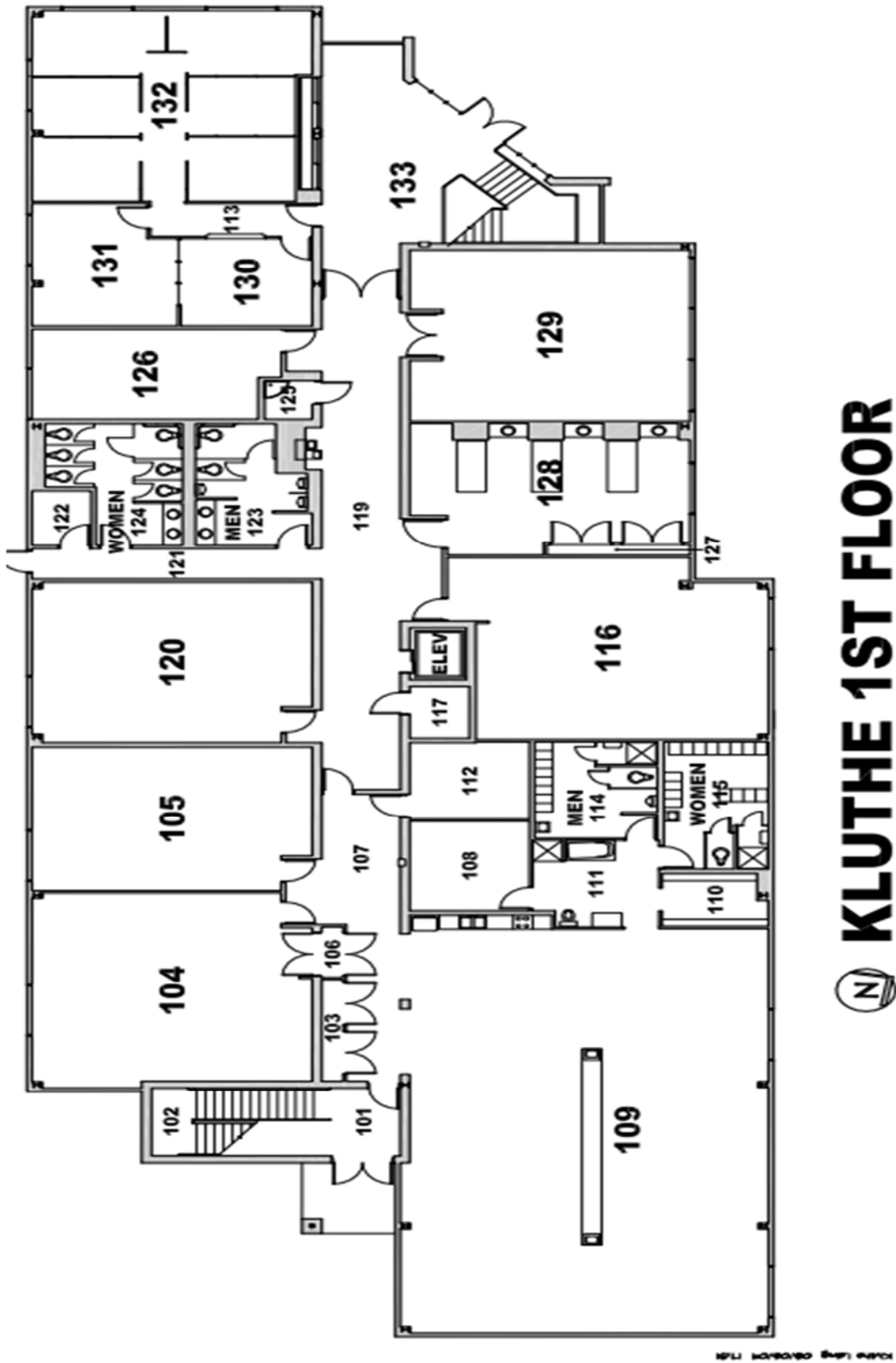
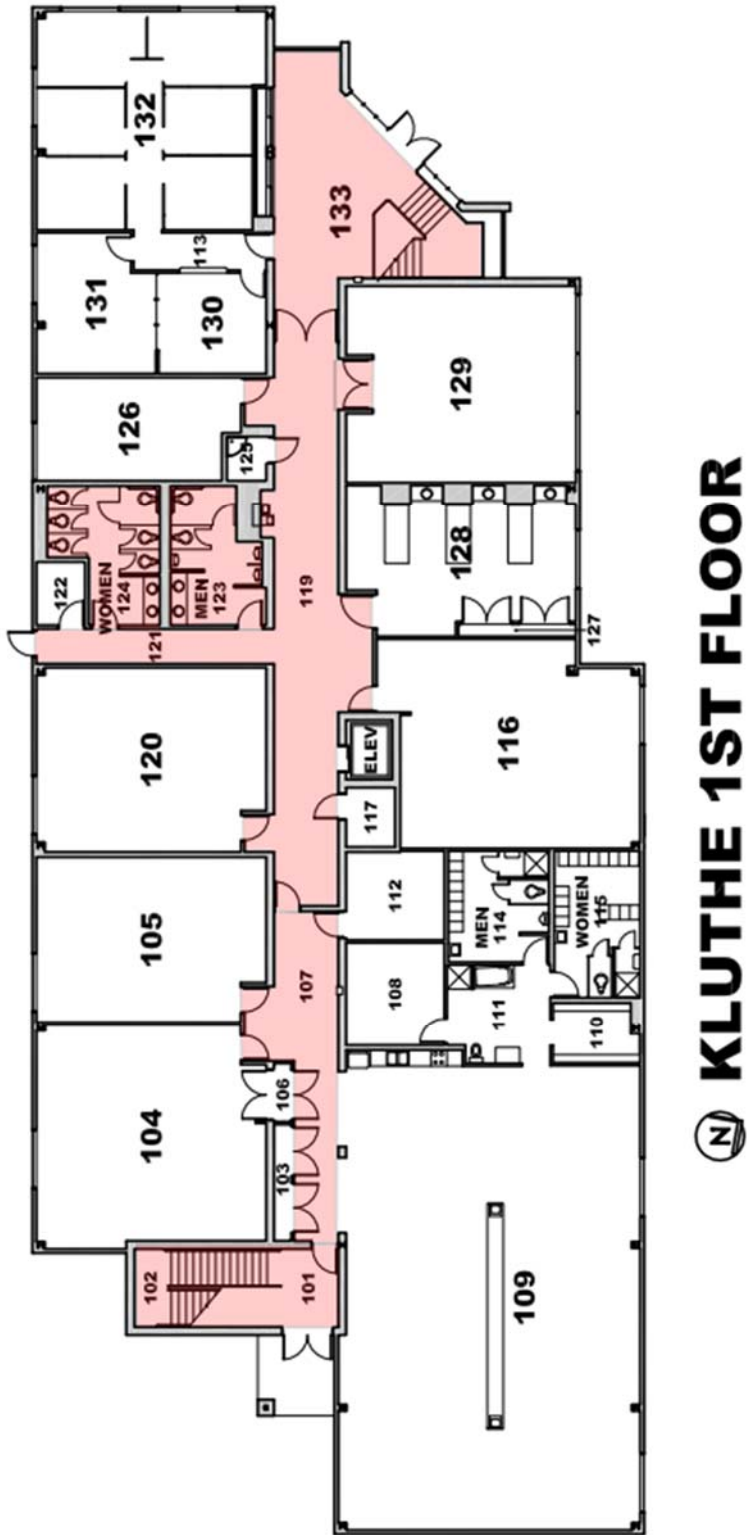


Exhibit B – Common Areas





Memo

To: Dr. Josh Bullock, President

From: John Woodruff, Vice President for Business Services

Date: May 13, 2025

Re: Approval of Office Lease Agreement with Effingham Small Business Development Center

Upon completion of the ETC facility, Lake Land College is going to provide a single office to the Effingham Small Business Development Center. Office #143 will be located on the first floor. Lake Land College will provide a no-cost lease for this office space. Attached is the proposed lease for this arrangement. This will be a 3-year lease starting August 1, 2025, and concluding June 30, 2028.

Recommended Motion: Approve as presented the lease agreement between Lake Land College and the Effingham Small Business Development Center that will begin August 1, 2025, and conclude June 30, 2028.



Office Lease Agreement (Revision 05/08/2025)

This Office Lease Agreement (hereinafter "**Lease**"), made this **29th day of May, 2025**, in Mattoon, Illinois, by and between **Lake Land College of Mattoon, Illinois**, hereinafter referred to as "**Lessor**," and the **Effingham Small Business Development Center (SBDC)**, hereinafter referred to as "**Lessee**." The Lessor and Lessee may each be referred to herein individually as "**Party**" and collectively as the "**Parties**."

1. **Leased Premises.** Lessor hereby leases to the Lessee space, Office # 143 at 1201 Althoff Dr, Effingham, Illinois 62401. The Office consists of approximately 100 square feet.
2. **Lease Term.** The term of this Lease shall be deemed to have commenced upon the 1st day of August 2025, and shall terminate on the 30th day of June 2028. Notwithstanding the foregoing, unless written notice is given by the party desiring to terminate this Lease to the other party thirty (30) days prior to the end of the Lease or any renewal term thereafter, then this Lease shall automatically renew for an additional year (each a "renewal term") on the same terms and conditions as set forth herein.
3. **Use of Premises.** Lessee agrees to use and occupy the Office solely for local small business development programs.
4. **Lease Payments.** Lessor agrees to lease the office for the sum of \$0 per year.
5. **Lessee Obligations.** Lessee shall, at its sole expense, carry out the following obligations with respect to leasing of the Premises:
 - a. Lessee has examined and knows the condition of the Office and has received the same in good order and repair. Lessee will keep the Office clean and in good repair. Upon the termination of this Lease in any way, Lessee will yield up the Office to the Lessor in good condition and repair, ordinary wear and tear excepted, and will deliver all keys or access controls to Lessor at the place of payment of rents due hereunder. Lessee shall be solely responsible for any repairs or maintenance that are caused by Lessee, its employees, or invitees' negligent acts or omissions, Lessee's breach of this Lease, or otherwise caused by Lessee's use of the Office or other conduct that is not authorized pursuant to this Lease.
 - b. Lessee accepts "the Office" in the present condition. Upon termination of this Lease, Lessee will surrender the "Office" in as good order and condition, as when received. Reasonable wear and tear, damage from the elements, fire, acts of God, or other casualty excepted. At the termination of the lease, Lessee may remove all furniture and fixtures installed by Lessee; but upon such

removal, the premises shall be returned to the same conditions as at the commencement of this Lease.

6. Alterations and Improvements. Lessee may not make any alterations to the interior portion of the Office without the express written approval of the Lessor which approval shall not be unreasonably withheld, conditioned or delayed. Any approved modifications shall be made by the Lessor and billed to the Lessee as pass thru cost. Requests should be submitted to the Lessor's President and Vice President for Business Services.

7. Lessor Obligations. Lessor shall, at its sole expense, carry out the following obligations with respect to leasing of the Premises:

- a. Standard interior cleaning (trash removal and carpet sweeping) and maintenance of the Office.;
- b. Cause all utilities and associated services to be provided to the Premises twenty-four (24) hours per day, seven (7) days per week including, but not limited to, gas, electricity (including emergency power), water, sanitary sewer, heating, ventilation and air conditioning, plumbing, telephone services lighting, and elevator services, except to the extent that such utilities and associated services are disrupted or cannot otherwise be provided through no fault of the Lessor.
- c. Lessor shall provide guest internet connectivity.

8. Common Areas. During the term of this Lease, Lessee has a non-exclusive right to access the Common Areas which shall include exterior parking lots, driveways, and sidewalks on the Property and shared interior space inside the Property for their intended uses.

9. Destruction or Takings of the Premises. Should a substantial portion of the leased premises, or of the property of which it is a part, be substantially damaged by fire or other casualty or be taken by eminent domain, the Lessor, may elect to terminate this Lease.

10. Insurance. No later than the Effective Date hereof, Lessee shall procure and maintain through an insurance company or self-insurance the coverage and limits as specified below, and by blanket endorsement shall cause Lessor to be named as an additional insured on such policies. This additional insured requirement does not apply to workers' compensation insurance. The commercial general liability and automobile liability policies shall contain a blanket endorsement to reflect that coverage is primary to and noncontributory with any other insurance available to Lessor. The commercial general liability policy shall by blanket endorsement provide contractual liability coverage pursuant to the indemnity obligations provided in this Lease. Each such policy shall include by blanket endorsement a requirement to endeavor to provide at least thirty (30) days' written notice to the Lessor prior to any termination, cancellation or material amendment to that policy. Upon execution of this Lease and on an annual basis thereafter during the Term of this Lease or any extension thereof, Lessee shall furnish to the Lessor certificate(s) of insurance, policies, and endorsements reflecting the required coverages. The type and minimum limits of insurance required are as follows:

Type	Limits
Commercial General Liability:	
Per Occurrence:	\$1,000,000
Aggregate:	\$2,000,000
Automobile Liability:	\$1,000,000 (combined single limit)
Workers' Compensation:	Statutory Minimum

11. Indemnity. To the fullest extent permitted by law, Lessee shall indemnify, defend, and hold harmless Lessor, its Board of Trustees, individual Board members, directors, officers, managers, administrators, employees, agents, insurers, and representatives from and against any and all claims, demands, causes of action, losses, expenses, liabilities, judgments, and damages, including reasonable attorneys' fees and court costs, to the extent resulting directly and solely from Lessee's use of the Premises, any default by Lessee under this Lease, any breach of this Lease by the Lessee, and/or any negligent act or omission of Lessee, its employees, or agents, except to the extent caused by the negligent acts or omissions, or willful misconduct of Lessor. To the fullest extent permitted by law, Lessor shall indemnify, defend, and hold harmless Lessee, its directors, officers, managers, members, administrators, employees, agents, insurers, and representatives from and against any and all claims, demands, causes of action, losses, expenses, liabilities, judgments, and damages, including reasonable attorneys' fees and court costs, to the extent resulting directly and solely from Lessor's use of the Property, any default by Lessor under this Lease, any breach of this Lease by the Lessor, and/or any negligent act or omission of Lessor, its employees, or agents, except to the extent caused by the negligent acts or omissions, or willful misconduct of Lessee. This section shall survive the expiration or termination of this Lease. Nothing herein shall be interpreted to be a waiver of the immunities available to either Party.

12. Assignments and Subletting. Lessee agrees not to assign this Lease nor sublet the Office.

13. Lease Termination. This Lease may be terminated by either party at their election in the event of the breach by the other party of any of the agreements herein contained, unless said breaching party cures such breach within thirty (30) days of notice thereof from the other, except that Lessor may terminate this Lease for non-payment of rent on thirty (30) days written notice to Lessee.

14. Waiver. A waiver by Lessor of any one instance of default by Lessee in the performance of any provision of its Lease shall not be construed as a waiver of any other prior or subsequent default, nor a relinquishment by Lessor of Lessor's right hereunder to have Lessee perform this Lease in strict accordance with its provisions, time being of the essence of this Lease. Without limiting the foregoing, the acceptance of rent after it falls due, or after knowledge of any breach hereof by Lessee, whether required by law or not, shall not constitute, nor be construed as, a waiver by Lessor of any right or remedy arising out of any prior or subsequent default by Lessee, nor a waiver of Lessor's right to insist

on Lessee's performance of all of his obligations hereunder in strict accordance of the provisions of this Lease.

15. Compliance with Laws. Each Party shall comply with all federal, state and local laws pertaining to its respective use of and interest in the Premises, the Common Areas, and the Property.

16. Rights Cumulative. The rights and remedies of the Parties under this Lease are not exclusive, but shall be cumulative, and to exercise any right or remedy by a Party shall not prevent the exercise of any other right or remedy by the Party, whether provided for by this Lease or by law.

17. Lessor Right of Entry. The Lessor, with or without notice, shall have the right to enter into and upon the leased premises any part thereof for inspection/or repairs. However, Lessor shall not exercise this right in such a manner as to interfere unreasonably with Lessee's use of the premises.

18. Successors and Assigns. All of the agreements, conditions and undertakings herein contained shall extend to and be binding on the representatives, heirs, executors, administrators, and permitted successors and assigns of the respective Parties hereto.

19. Notices. Any notices which the parties may desire or are required to serve upon the other shall be deemed served upon the date indicated by postmark of the U.S. Mail, which shall be certified return receipt requested, postage prepaid, addressed to the parties, respectively as follows:

President

Vice President for Business Services

Lake Land College

5001 Lake Land Blvd

Mattoon, IL 61938

Effingham Small Business Development Center

Effingham, IL 62401

20. Severability. This Lease shall bind and inure to the benefit of the Parties and their heirs, legal representatives, successors and assigns. There are no third-party beneficiaries to this Lease. The provisions of this Lease are severable, and no provision shall be affected by the invalidity of any other provision.

21. Counterparts. This Lease shall be executed in duplicate, each such executed copy to be considered an original.

22. Surrender. Lessee agrees, at the expiration, or earlier termination, of this Lease, and without notice or demand, to give peaceable possession of the premises to Lessor.

23. **Prevailing Party.** In the event of default by either Party, in the terms of this Lease, the defaulting Party shall pay the other Party reasonable attorney's fees and litigation costs (including expert witness fees) necessarily incurred for enforcement of the terms of the Lease.

IN WITNESS WHEREOF, the Parties hereto have set their hands and seals the day and year first above written.

Lake Land College

Small Business Development Center

Print Authorized Agent of Lessor

Print Authorized Agent of Lessee

Title

Title

Signature

Signature

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock
President

Jean Anne Highland
Chief of Staff

FROM: Lynn Breer
Director of Institutional Research and Reporting

DATE: May 21, 2025

RE: FY 2025 ICCB Program Review Report

As required by the Illinois Community College Board (ICCB), Lake Land College completes an annual review of programs on a five-year rotational basis and submits a mandatory detailed report to them. Below is a complete list of the programs reviewed this year. I respectfully request Board of Trustee approval for this year's report at the May meeting.

PROGRAMS REVIEWED

Degree	Program
Associate in Applied Science	Ag Business and Supply
Certificate	Ag Business and Supply
Certificate	Crop Production
Associate in Applied Science	Ag Production
Certificate	Livestock Production
Associate in Applied Science	Horticulture
Certificate	Horticulture
Associate in Applied Science	Building Construction Trades

Certificate	Building Construction Trades
Associate in Applied Science	Associate Degree Nursing
Certificate	Practical Nursing
NDP	Basic Nurse Assistant
Associate in Applied Science	Management
NDP	Management
NDP	Entrepreneurship
Associate in Applied Science	Marketing
Certificate	Marketing
Certificate	Sales
Certificate	Electronic Marketing
Certificate	DOC Horticulture Production
Certificate	DOC Horticulture
Academic Discipline Review	Humanities and Fine Arts
Cross-Disciplinary Instruction	Adult Education
Student & Academic Support Services	Counseling and Advising
Student & Academic Support Services	Accommodations and Disability Services
Student & Academic Support Services	Library Services

Lake Land College Standing Committees 2024-2025

Standing Committees:

Appointed to advise, make proposals, and when applicable, render decisions concerning educational needs and policy adherence of the institution. Committees noted with an * are referenced for faculty membership representation in the faculty association collective bargaining agreement. Unless otherwise noted, faculty appointments may include instructional or academic support faculty.

Academic and Enrollment Calendar Committee

Purpose: Develop and recommend to the College President the College academic calendar. Establish enrollment calendars.

Chair: VP for Student Services

Committee Assistant: Administrative Assistant to the Vice Presidents

Members:

Director of Marketing & Public Relations

Comptroller

Academic Scheduling Coordinator

Academic Counselor/Coordinator for Orientation

Dean of Academic Operations

Chief Information Officer

Coordinator of Student Communications & Initiatives

Dean of Admissions Services

Financial Aid Representative

Manager of Bookstore and Textbook Rentals

One Teaching Faculty

One Career Division Chair

One Transfer Division Chair

VP for Academic Services

Sponsor: VP for Student Services

Academic Council Committee*

Purpose: To facilitate ongoing dialogue between full-time faculty and the Administration/Board of Trustees.

Co-Chair: VP for Academic Services and One Faculty to be voted on by faculty at first meeting.

Committee Assistant: Administrative Assistant to the Vice Presidents

Members:

VP for Academic Services

*One academic support faculty member elected by academic support faculty (7)

*One teaching faculty member elected from each academic division (1)

Agriculture:

Allied Health:

Business:

Humanities:

Math/Science:

Academic Support:

Social Science:

Technology:

At least two administrators: VP for Business Services & VP for Student Services

Director of Human Resources

Dean of Academic Operations

Faculty appointments are for three-year rotating terms

*Faculty Association President

Sponsor: VP for Academic Services

Academic Standards Committee

Purpose: Establish and review academic standards and requirements and recommend related changes in Board Policy to the College President.

Co-Chair: VP for Student Services and VP for Academic Services

Committee Assistant: Administrative Assistant to the Vice Presidents

Members:

Dean of Academic Operations

Dean of Admission Services

Director of Enrollment Services

Director of Financial Aid

One Academic Counselor

One Division Chair

Two Faculty

Student selected by Student Government Association

Sponsor: VP for Student Services (DC and faculty appointments are three-year terms)

Lake Land College Standing Committees 2024-2025

Advising Committee

Purpose: Develop, implement, and assess advising practices that promote retention, persistence, and completion.

Chair: Academic Counselor/Coordinator of Advising

Committee Assistant: Counseling Services Specialist

Members:

One to two Teaching Faculty from each division:

Allied Health

Agriculture

Business

Humanities

Technology

Math/Science

Social Science

Two Academic Counselors

Two students selected by Student

Government Association

Sponsor: VP for Student Services

Community and College Services Awareness Committee

Purpose: Raising awareness of information on resources within the college and external agency partners committed to assisting all students with a focus on underrepresented populations and at-risk students. Through information sharing and networking, our vision is to keep updated and accurate communication to use in serving students as well as to collaborate on how to overall best serve any current or future students in need of assistance.

Chair: Dean of Workforce Development and Community Education

Members: Director of Adult Education
Adult Education Transition Coordinator
Director of Student Life
Director of TRiO

Community Outreach Coordinator

Academic Counselor

VP for Student Services

Chief of Staff

Financial Aid representative

Perkins Specialist

Paraprofessional

Sponsor: VP for Student Services

Curriculum Committee

Purpose: Foster innovative course, credential, and program offerings. Facilitate and recommend the addition, revision or elimination of courses, credentials, and programs.

Chair: VP for Academic Services

Committee Assistant: Administrative Assistant to the Vice Presidents

Members:

Dean of Academic Operations

Dean of Admission Services

Data Analyst & Assessment Coordinator

Director of Data Analytics

Director of Institutional Research and Reporting

Director of Library Services

Associate Dean of Enrollment

All Division Chairs

Academic Scheduling Coordinator

One Member from Workforce Solutions and Community Ed.

One Admissions and Records Staff

One Academic Counselor

One Career Faculty

One Transfer Faculty

Two students selected by the Student Government Association

Sponsor: VP for Academic Services

Developmental Education Committee

Purpose: Improve student retention, persistence, and completion through communication and integration of developmental education best practices and continuous improvement strategies.

Chair: Division Chair for Math/Science or Humanities

Committee Assistant: Administrative Assistant to the current Chair

Members:

Director of Data Analytics

Director Student Success Service

Director of Institutional Research and Reporting

Developmental Reading/Writing Instructor

English Instructor

2 Math Instructors

Lake Land College Standing Committees 2024-2025

Director of Adult Education
 Counselor/Retention Coordinator
 Counselor for Student Accommodations
 Director of TRIO SSS
 Division Chairs for Mathematics and Humanities
 Student identified by Director Student Success Service
Sponsor: VP for Academic Services

Diversity, Equity, Inclusion and Belonging Education Committee (DEIB)

Purpose: Provide leadership to educate, advocate and celebrate diversity to facilitate an inclusive environment.

Chair: Director of Student Success Services

Committee Assistant: Paraprofessional on the Committee

Members:

Director of Student Life
 Coordinator of International Studies Program
 Coordinator of Diversity, Equity, Inclusion, and Belonging
 Counselor for Student Accommodations
 Trio Student Support Services Advisor
 One Human Resources Staff
 One Supervisory/Support Staff
 One Media and Public Relations Staff
 One Paraprofessional
 One Custodial
 Five Faculty Members
 One Adjunct Faculty Member
 Two students selected by the Student Government Association.

Sponsor: VP for Student Services
 (One member also serves on Employee Development Committee)

Emergency Operations Center Policy Group Committee (EOC) (Formerly NIMS)

Purpose: Ensure the college is prepared to respond to critical incidents. Maximize the safety and well-being of students, employees and visitors by executing the appropriate response to mitigate the crisis.

Chair: Police Sergeant & Coordinator for Emergency Mgt. Response & Training

Committee Assistant: Executive Assistant to the President's Office

Members:

Chief of Police
 Chief of Staff
 Vice President for Academic Services
 Vice President for Business Services
 Vice President for Student Services
 Dean for Workforce Solutions and Community Education
 Director of Marketing and Public Relations
 Communications Engagement Coordinator
 Chief Information Officer
 Director of Human Resources
 Director of Physical Plant
 Webmaster

Sponsor: President

Employee Appreciation and Engagement Committee

Purpose: The committee is charged with hosting ad hoc appreciation and engagement events and developing methods to show appreciation and engagement that foster a sense of belonging. The committee works in conjunction with the Employee College Events and Recognition Committee.

Chair: Director of Human Resources

Committee Assistant: TBD

Members:

Membership by volunteer
 Preferred one person from each work group to represent inclusivity:
 One Paraprofessional
 One Support-Staff
 One Faculty member
 One Custodial member
 New staff member
 Seasoned staff member

Co-Sponsors: VP for Business Services and President

Employee College Events and Recognition Committee

Purpose: Coordinates the official annual college wide events. Committee members provide support to the Employee Appreciation and

Lake Land College Standing Committees 2024-2025

Engagement Committee and reward employees demonstrating the College's vision and values.

Chair: Human Resources Staff Member

Committee Assistant: TBD

Members:

One Marketing & Public Relations

One Audio-Visual Services

One Supervisory/Support

One Physical Plant

One Human Resources

One Adjunct Faculty

One Faculty

One Paraprofessional

Sponsor: VP for Business Services and President

Employee Development Committee*

Purpose: Plan the three scheduled faculty and staff development days (per academic year).

Chair: Training & Development Coordinator

Committee Assistant: Sr. Human Resources Generalist

Members:

*Five faculty members

One Paraprofessional

Two Supervisory/Support Staff

One Human Resources Staff

Sponsor: VP for Business Services

(One member also serves on Inclusion and Diversity Education Committee)

Faculty Sabbatical Leave Committee*

Purpose: Evaluate and make recommendations regarding requests for faculty sabbatical leaves.

Chair: VP for Academic Services

Committee Assistant: Administrative Assistant to the Vice Presidents

Members:

*One teaching faculty from each division

*One Academic Support Faculty

VP for Student Services

Sponsor: VP for Academic Services (Faculty appointments are for three-year rotating terms.)

Health Insurance Committee*

Purpose: Provide annual evaluation and recommendations regarding College programs for employee wellness and health insurance.

Chair: VP for Business Services

Committee Assistant: Administrative Assistant to the Vice Presidents

Members:

College Nurse

Three Administrators

*Three Faculty (Teaching or Non-Teaching)

One Paraprofessional

One Custodial

Two Supervisory/Support

Sr. Human Resources Generalist and

College Compliance Coordinator

Sponsor: VP for Business Services

Innovation Committee*

Purpose: Evaluates faculty requests for funding to support innovation in the classroom, professional development experiences and initiatives that support areas of focus to move the college forward.

Chair: VP for Academic Services

Committee Assistant: Administrative Assistant to the Vice Presidents

Members:

Three Faculty Members (3 year rotating terms)

Three Staff/Administrators

Sponsor: VP for Academic Services

Learning Excellence Committee

Purpose: Foster a culture of learning excellence driven by innovation and continuous improvement through the integration of promising practices in instruction and assessment across the curriculum.

Chair: Faculty Assessment Liaison

Committee Assistant: Administrative Assistant to Dean of Academic Operations

Members: Faculty members should represent all academic divisions: Allied Health, Agriculture, Business and

Lake Land College Standing Committees 2024-2025

Technology, Humanities, Math/Science and Social Science
 At least four Transfer Faculty
 At least four Career Faculty
 Two Academic Support Faculty
 Student selected by Student Government Association
 One *Ad Hoc* industry partner based on need
Sponsor: Dean of Instruction

Occupational Safety Committee

Purpose: Promote occupational safety and ensure that the College is in compliance with related state and federal occupational safety regulations.

Chair: Sr. Human Resources Generalist and College Compliance Coordinator

Committee Assistant: Employment Specialist

Members:

College Nurse
 Director of Physical Plant Operations
 Lab & Chemical Safety Coordinator
 One Custodial Staff
 One Paraprofessional
 Two Faculty
 One Administrator/Supervisory

Sponsor: VP for Business Services

Strategic Planning Committee

Purpose: Assist with facilitating the development and maintenance of the College's strategic plan. Serve as a resource to the President's Cabinet on issues related to the strategic plan. Be champions for the planning process and aid in communicating the process with the College community.

Chair: Chief of Staff

Committee Assistant: Executive Assistant to the President's Office

Members:

Vice President for Academic Services
 Chief Information Officer
 Associate Dean of Recruitment & Enrollment Management
 Dean of Enrollment & Student Success
 Dean of Instruction

Dean of Academic Operations
 Director of Institutional Research and Reporting
 Director of Data Analytics
 One Faculty Association
 One Paraprofessional
 One Custodial
 Two Support (Business Services and Student Services)
 One Career Tech Division Chair
 One Transfer Division Chair
 One Career Tech Faculty
 One Transfer Faculty
 Four Appointed Team Members (Academic Services, Student Services, Business Services, and Workforce Solutions and Community Education)
Sponsor: President

Training/Retraining Committee*

Purpose: Discuss problem areas and determine faculty members who will be affected when there is retrenchment at the College.

Chair: VP for Academic Services

Committee Assistant: Administrative Assistant to the Vice Presidents

Members:

Membership is appointed as needed.

Sponsor: VP for Academic Services

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: John Woodruff, Vice President for Business Services

DATE: April 22, 2025

RE: Surplus Items

Related to the ongoing operations of the college and in addition to the various capital projects, we're respectively asking the Board to surplus the following items, which have become obsolete and have little to no value to the college:

- **Automotive Program**
 - **1 2001 Ford Focus: VIN –1FAFP34331W272753 and 1 1996 Mazda 626: VIN - 1YVGE22C6T5580861.** These vehicles were used by the Automotive department and have no titles.
 - **1 2007 Suzuki Forenza: VIN - KL5JD56267K501765 and 1 2004 Chevrolet Cavalier: VIN - 1G1JC52FX47104057.** These vehicles were used by the Automotive department and have junk titles.
- **1 2019 Dodge Grand Caravan: VIN – 2C4RDGEG7KR513236.** As a result of an accident in Greenup, Illinois (no injuries) and no fault of the Lake Land Employee driving, this van is totaled and needs to be declared as surplus for insurance purposes.
- **33 Stools from West Building 124 –** As a result of student feedback through a forum called the Student Insight E-box, the stools were evaluated and the decision was made to replace the old, immobile, uncomfortable stools. The current stools are no longer usable by the college.
- **Various Campus Technology Items –** We are requesting surplus designation for the various items in the attached list, which includes details on the need for disposal. All of these devices are 10 – 12 years old from their release date and can no longer be updated and pose a cybersecurity risk if used.

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

Recommended motion: Declare the items listed above as surplus and grant authorization to dispose of the listed items in a manner most beneficial to Lake Land College.

Brand	Model	Serial	Disposal reason
Dell	Latitude E5470	LJN2PC2	age- can't be updated
Lenovo	Chromebook S340-14 Touch	P209802W	age- can't be updated
HP	Chromebook 14-db0050nf	5cd0st9444	age- can't be updated
HP	Chromebook 11 G4	5cd7275ck4	age- can't be updated
HP	Chromebook 11 G4	5cd6255f-4c	age- can't be updated
HP	Chromebook 11 G4	5cd644909c	age- can't be updated
HP	Chromebook 11 G4	5cd5513vgy	age- can't be updated
HP	Chromebook 11 G4	5cd625byk9	age- can't be updated
HP	Chromebook 11 G4	5cd6448r8k	age- can't be updated
HP	Chromebook 11 G4	5cdd626hh	age- can't be updated
HP	Chromebook 11 G4	5cd7275ct8	age- can't be updated
HP	Chromebook 11 G4	5cd6258wnk	age- can't be updated
HP	Chromebook 11 G4	5cd62597zx	age- can't be updated
HP	Chromebook 14-db0050nf	5cd0519gml	age- can't be updated
Samsung	Chromebook XE310XBA	4K9V9FCR403809D	age- can't be updated
Samsung	Chromebook XE310XBA	4K9V9FER402303Y	age- can't be updated
Samsung	Chromebook XE310XBA	4K9V9FCR403590Y	age- can't be updated
Samsung	Chromebook XE310XBA	4K9V9FCR404040D	age- can't be updated
Samsung	Chromebook XE310XBA	4K9V9FER402197T	age- can't be updated
Samsung	Chromebook XE310XBA	4K9V9FER402066W	age- can't be updated
Samsung	Chromebook XE310XBA	4K9V9FCR401440H	age- can't be updated
Samsung	Chromebook XE310XBA	4K9V9FCR403584N	age- can't be updated
Samsung	Chromebook XE310XBA	4K9V9FER402193X	age- can't be updated
Samsung	Chromebook XE310XBA	4K9V9FCR403703H	age- can't be updated
Samsung	Chromebook XE310XBA	4K9V9FBR403454Z	age- can't be updated
Samsung	Chromebook XE310XBA	4K9V9FCR404039K	age- can't be updated
Samsung	Chromebook XE310XBA	4K9V9FCR401503X	age- can't be updated
Samsung	Chromebook XE310XBA	4K9V9FBR402943Y	age- can't be updated
Samsung	Chromebook XE310XBA	4K9V9FCR401822K	age- can't be updated
Samsung	Chromebook XE310XBA	4K9V9FER402068R	age- can't be updated
Samsung	Chromebook XE310XBA	4K9V9FER402211X	age- can't be updated
Samsung	Chromebook XE310XBA	4K9V9FCR403745J	age- can't be updated
Samsung	Chromebook XE310XBA	4K9V9FCR401678X	age- can't be updated
Samsung	Chromebook XE310XBA	4K9V9FCR403490V	age- can't be updated
Samsung	Chromebook XE310XBA	4K9V9FCR403766A	age- can't be updated
Samsung	Chromebook XE310XBA	4K9V9FCR403350P	age- can't be updated
Samsung	Chromebook XE310XBA	4K9V9FCR403779A	age- can't be updated
Samsung	Chromebook XE310XBA	5 with unreadable serial numbers	age- can't be updated
Dell	Chromebook 2-in-1	44jb793	bad battery and charging port
Samsung	XE500C13	0q9m91hjc00890y	age- can't be updated
Samsung	XE503C32-K01US	109e9faf600505t	age- can't be updated
Samsung	Chromebook 3	0Q9M911M402484	age- can't be updated
Samsung	Chromebook 3	0Q9M911M402428	age- can't be updated
Samsung	Chromebook 3	0Q9M911M402473	age- can't be updated
Samsung	Chromebook 3	0Q9M911M402470	age- can't be updated
Samsung	Chromebook 3	0Q9M911M402418	age- can't be updated
Samsung	Chromebook 3	0Q9M911M402424	age- can't be updated
Samsung	Chromebook 3	0Q9M911M402559	age- can't be updated
Samsung	Chromebook 3	0Q9M911M402457	age- can't be updated
Samsung	Chromebook 3	0Q9M911M402556	age- can't be updated
Samsung	Chromebook 3	0Q9M911M402566	age- can't be updated

Brand	Model	Serial	Disposal reason
Samsung	Chromebook 3	0Q9M911M402349	age- can't be updated
Samsung	Chromebook 3	0Q9M911M402554	age- can't be updated
Samsung	Chromebook 3	0q9t91kkc09452e	age- can't be updated
Samsung	Chromebook 3	0Q9M911M402519	age- can't be updated
Samsung	Chromebook 3	0Q9M911M402469	age- can't be updated
Samsung	Chromebook 3	0Q9M911M402426	age- can't be updated
Samsung	Chromebook 3	0Q9M911M402561	age- can't be updated
Samsung	Chromebook 3	0Q9M911M402499	age- can't be updated
Samsung	Chromebook 3	0Q9M911M402634	age- can't be updated
Samsung	Chromebook 3	0Q9M911M402599	age- can't be updated
Samsung	Chromebook 3	0Q9M911M402590	age- can't be updated
Samsung	Chromebook 3	0Q9M911M402508	age- can't be updated
Lenovo	100e Chromebook 2nd Gen MTK	P205V4VS	age- can't be updated
Lenovo	100e Chromebook 2nd Gen MTK	P205VAZR	age- can't be updated
Lenovo	100e Chromebook 2nd Gen MTK	P2066V89	age- can't be updated
Lenovo	100e Chromebook 2nd Gen MTK	P205VBL8	age- can't be updated
Lenovo	100e Chromebook 2nd Gen MTK	P2066V2H	age- can't be updated
Lenovo	100e Chromebook 2nd Gen MTK	P205VBFG	age- can't be updated
Lenovo	100e Chromebook 2nd Gen MTK	P205VAZB	age- can't be updated
Lenovo	100e Chromebook 2nd Gen MTK	P2066TZ1	age- can't be updated
Lenovo	100e Chromebook 2nd Gen MTK	P2066T0Q	age- can't be updated
Lenovo	100e Chromebook 2nd Gen MTK	P2066VH8	age- can't be updated
Lenovo	100e Chromebook 2nd Gen MTK	P205VAWQ	age- can't be updated
Lenovo	100e Chromebook 2nd Gen MTK	P205V442	age- can't be updated
Dell	Latitude 5500	BB8X1z2	cpu failure
Dell	Latitude 5500	5p1qf13	motherboard failure
Dell	Latitude 5501	56845y2	motherboard failure
Dell	Latitude 5500	5j64x33	motherboard failure
Dell	Latitude 5500	7bsbm33	motherboard failure
Dell	Latitude 5500	73sw1z2	motherboard failure
Dell	Latitude 5500	jcnd533	motherboard failure
Dell	Latitude 3380	1w3smj2	age- can't be updated
Dell	Latitude 3380	bv3smj2	age- can't be updated
Lenovo	Thinkpad T590	pf-13lgr1	damaged charging port
Samsung	Chromebook 3	0Q9T91GK605361	age- can't be updated
Samsung	Chromebook 3	0Q9T91GK605322	age- can't be updated
Samsung	Chromebook 3	0Q9T91GK605382	age- can't be updated
Samsung	Chromebook 3	0Q9T91GK605485	age- can't be updated
Samsung	Chromebook 3	0Q9T91GK605386	age- can't be updated
Samsung	Chromebook 3	0Q9T91GK605394	age- can't be updated
Samsung	Chromebook 3	0Q9T91GK605430	age- can't be updated
Samsung	Chromebook 3	0Q9T91GK605259	age- can't be updated
Samsung	Chromebook 3	0Q9T91GK605373	age- can't be updated
Samsung	Chromebook 3	0Q9T91GK605308	age- can't be updated
Samsung	Chromebook 3	0Q9T91GK605461	age- can't be updated
Samsung	Chromebook 3	0Q9T91GK605267	age- can't be updated

Brand	Model	Serial	Disposal reason
Samsung	Chromebook 3	0JDA91AH506385	age- can't be updated
Samsung	Chromebook 3	0JDA91AH506249	age- can't be updated
Samsung	Chromebook 3	0JDA91AH506648	age- can't be updated
Samsung	Chromebook 3	0JDA91AH506442	age- can't be updated
Samsung	Chromebook 3	0JDA91AH506187	age- can't be updated
Samsung	Series 3 (XE303)	0UG99FAG319351	age- can't be updated
Samsung	Series 3 (XE303)	0UG99FCG308855	age- can't be updated
Samsung	Series 3 (XE303)	0UG99FAG319340	age- can't be updated
Samsung	Series 3 (XE303)	0UG99FAG318745	age- can't be updated
Samsung	Series 3 (XE303)	0UG99FAG318719	age- can't be updated
Samsung	Series 3 (XE303)	0UG99FAG319511	age- can't be updated
Samsung	Series 3 (XE303)	0JDA91AH506424	age- can't be updated
Samsung	Chromebook 3	0JDA91AH506478	age- can't be updated
Samsung	Chromebook 3	0JDA91AH506364	age- can't be updated
Samsung	Chromebook 3	0JDA91AH506396	age- can't be updated
Samsung	Chromebook 3	0JDA91AH506486	age- can't be updated
Samsung	Chromebook 3	0JDA91AH506320	age- can't be updated
Samsung	Chromebook 3	0JDA91AH506146	age- can't be updated
Samsung	Series 3 (XE303)	0UG99FAG319621	age- can't be updated
Samsung	Series 3 (XE303)	0UG99FAG319035	age- can't be updated
Samsung	Series 3 (XE303)	0UG99FAG318769	age- can't be updated
Samsung	Series 3 (XE303)	0UG99FAG318868	age- can't be updated
Samsung	Series 3 (XE303)	0UG99FAG318763	age- can't be updated
Samsung	Series 3 (XE303)	0Q9M91GJ403996	age- can't be updated
Samsung	Series 3 (XE303)	0JDB91BH401196	age- can't be updated
Samsung	Chromebook 3	0JDB91HH403241	age- can't be updated
Samsung	Chromebook 3	0JDB91HH403203	age- can't be updated
Samsung	Chromebook 3	0JDB91HH402977	age- can't be updated
Samsung	Chromebook 3	0JDA91AH505916	age- can't be updated
Samsung	Chromebook 3	0JDB91HH403246	age- can't be updated
Samsung	Chromebook 3	0JDA91AH506022	age- can't be updated
Samsung	Chromebook 3	0JDB91HH403091	age- can't be updated
Samsung	Chromebook 3	0JDB91HH403164	age- can't be updated
Samsung	Chromebook 3	0JDB91HH403074	age- can't be updated
Samsung	Chromebook 3	0JDB91BH401127	age- can't be updated
Samsung	Chromebook 3	0JDA91GH503975	age- can't be updated
Samsung	Chromebook 3	0JDB91BH401238	age- can't be updated
Samsung	Chromebook 3	0JDA91AH505988	age- can't be updated
Samsung	Chromebook 3	0JDA91AH506455	age- can't be updated
Samsung	Chromebook 3	0JDB91HH403020	age- can't be updated
Samsung	Chromebook 3	0JDA91GH503871	age- can't be updated
Samsung	Chromebook 3	0JDB91HH403031	age- can't be updated
Samsung	Chromebook 3	0JDB91HH403254	age- can't be updated
Samsung	Chromebook 3	0JDA91AH505952	age- can't be updated
Samsung	Chromebook 3	0JDA91BH505022	age- can't be updated
Samsung	Chromebook 3	0JDA91AH505879	age- can't be updated
Samsung	Chromebook 3	0JDA91GH503990	age- can't be updated
Samsung	Chromebook 3	0JDA91HH505840	age- can't be updated
Samsung	Chromebook 3	0JDA91BH505590	age- can't be updated
Samsung	Chromebook 3	0JDA91GH503841	age- can't be updated
Samsung	Chromebook 3	0JDB91HH403170	age- can't be updated
Samsung	Chromebook 3	0JDA91AH506216	age- can't be updated
Samsung	Chromebook 3	0JDA91GH503996	age- can't be updated
Samsung	Chromebook 3	0JDA91AH506150	age- can't be updated
Samsung	Chromebook 3	0JDA91AH505926	age- can't be updated
Samsung	Chromebook 3	0JDB91BH401255	age- can't be updated
Samsung	Chromebook 3	0JDA91GH504064	age- can't be updated

Brand	Model	Serial	Disposal reason
Samsung	Chromebook 3	0JDA91GH504046	age- can't be updated
Samsung	Chromebook 3	0JDB91BH401144	age- can't be updated
Samsung	Chromebook 3	0JDB91BH401298	age- can't be updated
Samsung	Chromebook 3	0JDB91HH403263	age- can't be updated
Samsung	Chromebook 3	0JDB91HH403138	age- can't be updated
Samsung	Chromebook 3	0JDA91GH503911	age- can't be updated
Samsung	Chromebook 3	0JDB91HH403113	age- can't be updated
Samsung	Chromebook 3	0JDB91HH403181	age- can't be updated
Samsung	Chromebook 3	0JDA91AH506009	age- can't be updated
Samsung	Chromebook 3	0JDA91AH506036	age- can't be updated
Samsung	Chromebook 3	0JDA91AH506013	age- can't be updated
Samsung	Chromebook 3	0JDB91HH403094	age- can't be updated
Samsung	Chromebook 3	0JDB91HH403127	age- can't be updated
Samsung	Chromebook 3	0JDA91AH506203	age- can't be updated
Samsung	Chromebook 3	0JDA91HH505872	age- can't be updated
Samsung	Chromebook 3	0JDA91BH504963	age- can't be updated
Samsung	Chromebook 3	0JDB91HH403062	age- can't be updated
Samsung	Chromebook 3	0JDB91HH403262	age- can't be updated
Samsung	Chromebook 3	0JDA91BH504981	age- can't be updated
Samsung	Chromebook 3	0JDB91BH401221	age- can't be updated
Samsung	Chromebook 3	0JDA91GH504012	age- can't be updated
Samsung	Chromebook 3	0JDB91BH401142	age- can't be updated
Dell	Latitude E6410	gc7p1m1	age- can't be updated
Dell	Latitude E6410	2s7p1m1	age- can't be updated
Dell	Latitude E6410	1bbp1m1	age- can't be updated
Dell	Latitude E6410	8s7p1m1	age- can't be updated
Dell	Latitude D830	3t8t9f1	age- can't be updated
Dell	Latitude D830	C4S2NG1	age- can't be updated
Dell	Latitude D830	D3S2NG1	age- can't be updated
Dell	Latitude D830	24S2NG1	age- can't be updated
Dell	Latitude D830	FMKVGH1	age- can't be updated
Dell	Latitude E6530	GTXBLX1	age- can't be updated
Dell	Latitude E6530	unreadable serial number	age- can't be updated
Dell	Latitude E6530	34TBLX1	age- can't be updated
Dell	Latitude E6530	G3TBLX1	age- can't be updated
Dell	Latitude E6530	6LTBLX1	age- can't be updated
Dell	Latitude E6530	7CX8LX1	age- can't be updated
Dell	Latitude E6530	H4TBLX1	age- can't be updated
Dell	Latitude E6530	D4XBLX1	age- can't be updated
Dell	Latitude E5520	7BFFLQ1	age- can't be updated
Dell	Latitude E5520	7BDVKQ1	age- can't be updated
Dell	Latitude E5520	7BDWKQ1	age- can't be updated
Dell	Latitude E5520	7BF8LQ1	age- can't be updated
Dell	Latitude E5470	854MK72	age- can't be updated
Dell	Latitude E5470	4WK9KC2	age- can't be updated
Samsung	Chromebook 3	0Q9M91AJ405201	age- can't be updated
Samsung	Chromebook 3	0Q9M91AJ405211	age- can't be updated
Samsung	Chromebook 3	0Q9M91GJ404149	age- can't be updated

These below may have already been surplus or e-cycled. Adding to list only because I had to take them out of the system.
All haven't been turned on 3+ years

Samsung	Chromebook 3	0Q9M91HJC00890	age- can't be updated
Samsung	Chromebook 3	0JDB91BH401128	age- can't be updated
Samsung	Chromebook 3	0JDB91HH403176	age- can't be updated
Samsung	Chromebook 3	0JDB91HH403035	age- can't be updated
Samsung	Chromebook 3	0JDB91HH403184	age- can't be updated

Brand	Model	Serial	Disposal reason
Samsung	Chromebook 3	0JDB91HH403266	age- can't be updated
Samsung	Chromebook 3	0JDB91BH401129	age- can't be updated
Samsung	Chromebook 3	0JDB91BH401307	age- can't be updated
Samsung	Chromebook 3	0JDB91BH401206	age- can't be updated
Samsung	Chromebook 3	0JDB91AH404818	age- can't be updated
Samsung	Chromebook 3	0JDB91HH403055	age- can't be updated
Samsung	Chromebook 3	0JDB91AH404902	age- can't be updated
Samsung	Chromebook 3	0JDB91AH404935	age- can't be updated
Samsung	Chromebook 3	0JDB91AH404851	age- can't be updated
Samsung	Chromebook 3	0JDA91AH506047	age- can't be updated
Samsung	Chromebook 3	0JDA91GH503817	age- can't be updated
Samsung	Chromebook 3	0JDA91AH506309	age- can't be updated
Samsung	Chromebook 3	0JDA91GH503894	age- can't be updated
Samsung	Chromebook 3	0JDA91GH503991	age- can't be updated
Samsung	Chromebook 3	0JDA91AH506462	age- can't be updated
Samsung	Chromebook 3	0JDA91AH506186	age- can't be updated
Samsung	Chromebook 3	0JDA91AH505953	age- can't be updated
Samsung	Chromebook 3	0JDA91AH506164	age- can't be updated
Samsung	Chromebook 3	0JDA91GH503827	age- can't be updated
Samsung	Chromebook 3	0JDB91BH401119	age- can't be updated
Samsung	Chromebook 3	0JDB91BH401124	age- can't be updated
Samsung	Chromebook 3	0JDB91BH401228	age- can't be updated
Samsung	Chromebook 3	0JDB91BH401194	age- can't be updated
Samsung	Chromebook 3	0JDB91HH402973	age- can't be updated
Samsung	Chromebook 3	0JDB91HH403013	age- can't be updated
Samsung	Chromebook 3	0JDB91HH403056	age- can't be updated
Samsung	Chromebook 3	0JDB91HH402994	age- can't be updated
Samsung	Chromebook 3	0JDB91HH403253	age- can't be updated
Samsung	Chromebook 3	0JDB91HH403220	age- can't be updated
Samsung	Chromebook 3	0JDA91AH506179	age- can't be updated
Samsung	Chromebook 3	0JDA91GH503667	age- can't be updated
Samsung	Chromebook 3	0JDA91AH506027	age- can't be updated
Samsung	Chromebook 3	0JDA91GH503855	age- can't be updated
Samsung	Chromebook 3	0JDB91IH501087	age- can't be updated
Samsung	Chromebook 3	0JDB91IH500981	age- can't be updated
Samsung	Chromebook 3	0JDB91IH500983	age- can't be updated
Samsung	Chromebook 3	0JDB91IH501072	age- can't be updated
Samsung	Chromebook 3	0JDB91IH500899	age- can't be updated
Samsung	Chromebook 3	0JDB91IH500987	age- can't be updated
Samsung	Chromebook 3	0JDA91GH504008	age- can't be updated
Samsung	Chromebook 3	0Q9M91AJ405273	age- can't be updated
Samsung	Chromebook 3	0Q9M91AJ405410	age- can't be updated
Samsung	Chromebook 3	0Q9M91AJ405371	age- can't be updated
Samsung	Chromebook 3	0Q9M91IM402347	age- can't be updated
Samsung	Chromebook 3	0Q9M91IM402498	age- can't be updated
Samsung	Chromebook 3	0Q9M91IM402371	age- can't be updated



Memo

To: Dr. Josh Bullock, President

From: John Woodruff, Vice President for Business Services

Date: April 2, 2025

Re: Approval of Bid for Preventive Maintenance and Air Filter Replacement

Preventive maintenance is an important part of facilities management, and is essential for the continued performance and safety of the college's heating, air-conditioning and ventilation equipment, and helps to improve equipment life and avoid unplanned maintenance costs.

Changing air filters provides several benefits in addition to maintaining healthy air quality, such as extending the life of the HVAC units, and helping to keep energy costs down.

The College recently solicited bids for Preventive Maintenance and Air Filter Replacement. Work will include cleaning of equipment, providing and installation of filters, parts, fittings, and any other accessories required to provide complete Mechanical Equipment Preventive Maintenance and Air Filter Replacement for the college HVAC systems. The Base Bid is for (4) four complete filter changes and the accompanying preventive maintenance, to be completed in July of 2025, January and July of 2026, and January of 2027.

For the bidding process, we advertised in major daily in-district newspapers and on the College's Facilities website, and mailed the specifications to area contractors. A total of three bids were received. Below is a listing of the bids that were received:

<u>Name</u>	<u>Total Bid</u>
Entec Services Mattoon, Illinois	\$46,750.00
Davis-Houk Mechanical Champaign, Illinois	\$101,773.00
C.R. Neff Plumbing, Heating & A/C Mattoon, Illinois	\$433,414.00

Based on the bids received, it is my recommendation that we award this bid to Entec Services of Mattoon, Illinois for the Preventive Maintenance and Air Filter Replacement.

Please do not hesitate to contact me if you have any questions or need any further clarification.

Recommended motion: Approve as presented the proposal received by Entec Services, of Mattoon, Illinois for the total amount of \$46,750.00 for the Preventive Maintenance and Air Filter Replacement Project.

LAKE LAND
COLLEGE
BID TABULATION

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College Preventive Maintenance & Air Filter
Replacement Bid Tab
Project No. 2025-007
BID DATE: April 2, 2025 - 1:00 PM

CONTRACTOR	Total Bid					
Entec Services Mattoon, Illinois	\$ 46,750.00					
Davis-Houk Mechanical Champaign, Illinois	\$ 101,773.00					
C.R. Neff Plumbing, Heating & A/C Mattoon, Illinois	\$ 433,414.00					

LAKE LAND COLLEGE

MEMO

TO: Mr. John Woodruff, VP Business Services
FROM: Madge Shoot, Comptroller
CC:
DATE: April 23, 2025
RE: Student Accident Insurance

Our Student Accident Coverage and the Student Catastrophic Coverage will expire on August 1, 2025. The student accident insurance provides coverage for student athletes who suffer a loss resulting from bodily harm sustained during practices and games, during travel to and from practices or games when traveling in a college vehicle during conditioning and training in the off season, and conditions that are caused by overexertion, stress or strain on joints, tendons etc. when participating in the college sanctioned events. This coverage provides up to a lifetime value of \$35,000 per covered injury. The Catastrophic coverage is for covered injuries in excess of the \$35,000 limit.

The renewal of the student accident insurance is a cost of \$62,000 versus the previous year cost of \$53,900. This is an increase of \$8,100 or a 15% increase. The increase is in large part the result of our loss ratio running at ~155% (Insurance goal is < 20%) the last two years, and in small part with the addition of the cross-country team. The Student Accident Insurance covers ALL students involved in Lake Land academic/athletic activities. The intent is that the Student Insurance is secondary with parental insurance being the primary.

The renewal of the catastrophic coverage is a cost of \$7,504 versus the previous year cost of \$6,003. This is an increase of \$1,501 or 25%. This increase is a result of more catastrophic claims in previous years.

I respectfully request the board approve the renewal of the Student Accident and Catastrophic coverage for August 1, 2025 through July 31, 2026.

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

Recommended motion: Approve as presented the bid from Ameritas Life Insurance Corp. of Lincoln, Nebraska as our Student Accident insurance coverage provider for the upcoming year at a cost of \$62,000, and the bid from Risk Strategies as our Student Catastrophic insurance coverage provider for the upcoming year at a cost of \$7,504 (policies run 8/1/2025-7/31/2026).

Attachment

APPLICATION FOR STUDENT ACCIDENT INSURANCE



Ameritas Life Insurance Corp.
Lincoln, Nebraska

Name of College or University Lake Land College District 517

Address 5001 Lake Land Blvd.

Street

City Mattoon

County Coles

State IL

Zip 61938

Effective Date: 08/01/2025

Termination Date: 07/31/2026

First Day of Classes: _____

Last Day of Classes: _____

List Term Dates (if applicable, Fall, Spring, Semester): _____

PREMIUMS

1. Group Intercollegiate Sports Coverage: \$ 62,000

Plan Maximum: \$35,000 per injury

Plan Deductible: \$

List Covered Sports and Activities: _____

2. All School Coverages: ☐ Group ☐ Voluntary
(no athletic coverage)

Enrollment: (_____) @ \$ _____

of students

Rate from Proposal

\$ _____

Plan Maximum: _____

Plan Deductible: _____

☐ School-Time Coverage

☐ Full-Time Coverage

☐ Extended Dental Coverage

List Other Activities Covered: _____

WEBSITE ACCESS AGREEMENT

By signing this form you will be given access to the Master Policy, roster, and claim status information. This information should only be shared by those persons in the school administration. After we receive this application you will receive an email that explains how to access all of the information at our website.

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Campus Official Accepting this Proposal:

John Woodruff

217-234-5224

jwoodruff2@lakelandcollege.edu

Phone Number

E-Mail Address

VP Business Service:

04/22/2025

Signature

Title

Date

Agent: Tony Reynolds

04/02/2025

217-234-2300 X 3606

tony.reynolds@dimondbros.com

Signature

Date

telephone #

E-Mail address

Administered by



Stillwater, Minnesota

Mail to: Student Assurance Services, Inc.
P.O. Box 196
Stillwater, MN 55082-0196

GAA-2200 Ed.11-16

College 2



Junior College Intercollegiate Sports Catastrophic Insurance Enrollment Form

Underwritten by: Mutual of Omaha Insurance Company; 3300 Mutual of Omaha Plaza; Omaha, NE 68175

General

Name of Institution Lake Land College Full Legal Name _____

Address 5001 Lake Land Blvd Mattoon IL 61938

Street City State Zip

Contracting Official John Woodruff VP Business 217-234-5224 217-234-5400

Name Title Phone Fax

E-mail Address jwoodruff2@lakelandcollege.edu

Sports Census

Please enter the number of participants for every sport in the table below and add any sports that are not listed.

Note: For Track & Field, enter the maximum number of participants between indoor and outdoor to avoid double counting. For Football, enter the maximum number of participants between spring and fall to avoid double counting.

Sports	# of Sport Participants		
	Women	Men	Total
Baseball		42	42
Basketball	15	16	31
Bowling			0
Cheerleading	10	1	11
Cross Country Running	10	10	20
Dance			0
Football			0
Golf			0
Lacrosse			0
Rodeo			0
Soccer			0
Softball	19		19
Student Coaches/Student Managers/Student Trainers			0
Swimming & Diving			0
Tennis			0
Track & Field			0
Volleyball	13		13
Wrestling			0
			0
			0
			0
			0
Grand Total:	67	69	136

Name of Institution: Lake Land College

Premium

Please select the desired benefit period and deductible combination in the table below.

Select Plan	Benefit Period	Deductible	Total Premium
<input type="checkbox"/>	Lifetime	\$25,000	
<input checked="" type="checkbox"/>	Lifetime	\$35,000	\$7,504
<input type="checkbox"/>	Lifetime	\$50,000	
<input type="checkbox"/>	10-Year	\$25,000	
<input type="checkbox"/>	10-Year	\$35,000	
<input type="checkbox"/>	10-Year	\$50,000	

Make premium check payable to Risk Strategies and mail payment along with this completed form to one of the following offices:

Kansas City:
 120 W. 12th Street, Ste. 1000
 Kansas City, MO 64105-1938
 913-815-1300
 Attn: Stephanie Williams

Salt Lake City:
 2180 South, 1300 East, Suite 450
 Salt Lake City, UT 84106
 801-412-2622
 Attn: Carol Malouf

Term of Coverage

It is understood that the effective date of coverage under this program will be either the **date requested** or the **date this form and the premium are received** and accepted by the Company, whichever is later (for a requested effective date of August 1 we must receive the enrollment form no later than October 1 of the current year). Coverage expires one year from the effective date.

8/1/25

Desired Effective Date

By

Signature of Contracting Official

Date 4/22/2025

Licensed Agent's Signature

License Number

Date



Student Accident Insurance Renewal for Lake Land College (IL)- 2025-2026

Effective Date of Coverage: 8/1/2025 - 7/31/2026

Summary of Coverage:

Student Athletes, coaches, managers, trainers, and guest recruits authorized by the policyholder to participate in practices or game of intercollegiate sports, and who are identified on rosters submitted by the policyholder prior to such activities, are eligible in the plan.

The policy provides benefits for loss resulting from bodily injury caused directly by accident, independent of all other causes, sustained while student is:

- Practicing for or competing in intercollegiate sports, which is exclusively sponsored and supervised by the policyholder and under the direct and immediate supervision of an employee of the policyholder; and
- Traveling directly to and from such practice or competition in a vehicle designated by the policyholder and under the supervision of an employee of the policyholder; and
- While conditioning and training during the official season of the sport and during the "off-season" of the sport in which the insured is a participant. "Off-Season" of the sport means a physical conditioning activity or the play or practice of the sport that is officially scheduled and authorized by the policyholder.
- Coverage is provided for physical conditions or aggravation of physical conditions caused by prolonged over-exertion, stress or strain. Types of conditions include, but are not limited to tendonitis, bursitis, or shin splints.

Coverage Details:

- Deductible = \$0.00 (Renewal) / \$500 (Option) / \$1,000 (Option)
- Initial Treatment Period = 60 days
- Student Accident Plans are underwritten by Ameritas Life Insurance Corp., currently rated "A" by A.M. Best
- Maximum Benefits Amount = \$35,000.00
- Benefit Period = 52 weeks

The 2025-2026 Student Accident Coverage Rates:

Student Accident Coverage:		\$0 Deductible	\$500 Deductible	\$1,000 Deductible
Intercollegiate Sports Coverage:	TOTAL:	\$62,000.00	\$54,000.00	\$50,000.00
Included is an explanation of the medical benefits associated with Lake Land College's Student Accident Plan				

Student Assurance Services has been specializing in student accident insurance for over 50 years. All claims are processed by a customized software program designed specifically for Lake Land College. Communication with the insured and the provider are facilitated by immediate access to information. The system allows us to provide various reports for each policy.

Claims are processed in-house and anyone who calls our office during normal working hours will be greeted by a live person who will direct the call to the proper employee to answer their question.

Kristen Dixon is our claim supervisor. She has over 20 years of experience and along with the rest of the claim service team, are one of the reasons why schools continue to use our service.

We appreciate your business and look forward to working with you for the 2025-2026 school year. If you have any questions about the renewal, please call me at (800) 328-2739 or sonnyh@sas-mn.com.

Sincerely,

Sonny Heinrich, Director of K-12 Operations
Student Assurance Services, Inc.

MEMO

TO: John Woodruff, Vice President for Business Services

FROM: Jeremy Moore, Facilities Planning Manager

DATE: May 12, 2025

RE: Approval of Bid for Effingham Technology Center Additional Structured Cabling

The College recently solicited bids for Additional Structured Cabling at the Effingham Technology Center (ETC) to meet increased data demands identified in classrooms, student services, and other areas not covered in the original Phase I and II renovations. The project scope also includes the infrastructure and installation of Wireless Access Points (WAPs) to provide wireless connectivity throughout the facility. This effort ensures the ETC is equipped to support current and future technology needs.

For the bidding process, we advertised in major daily in-district newspapers and on the College's Facilities website and mailed the specifications to area contractors. A total of two bids were received. Below is a listing of the bids that were received:

NAME	TOTAL
FIELD WRXS, INC. TEUTOPOLIS, IL	\$39,902
BODINE COMMUNICATIONS DECATUR, IL	\$48,847

Based on the bids received, I recommend that we award this bid to Field Wrxs, Inc. of Teutopolis, Illinois, for the ETC Structured Cabling Project.

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

Recommended Motion: Approve as presented the proposal received by Field Wrxs, Inc. of Teutopolis, Illinois for the total amount of \$39,902.00 for the ETC Structured Cabling Project.

LAKE LAND
COLLEGE
BID TABULATION

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College ETC Structured Cabling
Project No. 2025-014
BID DATE: May 12, 2025 - 1:00 PM

CONTRACTOR	Total Bid					
Fieldwrxs, Inc. Teutopolis, Illinois	\$ 39,902.00					
Bodine Electric/Bodine Communications Decatur, Illinois	\$ 48,847.00					

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: John Woodruff, Vice President Business Services

DATE: May 8, 2025

RE: Emergency HVAC Project – Effingham Technology Center

On Monday, we lost a second pair of compressors in one of the two rooftop units in the Effingham Technology Center. We already had a second pair that has not been operational. The loss of the second pair Monday has the ETC facility running at 50% capacity.

Davis-Houk Mechanical, Inc., our regular maintenance provider for HVAC-related items with Lake Land, provided the attached quote that includes the replacement of four (2 pairs of 26-ton capacity compressors) along with installation, miscellaneous parts and refrigerant. The total cost would be \$61,926 and would restore the facility to 100% cooling capacity. Due to the weight and location of the compressors, a crane will need to be brought in to complete the work adding to the complexity and timing of the situation.

Board policy 10.22.2 - Bid Requirements allows an exception *"if an emergency exists, the normal bid process can be bypassed."* Given we have one tenant in the building along with the impending building use and potential lead time issues, we believe this is an emergency situation that needs to be addressed.

Recommended motion: Approve as presented an emergency expenditure of \$61,926 for the replacement of the two pairs of failed 26-ton compressors at the Effingham Technology Center with Davis Houk Mechanical, Inc.



PROPOSAL

Prepared For: Lake Land College

by: Cole Hurt

Date: 5/5/2025

Project: 1201 Althoff Dr Effingham IL

We hereby submit estimates and specifications for:

****Scope of Work: Replacement of Compressors in RTU#1 and RTU#2****

- Obtain four replacement compressors (26-ton capacity each).
- Remove refrigerant from the existing system.
- Schedule a crane to replace the compressors.
- Remove the failed compressors and expansion valves.
- Install new compressors and expansion valves.
- Replace contactors on both circuits receiving new compressors.
- Conduct a leak test on the new compressors and the affected piping.
- Evacuate the system according to the manufacturer's specifications.
- Charge the system with new refrigerant.
- Test the operation of the system and dispose of the old equipment.

Total Cost: \$61,926.00

Sixty-one thousand nine hundred twenty-six dollars and no cents.

****This price reflects the cost-effective advantage of simultaneously replacing the compressors for both systems. ****

Exclusions not specified above:

1. Overtime
2. Other Scopes: Electrical / Fire Protection
3. Painting
4. Any/all roof work including penetrations, patching, insulation, and flashing
5. Ceiling removal/replacement
6. Cutting & patching
7. Wall openings
8. Concrete pads
9. Structural framing/supports
10. P&P Bonds
11. Temporary HVAC
12. Duct cleaning



PROPOSAL

AGREEMENT AND ACCEPTANCE

Payment to be made as follows: As work is in progress and within 20 days of our invoice. All material is guaranteed to be specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above our estimate. All agreements contingent upon strikes, accidents or delays are beyond our control. Owner is to carry fire, tornado, and other necessary insurance. Our workers are fully covered by workers' compensation insurance. Davis-Houk reserves the right to withdraw this proposal if it is not accepted within 15 days of the date above.

Authorized signature

ACCEPTANCE OF PROPOSAL – the above prices, specifications and conditions are satisfactory and are hereby accepted. DHM is authorized to proceed with the work as specified. Payment will be made as outlined above.

Accepted By

Signature

Date

Signature

Date



MEMO

TO: John Woodruff, Vice President for Business Services

FROM: David Stewart, Chief Information Officer

DATE: May 6, 2025

RE: Approval Request for HyFlex Instructional Equipment Purchase and Relocation Services for Effingham Technology Center (ETC)

ISS is seeking Board approval for the purchase and installation of essential video conferencing and HyFlex instructional technology equipment at the new Effingham Technology Center (ETC). As part of the transition from the Kluthe Center to the Effingham Technology Center, Lake Land College is investing in updated instructional technology to support modern teaching modalities. Specifically, we are implementing a HyFlex classroom model that supports both in-person and remote instruction simultaneously, improving access and engagement for students.

1. Procurement of New HyFlex Instructional Equipment - We will purchase four (4) DTEN D7X all-in-one video conferencing systems, which are certified for both Zoom and Microsoft Teams, to be used as primary instructional tools in new ETC HyFlex classrooms. These units will be mounted on Heckler AV carts for mobility and classroom flexibility.

- 4 × DTEN D7X Units (\$7,305.57 each)
- 4 × Heckler AV H965 Carts (\$1,357.23 each)

Total Quote (from ITsavvy LLC): \$35,402.10

2. Relocation and Reinstallation of Existing HyFlex Rooms - We will relocate and reinstall technology from two existing HyFlex classrooms at the Kluthe Center to ETC. This includes teardown, equipment transport, and full reinstallation services for systems such as Poly Studio cameras, codecs, ceiling microphones, Kramer devices, and structured cabling.

Total Quote (from OneRoom, Inc.): \$15,900.00

Financial Summary:

Vendor	Description	Amount
OneRoom, Inc.	HyFlex Equipment Relocation & Installation	\$15,900.00
ITsavvy LLC	(4) DTEN D7X Video Conferencing TVs	\$35,402.10
Total:		\$51,302.10

Recommended motion: Approve as presented the purchase of new HyFlex instructional technology and the relocation of two existing HyFlex classrooms to the Effingham Technology Center in the total amount of **\$51,302.10**.



IT PRODUCTS TECHNOLOGY SOLUTIONS PEACE OF MIND®

ITsavvy LLC
2015 Spring Road, Suite 300
Oak Brook, IL 60523
www.ITsavvy.com

Quote

Quote Details	
Quote #:	4010526
Date:	04/22/2025
Payment Method:	Net 30 Days
Client PO#:	
Cost Center:	
Shipping Method:	Ground

Bill To:

ACCT #: 741277
Lake Land College
Michelle Gill
5001 Lake Land Blvd
Matton, IL 61938
United States
217-234-5216

Ship To:

Lake Land College
Michelle Gill
5001 Lake Land Blvd
Matton, IL 61938
United States
217-234-5216

Client Contact:

James Westendorf
(P) 217-234-5425
jwestend@lakelandcollege.edu

Client Executive:

Tyler Cooley
(P) 312.676.5352
tcooley@ITsavvy.com

	Item Description	Part #	Qty	Unit Price	Total
1	DTEN D7X Video conferencing device - Zoom Certified, Certified for Microsoft Teams Rooms Manufacturer Part #: DBR1475E	23526385	4	\$7,305.57	\$29,222.28
2	Heckler AV H965 Cart - for interactive flat panel - steel - gray, black - screen size: 55" - for DTEN D7 Dual Manufacturer Part #: H965-BG	22013452	4	\$1,357.23	\$5,428.92

Subtotal: \$34,651.20

Shipping: \$750.90

TOTAL: \$35,402.10

*Due to an oversized item a freight quote is required.



OneRoom, Inc.
2055 West Iles, STE A
Springfield, IL 62704
217.899-2821

Quote

Date: 5/6/2025

Quote Number: 50060025

Quote for Kluthe Move and ETC Installation

Prepared By: Sean Brown

Bill to: David Stewart, CIO

Email: sean.b@oneroominc.com

Line #	Product Number	Product Description	Quantity	Unit Price	Extended Price
1		Onsite installationof G7500 , RPG 500 Codec and Poly Pano	2	\$500.00	\$1,000.00
2		Installation of CAT7, UniKat and HDMI Fiber Cables	2	\$2,100.00	\$4,200.00
3		Onsite Installation of Ceiling Microphones	4	\$500.00	\$2,000.00
4		Onsite Installation of Poly Studio E70 Cameras	2	\$350.00	\$700.00
5		Onsite Installation of EE Director 2 Cameras	2	\$300.00	\$600.00
6		Onsite Installation of Kramer Products	4	\$150.00	\$600.00
7		Onsite Insatllation of TV	8	\$700.00	\$5,600.00
8		Teardown and Equipment Moving Fee from Kluthe to ETC	1	\$1,200.00	\$1,200.00
Total Price					\$15,900.00
Shipping and Handling Freight Insurance					

Tota Due: \$15,900.00

OneRoom, Inc., 2055 West Iles, STE A, Springfield, IL, 217.899.2821



Memo

To: Dr. Josh Bullock, President

From: John Woodruff, Vice President for Business Services

Date: April 23, 2025

Re: Approval of Bid for John Deere Toolboxes and Tools

The College recently solicited bids for 15 new John Deere toolboxes and tools for students in our John Deere Tech program. The request for the John Deere toolboxes is part of the one-time expenditure review process. The items must be delivered by the June 30, 2025.

Today, students in the John Deere program share a few tool boxes. This will allow each student to have their own set of tools. It will improve the efficiency/experience of the student learning process (not waiting on shared tools) and improve accountability of the tools.

For the bidding process, we advertised in major daily in-district newspapers and mailed proposals to all interested companies. A total of two bids were received from area companies. Below is a listing of the bids that were received:

<u>Name</u>	<u>Total</u>
AHW LLC Champaign, Illinois	\$36,321.70
Sloan Implement Shelbyville, Illinois	\$43,199.70

Based on the bids received, I recommend that we award this bid to AHW LLC of Champaign, Illinois, for the John Deere Toolboxes and Tools. This bid also includes an additional 15% discount as part of a Tools for Techs program.

Please do not hesitate to contact me if you have any questions or need any further clarification.

Recommended motion: Approve as presented the bid from AHW LLC, in the total amount of \$36,321.70, for the John Deere Toolboxes and Tools.

LAKE LAND

COLLEGE

BID TABULATION

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College John Deere Toolboxes & Tools
Project No. 2025-012
BID DATE: April 23, 2025 - 2:00 PM

CONTRACTOR	Total Bid					
AHW LLC Champaign Illinois	\$ 36,321.70					
Sloan Implement Shelbyville Illinois	\$ 43,199.70					

LAKE LAND COLLEGE

MEMO

TO: John Woodruff, Vice President for Business Services

FROM: Jeremy Moore, Facilities Planning Manager

DATE: May 8, 2025

RE: Approval of Bid for Fieldhouse Roof Replacement & Purchase of Roofing Materials

The College recently solicited bids for the Fieldhouse Roof Replacement Project, to replace the flat, built-up roof sections and the pitched roof.

For the bidding process, we advertised in major daily in-district newspapers and on the College's Facilities website, and mailed the specifications to area contractors. A total of five bids were received (three for the flat roofs and two for the metal pitched roof). Below is a listing of the bids that were received:

BASE BID 1 (Flat Roofs – Replace Built-Up with TPO)

Name	Total
KREILING ROOFING PEORIA, ILLINOIS	\$485,587.00
TOP QUALITY ROOFING MT ZION, ILLINOIS	\$489,000.00
SHAY ROOFING MILLSTADT, ILLINOIS	\$548,700.00

BASE BID 2 (Pitched Roof – Replace TPO with Metal)

Name	Total
ARCHVIEW METALS COLUMBIA, ILLINOIS	\$1,500,000.00
KREILING ROOFING PEORIA, ILLINOIS	\$948,723.00

Based on the bids received, I recommend that we award this bid and initiate a contract with Kreiling Roofing of Peoria, Illinois, for base bid one and two of the Fieldhouse Roof Project. The materials for the base bid one will be purchased direct from Garland Roofing (manufacturer) utilizing the OMNIA cooperative purchasing contract for the sum of \$327,176.23. Purchasing materials direct will allow us to secure current pricing and not incur a mark-up by the installer. The total for the project will be \$1,761,486.23. Installation of the new roofing will take place June-Sept 2025.

The Fieldhouse Roof replacement project is part of the Facility Master Plan scheduled for 2025. The original budget was \$1,500,000. The increase in materials as well as cost estimates that are 3 years old contributed to the budget overage of \$261,486. We will adjust the budget on other scheduled projects to accommodate for the increased costs.

Please do not hesitate to contact me if you have any questions or need any further clarification.

Recommended motion #1: Award the base bid to Kreiling Roofing of Peoria, Illinois, in the amount of \$1,434,310, for base bid 1 and 2 of the Fieldhouse Roof Replacement project.

Recommended motion #2: Approve the purchase from Garland Roofing in the amount of \$327,176.23 for roofing materials for the base bid one of the Fieldhouse Roof Replacement project.





Lake Land College
4/28/2025

Field House Base Bid #1

Company Name	Addenda Acknowledge	Metal Deck Replacement	Wood Nailer Replacement	Base Bid 1 Amount	OMNIA Materials + Freight	Total
Kreiling Roofing	Yes	\$18.00 sq.ft.	\$5.00 board/ ft.	\$485,587.00	\$327,176.73	\$812,763.73
Top Quality Roofing	Yes	\$15.00 sq.ft.	\$4.00 board/ ft.	\$489,000.00	\$362,641.50	\$851,641.50
Shay Roofing	Yes	\$13.00 sq.ft.	\$6.00 board/ ft.	\$548,700.00	\$323,272.17	\$871,972.17

Base Bid #2

Company Name	Addenda Acknowledge	Metal Deck Replacement	Wood Nailer Replacement	Base Bid 2 Total
Archview Metals	Yes	N/A	N/A	\$1,500,000.00
Kreiling Roofing	Yes	N/A	N/A	\$948,723.00

LAKE LAND COLLEGE

MEMO

TO: John Woodruff, Vice President for Business Services

FROM: David Stewart, Chief Information Officer

DATE: May 8, 2025

RE: Approval Request – Renewal of Canvas LMS Agreement (2025–2026)

The purpose of this memorandum is to request the Board's approval for the renewal of Lake Land College's one-year subscription to the Canvas Learning Management System (LMS) and Studio Cloud services, provided by Instructure, Inc., for the upcoming academic year starting June 1, 2025, through May 31, 2026.

Canvas LMS has been Lake Land College's primary learning management platform for delivering and managing digital learning experiences. It provides faculty and students with essential tools for communication, assignment management, grading, course content delivery, and analytics. Additionally, Canvas Studio enhances our video learning capabilities, allowing for interactive video content and advanced media analytics, which have proven especially valuable in hybrid and online course formats.

The proposed agreement, as outlined in Instructure's Order Form Q-373928-1, includes the following:

Product	Subscription Term	Quantity (FTE)	Unit Cost	Total
Canvas Cloud Subscription	6/1/2025 – 5/31/2026	3,650	\$28.62	\$104,463.00
Studio Cloud Subscription	6/1/2025 – 5/31/2026	3,650	\$5.79	\$21,133.50
Total Investment				\$125,596.50

Canvas continues to be a cornerstone of our academic delivery model. Faculty adoption and satisfaction have remained high due to its user-friendly interface and integration with other key systems (e.g., SIS, Zoom, Turnitin). Renewing ensures no disruption in access for over 3,650 full-time equivalent users, including faculty, students, and staff.

Recommended Motion: Approve as presented a one-year renewal of the Canvas/Studio Cloud Subscription for the amount of \$125,596.50 with Infrastructure Inc. of Salt Lake City, Utah.

Instructure, Inc.
6330 South 3000 East, Suite 700
Salt Lake City, UT 84121
United States

Order Form

Order: Q-373928-1**Date:** 2025-05-08**Order Valid Through:** 2025-05-31

Order Form for Lake Land College

Bill to Information

Entity Name: Lake Land College
Address: 5001 Lake Land Blvd.

City: Mattoon
State/Province: Illinois
Zip/Postal Code: 61938
Country: United States

Billing Contact

Name:

Email:

Phone:

Ship to Information

Entity Name: Lake Land College
Address: 5001 Lake Land Blvd.
Mattoon, IL 61938
USA

City: Mattoon
State/Province: Illinois
Zip/Postal Code: 61938-9366
Country: United States

Shipping Contact

Name: Tony Sharp

Email: tsharp1@lakelandcollege.edu

Phone: +1 217 234 5545

Billing Information

Billing Frequency: Annual Upfront

Billing Frequency Term: Non-Recurring items will be invoiced upon signing. Recurring items will be invoiced 30 days prior to the annual start date.

Payment Terms: Net 30

Year 1								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S2	Studio Cloud Subscription	2025-06-01	2026-05-31	Recurring	FTE	3,650	USD 5.79	USD 21,133.50
S1	Canvas Cloud Subscription	2025-06-01	2026-05-31	Recurring	FTE	3,650	USD 28.62	USD 104,463.00

Billing Summary			
Segment	Recurring	Non-Recurring	Total
Year 1	USD 125,596.50	USD 0.00	USD 125,596.50
Total	USD 125,596.50	USD 0.00	USD 125,596.50

Products	Description	Qty
Studio Cloud Subscription	Canvas Studio Cloud Subscription: Per FTE	3,650.00

Quote Special Terms

Recurring items on this Order Form (other than any 3rd Party Products) shall automatically renew for succeeding terms of 12-month duration at an annual price increase of 5% unless either party gives the other party 60 days' written notice of its intent not to renew prior to the expiration of the then-current term.

The services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related services prior to the first year Start Date at its sole discretion.

Payment Terms - Renewal Order Form: In the event that Customer fails to execute this Order Form prior to the Start Date listed above, all fees shall become due payable upon Customer's receipt of an invoice.

Terms and Conditions

Governing Terms: This Order Form shall be governed by the Master Terms and Conditions which can be found here: <https://www.instructure.com/policies/mastertermsconditions>

Data Processing Addendum: The data processing addendum between the parties is available at: <https://www.instructure.com/policies/data-processing-addendum>

Conflict Clause: In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form? Please Enter (Yes or No):	Check here if your company is exempt from US state sales tax:
If Yes, please enter PO Number:	<i>Please email all US state sales tax exemption certifications to ar@instructure.com</i>

Customer purchasing documentation, such as Purchase Orders, shall only be used as proof of acceptance of the Order Form referenced therein, and the associated Master Terms and Conditions. Any terms and conditions included in any such Customer purchasing documentation are hereby expressly disclaimed by Instructure, shall be void and of no effect, and shall in all cases be superseded by the applicable Master Terms and Conditions.

By executing this Order Form, each party agrees to be legally bound by this Order Form.

Lake Land College

Signature: _____

Name: _____

Title: _____

Date: _____

Instructure, Inc. (USA/CAN)

Signature: _____

Name: _____

Title: _____

Date: _____



MEMO

TO: Dr. Josh Bullock, President

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

CC: Dr. Shannon McGregor, Coordinator of Curriculum Development

DATE: May 9, 2025

RE: Policy Revisions to Support Pilot CBE Programming

Lake Land College is launching its first competency-based education (CBE) programs: Automation Specialist I (CRT.AS1.CBE), Automation Specialist II (CRT.AS2.CBE), and Applied Engineering Technology (AAS.AET.CBE). These were approved by the Curriculum Committee in December 2024. The Illinois Community College Board (ICCB) approved the certificate programs in March 2025, with approval of the AAS program expected in June 2025. The HLC application will be submitted in July 2025.

CBE allows students to progress by demonstrating mastery of learning outcomes rather than completing a set number of classroom hours. Courses are delivered through Canvas with contextualized content and video-based instruction, paired with in-person lab sessions where mastery is practiced and evaluated.

Several policies were identified for amendment by groups including the Developmental Education Committee and an interdepartmental team called upon to support for the development of the College's CBE programming. The Academic Standards Committee conducted a final review to confirm alignment with institutional standards and to support the implementation of the CBE model.

To facilitate these efforts and integrate CBE into institutional policy, we recommend revising the following policies as follow. seeking your approval for fist and final reading:

- Board Policy 06.48 Final Exams – Add language allowing CBE students to complete courses ahead of traditional final exam schedules.
- Board Policy 07.05 Course Placement by Assessment – Clarify "all degree-seeking students".
- Board Policy 07.17 Grading System – Define mastery in CBE as "C or higher" to align with general education course requirements and avoid dual grading thresholds.
- Board Policy 07.17.01 Incomplete Grade – Clarify that CBE students must meet the same incomplete policy standards as traditional students; extensions should remain exceptional.
- Board Policy 07.21 Credit Hour – Recognize CBE as an alternative modality for awarding credit hours.

The specific changes for each policy are found attached in the same chronological order. Please note some minor typographical changes were also made as non-substantive corrections to the policies.

I respectfully request the Board waive first reading and approve the proposed revisions at the May 2025 regular Board meeting to facilitate the College to submit the CBE program application(s) to ICCB and HLC for approval in June and July 2025 respectively.

Recommended Motion: Approve as presented for first and final reading, the recommended updates to Board Policies 06.48 *Final Exams*; 07.05 *Course Placement by Assessment*; 07.17 *Grading System*; 07.17.01 *Incomplete Grade*; and 07.21 *Credit Hour*.

Your consideration of this request is greatly appreciated.

06.48 Final Exams

It is recognized by the College that a final examination is an important part of the educational process; therefore, instructors are expected to provide students with a form of final examination. It is acceptable to replace a final exam with a discipline-specific assessment, for example, a final essay, project, or presentation assessment.

Students taking traditional term, module, and intercession courses are required to complete their final examinations at the times and places scheduled. Rescheduling of final examinations is not permitted without the permission of the Vice President for Academic Services. -Each class must meet at the time the final examination is scheduled. Students taking competency-based education courses will be able to take final exams when they have met specific course expectations.

Adopted November 9, 1998

07.05 Course Placement by Assessment

All degree-seeking students must demonstrate initial placement levels for reading, and appropriate program placement measures for English and mathematics prior to registration.

All non-degree students who wish to enroll in an English or mathematics course must also demonstrate initial placement level as part of the pre-requisite~~prerequisite~~ prior to course enrollment.

Lake Land College assesses multiple measures in determining initial placement levels as follows. Placement will be determined in accordance with the highest scores achieved through the multiple measures and any specific academic program requirements. Depending upon the students' placement level, completion of developmental courses may be required for specific courses in reading and English.

1) ACT or SAT college entrance exams

Students who choose to utilize ACT or SAT college entrance exam scores for placement must present, or have on file in Admissions and Records, a copy of their test scores. Students are encouraged to request that a copy of their ACT or SAT scores be sent to Lake Land College at the time of testing.

2) GED test scores

Students who wish to utilize GED test scores for placement must present, or have on file in Admissions and Records, a copy of their GED test scores.

3) High school grade point average (GPA) and completion of four years of English and/or mathematics

Students who wish to utilize this option for placement must present, or have on file in Admissions and Records, a copy of their high school transcript.

4) Completion of high school transitional English and/or mathematics with a grade of C or better

Students who wish to utilize this option for placement must present, or have on file in Admissions and Records, a copy of their high school transcript.

5) Previous college credit

Students who have successfully completed thirty (30) semester hours of college course-work in good standing at a regionally accredited college or university may have met the reading placement requirement. Students who have previously completed college-level English and mathematics courses may have met the English and mathematics placement requirements. In order to be considered for placement based on transfer credit, students must present, or have on file in Admissions and Records, documentation of their previous college work. (Some vocational programs may require use of other instruments.)

6) Completion of placement testing in reading, English and mathematics

The ACCUPLACER test is administered through the Lake Land College Tutoring and Testing Center. A minimal fee is charged for each retest.

Students may choose to take the ACCUPLACER exam at Lake Land College through the Testing and Tutoring Center or may present a copy of ACCUPLACER test scores completed at another college.

Students may also present, or have on file in Admissions and Records, a copy of ACCUPLACER test scores completed at another college.

Placement levels for reading, English and mathematics courses based on the multiple measures are presented on the Tutoring and Testing Center website and are available in Admissions and Records and Counseling Services.

Adopted November 9, 1998

Revised May 12, 2003

Revised November 10, 2003

Revised January 10, 2011

Revised June 12, 2017

Revised March 8, 2021

Revised December 11, 2023

Revised May 13, 2024

07.17 Grading System

The College will maintain a grading system, and students' academic performance shall be evaluated on a regular basis in accordance with recognized educational practices and standards as described in the College Catalog and other official college documents.

At the conclusion of each academic term, instructors shall submit an official grade for each student enrolled to the Academic Services Office within time limits established by the Vice President for Academic Services and Vice President for Student Services. Accurate grade records must be kept by each instructor for auditing and verification purposes.

Course work will be evaluated according to the following system:

<u>Grade</u>	<u>Performance</u>	<u>Grade Point Value</u>
A	Superior	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
W	Withdrawal	0
U	Audit	0
I	Incomplete	0
P	Pass (is not used in averaging grades but does carry credit)	0

Only competency-based education courses are evaluated on mastery. A mastery level of no lower than a C or higher will be established by each department and reflected in the course information form and syllabus.

Adopted November 9, 1998

Revised December 12, 2011

07.17.01 Incomplete Grade

A student who is unable to complete the requirements for a course during the scheduled time period due to illness or other extreme circumstance may request to be assigned a grade of “I” (Incomplete) and be allowed to complete the course during the next scheduled term (excluding summer).

Students taking competency-based education courses will be able to accelerate, or finish early, but they must also follow the course’s schedule or pacing guide to ensure satisfactory academic progress.

To receive a grade of “I”, the student must have been maintaining a passing grade at the time of the documented illness or extreme circumstance, the instructor must agree that this is an appropriate grade for the specific circumstance, ~~and t.~~ The student and the instructor must complete and submit a Request to Obtain an Incomplete form to the instructor’s Division Chair with final submission to the Admissions and Records Office no later than the grades-due date of the term.

The student must then complete the requirements for the course prior to the mid-term date of the next scheduled semester. After the requirements have been completed, the instructor will determine the grade the student earned (A, B, C, D, F, or P) and report it to the Admissions and Records Office. Once an “I” grade is assigned, the student may not withdraw from the course. Any “I” grade remaining after the mid-term date will automatically be changed to an “F” grade.

Students should be aware that assignment of an “I” grade may impact their financial aid.

Students affected by this procedure are referred to the grade appeal section of the catalog.

Adopted June 11, 2012

Revised June 11, 2018

07.21 Credit Hour

Lake Land College awards credit in a manner that conforms to standards set by the Higher Learning Commission Policy (HLC Policy FDCR.A.10.020), the Federal credit hour definition (Federal Register 75 FR 66832 p. 66946), and as set forth by the Illinois Community College Board Administrative Rules Section 1501.309.

Definition: The credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week as follows:

Lecture/Discussion-Oriented Instruction: Students who participate in lecture/discussion-oriented instruction will be assigned one credit hour for each 15 classroom hours of instruction per semester. It is assumed that two hours of out-of-class student work will be invested for each classroom or direct faculty instruction hour.

Laboratory/Clinical-Oriented Instruction: Students who participate in laboratory/clinical-oriented instruction will be assigned one credit hour for each 30-45 classroom contact hours of instruction per semester. It is assumed that one hour of out-of-class student work will be invested for each two laboratory contact hours.

Nonclinical Internship/Practicum/On-The-Job Supervised Instruction: Students who participate in nonclinical internships, practicums, or on-the-job supervised instruction will receive one credit hour for each 75-149 contact hours per semester. It is assumed that one contact hour of out-of-class student work will be invested for each two clinical practicum contact hours.

Clinical Practicum: Students who participate in clinical practicums will receive one credit hour for each 30-60 contact hours per semester. It is assumed that one hour of out-of-class student work will be invested for each two clinical practicum contact hours.

Alternate Modalities: Students who participate in courses offered through alternate modalities, including, but not limited to, online, hybrid, compressed, and competency-based education format, will be expected to complete at least the equivalent amount of student work as required in lecture/discussion-oriented instruction. It is assumed that a minimum of 45 hours of student work will be invested for each credit hour obtained per semester.

Adopted November 9, 1998

Revised December 10, 2012

Revised July 14, 2014

Revised August 10, 2015

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
May 19, 2025**

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

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

Additional Appointments

The following employees are recommended for additional appointments

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

End Additional Appointments

The following employees are ending their additional appointment

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

New Hire-Employees

The following employees are recommended for hire

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

Part-time

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

Part-time Grant Funded

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

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Bigard, Ashley	Assistant Director of TRIO	5/9/25
Part-time		
Curtis, Kevin	Lake Land College Trustee	4/24/25
Earnst, Cassie	Adjunct Faculty Allied Health Division	5/16/25
Kelly, Abbie	Lake Land College Student Trustee	4/14/25
Loy, Ashley	Cosmetology Clinical Instr (hourly)	4/11/25
Marino Lopez, Juliana	IEL Instructor	11/22/24
Ramert, Halle	Allied Health BNA Clinical Instructor (hourly)	3/25/25
Starrett, Kai	Tutor - Student Learning Assistance Center	4/26/24
Storm, Dave	Lake Land College Trustee	4/24/25

Transfers/Promotions

The following employees are recommended for a change in position

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