

Lake Land College

District No. 517

Board of Trustees
Agenda and Board Book
October 13, 2025
Regular Meeting No. 706



MISSION • VISION • VALUES

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

LAKE LAND
COLLEGE

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

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



Regular Meeting No. 706
Monday, October 13, 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 September 8, 2025, Regular Meeting.
2. Approval of Minutes of September 8, 2025, Closed Session.
3. Approval of Agenda of October 13, 2025, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.

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

5. Destruction of Tape Recording of the April 8, 2024, Closed Session.

Hearing of Citizens, Faculty and Staff.

Committee Reports.

A. ICCTA/Legislative	Ms. Denise Walk
B. Resource & Development	Ms. Doris Reynolds
C. Finance	Mr. Larry Lilly
D. Buildings & Site	Mr. Gary Cadwell
E. Foundation	Mr. Larry Lilly
F. Student Report	Mr. Jay Bliler
G. President's Report	Dr. Josh Bullock

Business Items.

Non-Action Items.

Topic	Board Book Page Number(s)
1. Quarterly Investment Report.	
2. Update on Strategic Priority – “ <i>Education That Fits Your Life.</i> ”	
3. Monthly Data Point Discussion – Spring 2025 PACE Employee Survey Results.	
4. Focus on Advancing Student Success – Agriculture Division for Student Outreach.	
5. Announcement of 2025-2026 Student Ambassadors.	21
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Action Items.

Topic	Board Book Page Number(s)
1. Acceptance of Grant(s).	28-33
2. Acceptance of August 2025 Financial Statements.	34-36
3. Declaration of Surplus Item(s) or Equipment.	37-38
4. Approval of Resolution No 1025-003 – Intent to Continue Foundation Tax Levy.	39-41
5. Certification of Fall Student Government Association Election Results.	42-43
6. Approval of Medical and Dental Insurance Administrator Fees and Health, Dental and Vision Insurance Plan Rates.	44-45
7. Approval of Distribution of Funds from FY 2025 Fund Balance to the Restricted Health Insurance Fund Balance.	46
8. Approval of Bid for Kluthe Fire Alarm System.	47-48
9. Approval of Bid for John Deere Engine.	49-50
10. Approval of Bid for Janitorial Services at the Effingham Technology Center.	51-52
11. Approval of Purchase of Furniture for a Classroom at the Effingham Technology Center.	53-55
12. Closed Session. Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), closed session is called to discuss	

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the appointment, employment, compensation,
performance or dismissal of specific employees.

[Return to Open Session - Roll Call]

13. Approval of Recommendations Regarding the Granting,
Extension or Denial of Tenure Status for Four Non-
Tenured Faculty Members, as Discussed in Closed
Session.

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

56-58

Other Business. (Non-action)

Adjournment.

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



Regular Board Meeting No. 705
Board and Administration Center, Room 011
Mattoon, IL
September 8, 2025

Minutes

Call to Order.

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

Roll Call.

Trustees Physically Present:

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

Trustees Absent: Trustee Walk.

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 Cadwell moved and Trustee Deters seconded to approve the following consent agenda items:

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1. Approval of Minutes of August 18, 2025, Regular Meeting.
2. Approval of Minutes of August 18, 2025, Closed Session.
3. Approval of Agenda of September 8, 2025, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	590,035.87
Building Fund	\$	68,972.59
Site & Construction Fund	\$	1,821,798.28
Bond & Interest Fund	\$	550.00
Auxiliary Services Fund	\$	206,131.85
Restricted Purposes Fund	\$	41,220.83
Working Cash Fund	\$	-
Audit Fund	\$	13,000.00
Liability Insurance Fund	\$	18,719.32
Student Accts Receivables	\$	19,548.60
Total	\$	2,779,977.34

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

5. Destruction of Tape Recording of the March 11, 2024, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Walk.

Motion carried.

Hearing of Citizens, Faculty, and Staff.

There were no public comments.

Committee Reports.

ICCTA/Legislative.

Trustee Walk was absent from the meeting thus no report was given.

Resource & Development.

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

Finance.

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

Buildings & Site.

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

Foundation.

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

- The Foundation is excited to share that Bailey Cole has been hired as our Director of Annual Giving and Alumni Relations. Bailey previously led our scholarship program as our Foundation Awards & Corporate Relations Coordinator.
- Our Foundation fall appeal (the first appeal for the fiscal year) and One Laker Nation, our alumni magazine, are in the final stages and will soon reach recipients!
- The Foundation scholarship application closed August 31st and reviews are underway for the 2nd cycle. We have received over 335 completed applications during the cycle, bringing our total to 1,101 scholarship applications submitted for 2025.

Student Report.

Student Trustee Bliler reported that since the last meeting of the board, the Student Government Association (SGA) has convened twice. He said that these meetings focused on preparations for Welcome Day and the upcoming freshman delegate elections. The Student Activity Board (SAB) has had an active start to the fall semester, beginning with Welcome Day and most recently hosting the Student Life Open House. Mr. Bliler said student writers for the Navigator News are commencing the fall semester by compiling stories that reflect the student experience and perspective at Lake Land College.

Mr. Bliler stated that at the previous board meeting, he committed to providing an update on Welcome Day 2025 and was pleased to report that 375 students signed in at the main campus event, while 120 students signed in at the Effingham Technology Center. He said the actual number of attendees is likely higher, as some students participated without signing in and this past Wednesday, SGA, SAB, and the Navigator News welcomed approximately 100 students at the Student Life Open House. The Agriculture Division also hosted a Welcome Back Barbeque last Wednesday, with support from Farm Credit Illinois. Mr. Bliler said thank you to those who attended and to Farm Credit Illinois for their support of Lake Land College. He said he is delighted to see the students' enthusiasm and readiness as they return to Lake Land College. He continued, during the last SGA meeting, we discussed the renewed interest in clubs, and we are encouraged by this growing optimism. We invite students to engage in all that Lake Land has to offer. Mr. Bliler thanked the Board for their continued investment in the success of students.

President's Report.

Dr. Bullock gave the following updates:

- The College received \$111,744 in August from the Illinois Department of Corrections (IDOC) for the FY 2025 outstanding balance. A balance of \$757,148 remains outstanding with IDOC.
- The College received no payments from the Illinois Department of Juvenile Justice (IDJJ) in August for the FY 2025 outstanding balance. A total of \$44,014 remains outstanding with IDJJ.
- The College received no payments from the Illinois Department of Corrections or Illinois Department of Juvenile Justice in August toward the FY 2026 balance of \$507,880 for DOC and \$13,561 for DJJ.
- In August, the College did not receive payments from the State of Illinois for FY 2026 credit hour reimbursement, equalization, or CTE funding. A total of \$11 million remains outstanding.
- The College received property tax payments totaling \$2.5 million in August.

Business - Non-action Items.

Student Services Focus on Advancing Student Success – Career Services, Student Life and the Lakers Work Internship Program.

Ms. Stephanie Anderson, Internship & Employment Coordinator, presented an update on the Lakers Work Internship Program developed by the Career Services and Student Life departments.

Monthly Data Point Discussion – Fall Enrollment.

Ms. Heather Nohren, Vice President for Student Services, provided a presentation for the Monthly Data Point Discussion – Fall Enrollment.

Annual Report of Special Event Tuition Waiver Requests.

Ms. Jean Anne Highland, Chief of Staff, highlighted the special event tuition waiver requests approved during FY 2025. This annual report was provided per Board Policy 07.08 (item #4) and detailed all special tuition waivers with various values granted by Dr. Bullock or the Board of Trustees for special events in the prior fiscal year. Ms. Highland noted that of the total number of special tuition waivers granted not all waivers were accepted nor utilized by students.

Calendar of Events.

Trustees reviewed a calendar of upcoming events. Dr. Bullock reminded the Trustees about the Foundation and Alumni reception that will be held on October 23 in the Foundation and Alumni Center.

Action Items

Approval of Special Event Tuition Waiver Requests.

Ms. Highland requested the Board approve special event tuition waivers for seven special events to be held in fiscal year 2026 including:

- Award 11 three-credit-hour tuition waivers for the first-place winners of the annual Business and Computer Contest to be held in academic year 2025-2026.
- Award five three-credit hour tuition waivers for attendees of the Principals, Deans, and Counselors (PDC) meeting to be held in November 2025.
- Grant a tuition waiver for Miss Illinois 2025 should she choose to attend Lake Land College.
- Award six three-credit hour tuition waivers to participants of the National Manufacturing Day events held in the district and hosted by Effingham County Chamber of Commerce, Coles Together and local manufacturers.
- Award five three-credit hour tuition waivers for winning participants of the High School Leadership Conference hosted by the Student Government Association (SGA).
- Award up to four three-credit hour tuition waivers at the senior night game for both Mattoon High School's Women and Men's Basketball Teams.
- Award one three-credit hour tuition waiver for Mattoon High School's Project Graduation event.

Trustees reviewed details of each of the proposed special events. Trustee Lilly asked why there was a special event tuition waiver for two of Mattoon High School's events and not for other school districts in the region. Ms. Kelly Allee, Director of Marketing and Public Relations,

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explained the College marketing and branding at Mattoon High School in exchange for this benefit. Chair Wright asked Ms. Allee to consider outreach to the other high schools in the district for a similar partnership. Ms. Allee noted she would follow up on this outreach.

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented special tuition waiver requests related to seven special events to be held in FY 2026.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Walk.

Motion carried.

Approval of Tuition Waivers for Non-Traditional Student Outreach.

Ms. Nohren requested that the Board approve up to 100 three-credit hour tuition waivers for the Spring 2026, Summer 2026, and Fall 2026 terms for students who have not attended Lake Land College in the previous year, are over the age of 21, and live or are employed within our district.

Trustee Cadwell moved and Trustee Reynolds seconded to approve up to 100 three-credit hour tuition waivers for the Spring 2026, Summer 2026 and Fall 2026 terms for students who have not attended Lake Land College in the previous year, are over the age of 21, and live or are employed within our district.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Walk.

Motion carried.

Acceptance of Grant(s).

Chair Wright said this action item was being pulled from the agenda.

Acceptance of July 2025 Financial Statements.

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

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

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Walk.

Motion carried.

Declaration of Surplus Item(s) or Equipment.

Mr. Woodruff requested the Board declare as surplus the following items including:

- 10 - 48" Round Tables
- 6 - Rolling Red Chairs
- 1 - 6 ft. White Board
- 1 - Tan 2-Door Cabinet (Previously used as first aid cabinets)

Trustee Reynolds moved, and Trustee Cadwell seconded to declare, as presented, the various furniture items from the Webb Hall and Northwest Buildings as surplus and grant authorization to dispose of the listed items in a manner most beneficial to Lake Land College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Walk.

Motion carried.

Approval of Bid for Effingham Technology Center Parking Lot Cameras Phase II.

Trustees heard a recommendation from Mr. Woodruff that the Board award the bid to Field Wrxs, Inc. of Teutopolis, Illinois, in the total amount of \$78,419 for the ETC Cameras Phase II Project. He said the project scope also includes the installation of (3) License Plate Reader (LPR) Cameras at the main entry/exit points and the installation of (6) POE Network Powered Clocks throughout the building. Mr. Woodruff said these installations will significantly strengthen security by improving visibility throughout the building and grounds, supporting faster response to incidents, and providing reliable records for investigations.

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Trustee Montgomery moved and Trustee Reynolds seconded to approve, as presented, the proposal received by Field Wrxs, Inc. of Teutopolis, Illinois for the total amount of \$78,419.00 for the ETC Cameras Phase II Project.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Walk.

Motion carried.

Approval of Bid for the Printing and Mail Preparation of the 2025 Alumni Magazine and the 2025 Fall College Magazine.

Ms. Nohren presented a request to the Board from Ms. Kelly Allee, Director of Marketing and Public Relations, for the Board to approve the bid from Kingery Printing of Effingham in the total amount of \$24,214.82 for the printing, mail preparation and shipping for the Fall 2025 Lake Land College Magazine and Alumni Magazine. Ms. Nohren said the total bid is based upon \$12,778.84 for the printing and mail preparation of the 2025 Alumni Magazine and \$11,435.98 for the printing and mail preparation of the Fall 2025 College Magazine. Trustees received a copy of the related bid tabulation sheet that details bids received from seven companies.

Trustee Reynolds moved and Trustee Deters seconded to approve the bid from Kingery Printing of Effingham in the amount of \$24,214.82 for the printing and mail preparation of the 2025 Alumni Magazine and the 2025 Fall College Magazine.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Walk.

Motion carried.

Approval of Bid for the Purchase of a Strip-till Bar for the College Farm and Ag Department.

Dr. Ike Nwosu, Vice President for Academic Services, presented a recommendation to approve a bid from Thornton Precision Ag of Mattoon, Illinois, for the purchase of a Strip-Till Bar for use on the College farm, and in the Precision Ag Courses for the Agriculture Department. He said the total cost is \$195,000 and will be purchased with funds from the

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Ullrich Grant and retained earnings from the College farm account. Trustees reviewed the bid received.

Trustee Reynolds moved and Trustee Lilly seconded to approve, as presented, the bid from Thornton Precision Ag, Mattoon, Illinois, in the total amount of \$195,000 for the Strip-Till Bar.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Walk.

Motion carried.

Approval of Renewal Agreement with Modern Campus.

Mr. Woodruff requested the Board approve the renewal of the College's subscription with Modern Campus, Inc. for the Lifelong Learning Extended Education (LLL EE) platform. The renewal term runs from October 1, 2025 through September 30, 2026, at an annual cost of \$31,950.45. Trustees reviewed details of the proposed agreement, and trustees also learned that a bid was not necessary per Board Policy 10.22 (#4.F.).

Trustee Deters moved and Trustee Montgomery seconded to approve the one-year renewal of the Lifelong Learning Extended Education subscription with Modern Campus of Toronto, Ontario at \$31,950.45, with funding that has been incorporated into the FY26 budget. The renewal term runs from October 1, 2025 to September 30, 2026.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Walk.

Motion carried.

Approval of Agreement with the IL Department of Corrections for CPR/First Aid Training or the Heart Saver Program.

Mr. Woodruff presented a recommendation from Ms. Chris Strohl, Dean of Workforce Solutions and Community Education, to approve a 4-year agreement that will run from September 8, 2025, and expire on June 30, 2029, with the Illinois Department of Corrections to provide CPR/First Aid training, which will be termed the Heartsaver program within Lake Land College. The College received one bid as detailed in the following action item for this training service. Mr. Woodruff said based on IDOC projections related to personnel attendance, we

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conservatively anticipate recognizing \$44,750 annually in instructional revenue. He said based on the IDOC projections, the college will pay TTR-CPR approximately \$37,400 (84% of instructional revenue). This excludes pass-through travel and supply-related costs. Both agreements would be 4-year agreements starting with Board approval on September 8, 2025, and terminating on June 30, 2029. Neither contract has volume guarantees. Trustees reviewed the proposed agreement.

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented a 4-year agreement that will run from September 8, 2025, and expire on June 30, 2029, with the Illinois Department of Corrections to provide CPR/First Aid training, which will be termed the Heartsaver program within Lake Land College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Walk.

Motion carried.

Approval of Agreement for Training Services with “To The Rescue CPR” for the IL Department of Corrections Heart Saver Program.

Mr. Woodruff presented a recommendation from Ms. Strohl for the Board to approve a 4-year agreement that will run concurrent with the IDOC contract, September 8, 2025, through June 30, 2029, with To The Rescue CPR, LLC of Fairview Heights, IL, and approve To The Rescue – CPR., LLC costs not to exceed 85% of the booked IDOC instructional revenue per fiscal year, excluding in the calculation, the noted pass-through related revenue/costs. Trustees reviewed the proposed agreement.

Trustee Lilly moved, and Trustee Deters seconded to approve as presented a 4-year agreement that will run concurrent with the IDOC contract, September 8, 2025, through June 30, 2029, with To The Rescue CPR, LLC of Fairview Heights, IL, and approve To The Rescue – CPR., LLC costs not to exceed 85% of the booked IDOC instructional revenue per fiscal year, excluding in the calculation, the noted pass-through related revenue/costs.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Walk.

Motion carried.

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Approval of One-Year Agreement for Managed Security Services with Tellaro.

Trustees heard a recommendation from Mr. Woodruff for the Board to approve a one-year agreement that will run from October 1, 2025, through September 30, 2026, for Managed Security Services with Tellaro, Inc. of Stewardson, IL, at \$35,484.96, with funding that has been incorporated into the FY26 budget. Trustees reviewed the proposed agreement.

Trustee Cadwell moved and Trustee Reynolds seconded to approve, as presented, a one-year agreement that will run from October 1, 2025, through September 30, 2026, for Managed Security Services with Tellaro, Inc. of Stewardson, IL, at \$35,484.96, with funding that has been incorporated into the FY26 budget.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Walk.

Motion carried.

Closed Session.

7:09 p.m. – Trustee Cadwell moved and Trustee Reynolds seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1), to discuss the appointment, employment, compensation, performance, or dismissal of specific employees.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Walk.

Motion carried.

Return to Open Session - Roll Call

7:29 p.m.

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

Trustees Absent: Vice Chair Walk.

Others Participating via Telephonic or Electronic Means: None.

Approval of Resolution No. 0925-002 to Approve Ninth Addendum to Employment Agreement with Dr. Jonathan “Josh” Bullock, Lake Land College President, Extending the Term through June 30, 2028, as Discussed in Closed Session.

Trustees reviewed the above-referenced resolution and amendment to extend Dr. Bullock’s contract term through June 30, 2028. Chair Wright said Dr. Bullock’s annual performance evaluation for FY 2024-2025 had been completed and reviewed by all Trustees. Chair Wright thanked the Trustees for their collective feedback as part of the annual performance evaluation.

[The agenda item was noted that a complete copy of the proposed resolution and ninth addendum were available at: <https://www.lakelandcollege.edu/board-of-trustees/agendas-board-books-minutes/> or by contacting the College’s Office of the President at 217-234-5222.]

Trustee Reynolds moved and Trustee Cadwell seconded to approve as presented Resolution No. 0925-002 - Approving Ninth Addendum to Employment Agreement with Dr. Jonathan “Josh” Bullock, Lake Land College President, Extending the Term through June 30, 2028. Chair Wright said this followed discussion on the topic held in closed session.

[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 and Wright.

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Walk.

Motion carried.

Approval of the Human Resources Report.

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

Trustee Deters motioned and Trustee Montgomery seconded to approve, as presented, the following standard Human Resources Report. Chair Wright said this followed discussion on the topic held in closed session related only to a maternity and paternity leave request by a Nursing Instructor and a general leave without pay request by a Transportation Training Specialist.

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

Blazich, Jerri	8/25/25-8/24/26
Mason, Dustin	8/5/25-8/4/26
Owens, Jaclyn	11/28/25-2/20/26
Winkleman, Christine	8/25/25-8/24/26

The following employee has requested a Leave of Absence without Pay. Board Policy 05.04.14

Stuttle, Tamera	7/31/25-9/30/25
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The following employee has requested a Maternity and Parental Leave policy 05.04.10 & 05.04.11

Mayhaus, Danielle	9/18/25-1/9/26
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Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Anderson, Stephanie	Adjunct Faculty Business Division	8/25/25
	Primary position Internship & Employment Coordinator	
Cole, Dylan	Adjunct Faculty Business Division	8/25/25
	Primary position Assistant Comptroller	
Cook, Jonathan	IEL Instructor	8/25/25
	Primary position Tutor	
Ferren, Holly	Adjunct Faculty Business Division	8/25/25
	Primary position Financial Aid Loan Specialist	
Horton, Jesse	Adjunct Faculty Social Science Substitute	8/25/25
	Primary position Adj Faculty Social Science	
Letner, Deacon	Assistant Baseball Coach	8/16/25
	Basketball Scorers/Timers	8/25/25
	Primary position Fitness Center Specialist	
Melton, Jennifer	Chair of Counseling	9/9/25
	Primary position Academic Counselor	
Uphoff Nees, Christina	Adjunct Faculty Business Division	8/25/25
	Primary position Training & Development Coord	
Wahls, Dustha	Adjunct Faculty Business Division	8/25/25
	Primary position Director of Human Resources	
Winchester, Colleen	Adjunct Faculty Business Division	8/25/25
	Primary position Sr Hr Generalist	

New Hire-Employees

The following employees are recommended for hire

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	Position	Effective Date
Unpaid		
Davidson, Jo	Dual Credit Instructor	8/22/25
Hudson, Jeremy	Dual Credit Instructor	8/20/25
Full-time		
Grove, Mitchell	Information Security Analyst	9/9/25
Hoalt, Autumn	Correctional Custodial Maintenance Instructor	8/26/25
Part-time		
Garofano, Isabelle	Newspaper Editor - Student Newspaper	8/20/25
Hutton, Julie	Community Learning Instructor	8/28/25
Kline, Robbie	Human Resources Representative	9/2/25

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Sheffer, Emily	Correctional Career Technology Instructor	8/19/25
Part-time		
Clark, Deanna	Tutor - Student Learning Assistance Center	8/6/25
Kaufman, Rachel	Assistant Softball Coach	7/14/25
Niebrugge, Lexie	Assistant Women's Basketball Coach	6/24/25

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Cothorn, Kelly	Marketing Specialist	9/9/25
	Transferring from Communications Specialist	
Gough, Grayson	Foundation Awards & Corp Rel Coord	9/22/25
	Transferring from Financial Aid Scholarship	
Tariq, Faisal	Assistant Director of Trio Destination Col	9/22/25
	Transferring from Bookstore Manager	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Walk.

Motion carried.

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Other Business. (Non-action)

Dr. Bullock updated Trustees on the federal funding status for the College's two Trio programs, including Trio SSS and Trio Talent Search.

There was no additional discussion.

Adjournment.

Trustee Cadwell moved and Trustee Reynolds seconded to adjourn the meeting at 7:40 p.m.

There was no further discussion.

Motion carried by unanimous voice vote.

Approved by:

Board Chair

Board Secretary

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



MEMO

TO: Dr. Josh Bullock, President

FROM: Kate Bond, Enrollment Specialist

DATE: September 10, 2025

RE: 2025-2026 Student Ambassadors

CC: Heather Nohren, Vice President for Student Services

The 2025-2026 Student Ambassadors were selected in September after a very difficult process of reviewing several excellent applicants. The interview committee was amazed by the amount of candidates who exemplify the Lake Land College Vision and Values.

Fifteen highly qualified candidates were selected to serve on the Ambassador team as official representatives of Lake Land College. The fifteen ambassadors will receive a \$1000 yearly scholarship. Listed below are the names and hometowns of each Student Ambassador. I hope that the Board of Trustees and the Student Ambassadors will be able to meet in the near future. Thank you!

Dylan Bell	Charleston, IL
Kendall Boatman	Rockford, IL
Madelyn Coats	Carrollton, IL
Makinzie Gaither	Sumner, IL
Aubrey Killey	Berwick, IL
Kate Landrus	Mattoon, IL
Jonika Nickles	Hindsboro, IL
Kaylin Nolte	Lerna, IL
Rylee Robb	Olympia, IL
Briannalexia Salias	Mattoon, IL
Kennedy Studer	Shelby, OH
Mara Turner	Mahomet, IL
Reagan Vehige	Wright City, MO
Peyton Walker	Charleston, IL
Clyde Witt	Pana, IL

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President
FROM: Ike Nwosu, Vice President for Academic Services
DATE: October 3, 2025
RE: Curriculum Committee Activity

Attached is a listing of new courses and curricula, as well as changes in current courses and curricula that have been approved by the Curriculum Committee from April 2025 to September 2025.

Please share this listing with the Board of Trustees at their regular meeting on October 13. I will be available to answer any questions you or the Board may have.

Attachment: Curriculum Committee Highlights

Curriculum Committee Highlights April 2025 – September 2025

Course Additions

EMS-047 Fundamentals of EMS
EMS 048 Basic EMS Care Skills
EMS-049 EMS Clinical Experience

HVC-076 Heat Pumps

RDG-039 College Reading and Study Skills

Course Revisions

EMS-061 Fundamentals of Paramedicine I
EMS-064 Paramedic Care Skills I
EMS-068 Clinical Experience I
HRT-072 Annual Flower Plants
HVC-072 Heat Generating Systems
MAP-090 Med Assist Externship
MAP-91 Med Assist Externship Seminar
MAT-160 Computer Science I

298 Courses were updated with learning objectives, course outcomes, and Laker Learning Competencies.

Course Withdrawal

EMS-010 Heartsaver First Aid/CPR/AED
EMS-011 CPR for Healthcare Providers
EMS-012 Heartsaver First Aid CPR/CPR & AED I
EMS-013 CPR for Healthcare Providers I
EMS-015 Heartsaver CPR and AED
EMS-016 BLS for Healthcare Providers
EMS-091 Public Safety Telecommunicator
EMT-013 Special Topics in EMS II

FST-012 Special Topics Fire Service Trends
FST-020 Firefighter II Module A
FST-021 Firefighter II Module B
FST-022 Firefighter II Module C
FST-040 Fire Behavior and Combustion
FST-041 Principles of Emergency Services
FST-042 Occupational Safety and Health
FST-043 Building Structure
FST-044 Fire Prevention
FST-045 Fire Investigation I
FST-046 Fire Service Safety and Survival
FST-070 Fire Protection Systems
FST-071 FST Hydraulics and Water Supply

FST-072 Legal Aspects of the Fire Service
FST-073 Fire Administration I
FST-074 Fire Investigation II
FST-075 Fire Administration II

EDU-011P-16 Operating in Windows
EDU-012 P-16 Browsing the Internet
EDU-013 P-16 Digital Cameras/Scanners
EDU-016 P-16 Word
EDU-017 P-16 Powerpoint
EDU-018 P-16 Excel
EDU-019 P-16 Access
EDU-020 P-16 Image Composing
EDU-023 P-16 Webboard

EDU-024 P-16 Web CT
EDU-027 P-16 Web Page Design
EDU-028 P-16 Streaming Media
EDU-035 P-16 Exposure to Online Learning

RDG-007 Fundamentals of Reading
RDG-009 Essentials in Reading
RDG-050 Reading and Study Skills I

TEC-059 Energy Management

New Program

AAS.AET.CBE Applied Engineering Technology

Program Revisions

CRT.HVAC Heating, Ventilating, Air Conditioning, and Refrigeration

CRT.ACC Accounting

Programs Withdrawn

AAS.ICT Instrumentation and Control Technology

CRT.AUTO Auto Mechanic I

NDP.SNRG Sustainable Energy

DOC

Course Additions

TEK-094 Computer Fundamentals

TEK 098 Workplace Communication

BCE 040 Introduction to Cosmetology

BCE 041 Hairstyling I

BCE 042 Hairstyling II

BCE 043 Esthetics

BCE 044 Chemical Services I

BCE 045 Nail Technology
BCE 046 Chemical Services II
BCE 047 Computer Apps for Salons
BCE 048 Salon Operations

FSS-053 Culinary Nutrition
FSS-054 Culinary Customer Service
FSS-055 Cost and Portion Management
FSS-056 Food Serv Organization & Mgmt.

Course Revisions

FSS-040 Intro to Culinary Professionals
FSS-041 Sanitation and Safety
FSS-043 Baking II
FSS-045 Meat, Poultry, and Fish Preparation
FSS-047 Food Presentation
FSS-050 Baking I
FSS-051 Culinary Fundamentals
FSS-052 Specialty Foods

TEK-092 Career & Academic Exploration
TEK-093 Strategies for Career Success

New Program

CRT.XBCE Cosmetology Technician
CRT.XCAM Culinary Management & Operations
AAS.XCA Culinary Arts

Program Revisions

NDP.XCA1 Essential Culinary Skills
NDP.XCA2 Advanced Culinary Skills

Calendar of Events

Monday, October 13, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 23, 2025	5 p.m. – Foundation & Alumni Awards Reception Foundation and Alumni Center
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
December 24, 2025 – Jan.1, 2026	College Closed
Thursday, January 8, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, January 12, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, February 5, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, February 9, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, March 5, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011

Monday, March 9, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, April 9, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, April 13, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, May 7, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, May 11, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, June 4, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, June 8, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011



MEMO

TO: Jean Anne Highland, Chief of Staff
FROM: Beth Craig, Grants Writer and Coordinator
CC: Lynn Breer, Director of Institutional Research and Reporting
RE: Acceptance of FY26 TRIO Student Support Services STEM Grant

Lake Land College has received a five-year TRIO Student Support Services (SSS) Science, Technology Engineering, and Mathematics (STEM) grant from the United States Department of Education. The first-year award will be \$272,346. This grant program was established to increase the retention and graduation rates of students who are traditionally underrepresented in higher education, which includes low-income, first-generation and students with disabilities. More specifically, the STEM grant was established to service students who are pursuing a college major in Science, Technology, Engineering, Mathematics, or Health sciences. This is the first time Lake Land College has received a TRIO SSS STEM grant.

Grant funds will be used to serve 120 low-income, first-generation, and/or disabled students through the project. Students will receive individualized academic, career, and personal counseling, specialized activities and instruction, and cultural programming. Cohorts of participants and nonparticipants will be tracked for each of the project years to determine whether retention, good academic standing, and graduation and transfer objectives have been met, as well as to drive programmatic change that will ensure that participants receive the support necessary to be successful in postsecondary education.

Grant funds will also be used to support TRIO staff who will administer the grant and implement grant activities. Materials and supplies to implement project activities will also be purchased with grant funds.

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

Recommended motion: Accept as presented a five-year grant with the first-year award of \$272,346 from the United States Department of Education for the TRIO Science Technology, Engineering and Mathematics (STEM) grant.

F. BUDGET NARRATIVE

The First-Year SSS-STEM Budget of \$272,364 Complies with LLC Policies and is Reasonable, Cost Effective, and Adequate to Achieve Project Objectives.

The following detailed budget narrative of \$272,364 (\$2,270 cost per participant) is requested to serve one hundred and twenty (120) participants in the TRIO SSS-STEM Project of Lake Land College. This budget amount is related to the approved activities and services proposed in the Plan of Operation and to allocate funds to address student barriers introduced in the Need section of this proposal. Each applicable budget category from ED Form No. 524 is listed below.

TRIO Student Support Services at Lake Land College

The 2025-26 Student Support Services - STEM budget (\$272,364) complies with Lake Land College policies and is reasonable, cost effective and adequate to achieve project objectives (34 CFR §646.21).	
1. PERSONNEL	2025-26
Salaries and wages are based upon Lake Land College's guidelines and are competitive within budget limitations to attract qualified candidates. The budget includes 1 Full-time TRIO SSS-STEM Director (100% time and effort), 1 Full-time Advisor, 1 Part-time Administrative Assistant, and 3 Part-time Tutor/Peer Mentors to serve 120 participants.	
Full-Time	
Director of TRIO SSS-STEM (Full-time, 100% time & effort)	\$63,077
*Advisor (Full-time, 100% time & effort)	\$48,223
*Administrative Assistant (Part-time, 29 hours/week, 100%)	\$21,576
Part-Time	
STEM Tutors/Peer Mentors (2 tutors, 15 hours/week for 10 months, 1 tutor 10 hours/week for 12 months)	\$16,275
Part-time Student Worker (10 hours/week for 10 months - provided by college)	\$0
TOTAL PERSONNEL	\$149,151
2. FRINGE BENEFITS	2025-26
Full-time fringe benefits include health insurance, dental insurance, life insurance, State University Retirement System contribution for 1 (100% time and effort) TRIO SSS-STEM Director, 1 (100% time and effort) advisor, 1 (29 hours per week) Part-time Administrative Assistant, STEM Tutors/Peer Mentors (2 tutors, 7 hours/week for 10 months, 1 tutor 7 hours/week for 12 months). Lake Land College is committed to providing benefits to Project Staff. 2 CFR §200.431	
Health Insurance, Life Insurance, & Dental (2 full-time)	\$54,114
Illinois State University Retirement System (2 full-time, 4 part-time)	\$19,956
TOTAL FRINGE	\$74,070
3. TRAVEL	2025-26

Staff Travel:	
The budget request for Staff Travel is reasonable, cost-effective, and necessary to maintain and improve the professional ability of Project Staff to deliver services to Participants effectively. The budget request for staff travel includes funds for Project staff to attend the national and state TRIO conferences and Department of Education TRIO priority training. The state TRIO conference will focus on educating college access professionals on new trends in college access and retention and will include discussions on best practices. Staff Travel does not exceed 4% of total Project Salaries and adheres to the recommended travel guidelines developed by the Federal TRIO Programs. The per diem is based on the College's established rate. All Staff Travel is related to the Project's overall purpose and proposed activities to achieve all mandated objectives (not including conference registrations). 2 CFR §200.475	
(1) National Conference for (1) Project Director	\$1,215
Airfare/Ground Transportation/Airport Parking x 1 staff = \$420; Lodging \$200 x 3 nights x 1 staff = \$600; Per Diem \$65 x 3 days = \$195	
(1) State/Regional Conference for (1) Director and (2) Project Staff	\$2215
Ground Transportation x 2 staff = \$625; Lodging \$200 x 3 nights x 2 staff = \$1,200; Per Diem \$65 x 3 days x 2 staff = \$390	
TOTAL STAFF TRAVEL	\$3,430
Participant Travel:	
To enable SSS participants to visit a university and/or cultural events they otherwise could not afford, funds are for admission, travel and meals for university visits and educational/cultural activities that take place off campus. All travel costs including transportation, meals, and registration fees are reasonable and justifiable. Indirect costs are not collected from Participant Travel per guidelines. 2 CFR §200.68* (Permissible Service, CPP1, CPP2)	
Fall Semester:	
*Regional University/Cultural event - Meals & Transportation \$35 x 14 people	\$490
*Local STEM Career Site Tours - Meals & Transportation \$23 x 22 people	\$506
Spring Semester:	
*Regional University/Cultural event - Meals & Transportation: \$35 x 14 people	\$490
*STEM Career Site Hands-On Learning Experiences - Meals & Transportation \$43 x 44 students	\$1,892
TOTAL PARTICIPANT TRAVEL	\$1,486
4. EQUIPMENT - (Not Applicable)	
5. SUPPLIES	
The budget request for Supplies includes consumable office supplies (pens, paper, envelopes, file folders, paper clips, staples, etc.). Funds for technology are also requested to purchase printers, scanners, and computers. The supply funds requested will also be utilized to buy financial literacy and career exploration workshops and assessments. Additionally, the budget request for Supplies includes database and technical support with the Annual Performance Report (APR) at the end of the year (summative evaluation) and for help generating weekly and monthly performance reports (formative evaluation) to track progress toward achieving Project goals throughout the year. These supplies are essential for Project services and activities and are reasonable and cost-effective. (Required & Permissible Service. *CPP 1, *CPP 2)	
*Instructional Supplies: Orientation folders, applications, materials for financial aid, assessment tools, workshop supplies, disability student supplies & other materials for student academic support services.	

Technology-enhanced Learning Tools for STEM Learning Lab: Utilizing educational technologies such as interactive whiteboards, 3D modeling software, coding platforms, and data analysis tools that facilitate hands-on learning and problem-solving.	\$7,903
Assessment & service software - Noel Levitz, Pathful Explore, STEM assessment	\$4,235
* Instructional materials & resources for workshops, individual instruction & Student Ambassador meetings: financial literacy materials, study resources & handouts, program calendars & related supplies, meeting refreshments.	\$1,160
Office Supplies: Consumable office supplies. (Pens, file folders, paper, etc.)	\$2,624
* Project Database & Technical Support	\$1,500
*Laptops and accessories for director and advisor to serve students around campus	\$2,483
* Staff desktop & copy printing	\$881
TOTAL SUPPLIES	\$20,786
6. CONTRACTUAL (Not Applicable)	
7. CONSTRUCTION (Not Applicable)	
8. OTHER	
The items requested in the Other category include printing of forms, flyers, and brochures. Additional funds will provide Project staff with virtual training and professional development/in-service training. Funds in Other will pay the Project staff registration fees for the National and State TRIO conferences. The funds requested in Other are essential to carry out Project services to achieve objectives.	
Virtual Training for 3 STEM Tutor/Peer Mentors	\$485
National Conference for Project Director \$1000, (2) State Conference @ \$300 ea.	\$1,600
Professional Development, Virtual Training & Workshops	\$600
Printables: Brochures, Posters, Applications & informational materials	\$682
TOTAL OTHER	\$3,367
9. TOTAL DIRECT	\$252,189
Modified Total Direct (Minus Participant Travel)	\$250,703
Indirect Costs	\$20,056
11. TRAINING STIPENDS - (Not Applicable)	
12. GRAND TOTAL	\$272,346
COST PER PARTICIPANT (matches allowable per participant cost for STEM project.)	\$2,270



MEMO

TO: Jean Anne Highland, Chief of Staff

FROM: Beth Craig, Grants Writer and Coordinator

CC: Lynn Breer, Director of Institutional Research and Reporting

DATE: September 22, 2025

RE: Acceptance of ISBE GAST grant

Lake Land College has received a \$12,500 Growing Agricultural Science Teachers (GAST) grant from the Illinois State Board of Education (ISBE). This grant has been received by the Agriculture Division. The purpose of this grant is to recruit, develop and retain agricultural education teachers, as there is a shortage of agricultural education teachers within the state and in the nation. There are four main objectives to this grant which include recruitment and retention, development of pre-service teachers, professional learning for early career teachers, and professional learning for teacher educators at an identified community college or university. Funds from this one-year grant will be used to award stipends and tuition waivers to students selected for the Lake Land College GAST Mentoring Program. Students will be paired with an in-district agriculture teacher to learn and have 90 hours of paid mentoring experience within the field. Grant funds will also be used for stipends and tuition waiters to students enrolled in a Lake Land College GAST Internship program. Students will gain work experience of up to 50 hours by completing activities directly related to agriculture education initiatives of the college, such as agriculture education recruitment and retention data collection for the college.

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

Recommended motion: Accept as presented a \$12,500 grant award from the Illinois State Board of Education (ISBE) for the Growing Agricultural Science Teachers (GAST) grant.

	Lake Land College	
	IBHE Agricultural Education - FY26 GAST Grant	
	Expenditure Description	Funded
	Stipends to students selected for the GAST Mentoring Program (up to 6 students paid 90 hours of work as funding allows) Adjustable according to course fees.	\$8,974.00
	Stipends to students selected for the GAST Internship Program (up to 2 students paid \$15 per hour for up to 50 hours of work) as funding allows	\$831.00
	Tuition Waivers applied to Student Accounts selected for the GAST Mentoring Program (up to 6 students as funding allows)	\$2,310.00
	Tuition Waivers applied to Student Accounts selected for GAST Internship program (1-2 students as funding allows)	\$385.00
	Grant Total	\$12,500.00



MEMO

TO: Dr. Josh Bullock, President

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

DATE: October 9, 2025

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

Please find below a summary of August's actual results compared to the approved budget. We are two months into the new Fiscal Year. At this time, there are no results, concerns, or indications that I'm aware of that would create cause for concern at this time. We are aware of and monitoring the Governor's Executive Order relating to a budgetary set-aside of 4% for state agencies. Although this does not include us directly, we recognize the College could be indirectly impacted.

August - Noteworthy Events Impacting Results

- Results from Daily Operations – YTD we are unfavorable by \$82,685, which is a significant change from July. The two main drivers for the \$3.3M swing against budget from July to August are the revenue miss \$2.78M (Local taxes and state payment timing) and \$651K in budgeted salaries related to the budget timing of the 3rd September salary check.
- Revenue – Revenue for August was unfavorable at \$2.78M. Local Sources (Real Estate Taxes) accounted for \$2M related to budget versus actual timing. YTD, we are \$1.3M behind budget. Real estate tax and state equalization payment timing account for 84% of the unfavorable balance.
- Expenditures – Daily operational expenditures for the month of August are unfavorable to the budget by \$751K. Salary and Benefits were under budgeted by \$723K because the system recognized the 3rd payroll cycle in August based on the pay period ending, even though employees received it in September, where the 3rd check was budgeted. Overall, we were unfavorable to the budget by \$751K. August included recording \$327K related to Board-approved scholarships.

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



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

Statement of Revenue & Expenditures		Current Month			YTD - FY2026		
		Actual	Budget	Variance	Actual	Budget	Variance
Revenue							
	Local Sources	\$1,283,954	\$3,369,484	(\$2,085,530)	\$4,625,982	\$5,301,008	(\$675,026)
	ICCB Credit Hour Grant	\$0	\$197,919	(\$197,919)	\$539,540	\$637,472	(\$97,932)
	ICCB Equalization Grant	\$0	\$502,936	(\$502,936)	\$514,413	\$1,005,872	(\$491,459)
	Other State Sources	\$40,824	\$352,161	(\$311,337)	\$71,632	\$423,902	(\$352,270)
	Tuition	\$267,707	\$136,812	\$130,895	\$5,328,416	\$5,243,887	\$84,529
	Fees	\$121,544	\$107,437	\$14,107	\$1,768,386	\$1,849,098	(\$80,712)
	Other Revenue	\$260,409	\$92,130	\$168,279	\$453,287	\$237,282	\$216,004
	Gift in Kind	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenue		\$1,974,439	\$4,758,879	(\$2,784,440)	\$13,301,656	\$14,698,521	(\$1,396,865)
Expenditures							
	Instructional	\$1,412,991	\$1,046,175	(\$366,816)	\$2,349,458	\$2,270,717	(\$78,740)
	Academic Support	\$154,885	\$121,903	(\$32,982)	\$323,161	\$351,705	\$28,545
	Student Services	\$391,384	\$293,011	(\$98,372)	\$585,216	\$698,372	\$113,155
	Public Service/Cont Ed	\$92,797	\$83,857	(\$8,940)	\$143,089	\$233,380	\$90,291
	Operations & Maintenance	\$353,051	\$298,862	(\$54,190)	\$635,942	\$839,942	\$204,001
	Institutional Support	<u>\$826,018</u>	<u>\$897,292</u>	<u>\$71,274</u>	<u>\$1,403,349</u>	<u>\$2,360,278</u>	<u>\$956,929</u>
Total Expenditures - Daily Operations		\$3,231,125	\$2,741,099	(\$490,026)	\$5,440,215	\$6,754,395	\$1,314,180
Revenue Less Expenditures - Daily Operations		(\$1,256,686)	\$2,017,780	(\$3,274,466)	\$7,861,441	\$7,944,126	(\$82,685)
	Scholarships, grants, waivers	\$327,763	\$0	(\$327,763)	\$334,873	\$534,000	\$199,127
	Gift in Kind	\$0	\$0	\$0	\$0	\$0	\$0
	Reserves - Emergency, contingency and pledged	\$50,059	\$116,686	\$66,627	\$46,534	\$185,011	\$138,477
	Transfer Out	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total - Non-Operational Expenditures		\$377,822	\$116,686	(\$261,136)	\$381,407	\$719,011	\$337,604
Total Expenditures		\$3,608,947	\$2,857,785	(\$751,162)	\$5,821,622	\$7,473,406	\$1,651,784
Excess Revenues Less Total Expenditures		(\$1,634,508)	\$1,901,094	(\$3,535,602)	\$7,480,034	\$7,225,115	\$254,919

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



August 2025 (FY2026) Financial Results

Performance Details

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

Expenditures by Category Type	Current Month				YTD - FY2026			
	Actual	Budget	Variance		Actual	Budget	Variance	
Salary and Wages	\$2,025,869	\$1,302,510	(\$723,359)		\$3,264,171	\$2,811,708	(\$452,463)	●
Employee Benefits	\$634,844	\$500,513	(\$134,331)		\$1,046,324	\$909,682	(\$136,642)	●
Contractual Services	\$147,813	\$408,594	\$260,780		\$257,966	\$1,068,735	\$810,769	●
General Materials and Supplies	\$240,129	\$368,290	\$128,161		\$494,711	\$1,282,812	\$788,101	●
Travel and Meeting Expenses	\$15,733	\$54,693	\$38,960		\$28,907	\$171,441	\$142,534	●
Fixed Charges	\$15,574	\$11,853	(\$3,722)		\$43,924	\$30,815	(\$13,109)	●
Utilities	\$141,918	\$143,766	\$1,849		\$264,935	\$300,952	\$36,017	●
Capital Outlay	\$8,917	(\$60,000)	(\$68,917)		\$10,929	\$44,250	\$33,321	●
Contingency Funds	\$23,881	\$116,686	\$92,805		\$46,534	\$185,011	\$138,477	●
Other Expenditures	\$354,267	\$10,880	(\$343,387)		\$363,221	\$668,000	\$304,779	●
Total Expenditures	\$3,608,947	\$2,857,785	(\$751,162)		\$5,821,622	\$7,473,406	\$1,651,784	

Accumulated Expenditures by Type	YTD - Salary & Wages			
	Actual	Budget	Variance	
Instructional	\$1,680,771	\$1,310,191	(\$370,580)	●
Academic Support	\$169,996	\$171,447	\$1,451	●
Student Services	\$416,279	\$415,972	(\$307)	●
Public Service/Cont. Ed	\$86,110	\$84,383	(\$1,726)	●
Operations & Maintenance	\$207,421	\$183,153	(\$24,269)	●
Institutional Support	\$703,594	\$646,562	(\$57,032)	●
Total	\$3,264,171	\$2,811,708	(\$452,463)	●
Annual Budget		\$20,185,125		
Percent Consumed		13.93%		

YTD - Employee Benefits			
Actual	Budget	Variance	
\$478,058	\$471,484	(\$6,574)	●
\$54,868	\$44,349	(\$10,519)	●
\$138,519	\$126,287	(\$12,231)	●
\$22,224	\$16,597	(\$5,628)	●
\$82,895	\$73,168	(\$9,727)	●
\$269,760	\$177,797	(\$91,963)	●
\$1,046,324	\$909,682	(\$136,642)	●
	\$6,238,351		
	14.58%		



Favorable



Unfavorable - No Concerns at this time.



Unfavorable - Concerned

LAKE LAND COLLEGE

MEMO

TO: Dr. Josh Bullock, President

FROM: John Woodruff, Vice President for Business Services

DATE: October 2, 2025

RE: Surplus Items

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

Coil punch used by the Print Shop that is dated and no longer functional:

1 - Rhin-o-Tuff 6500 S/N 68495

Furniture and miscellaneous items:

14 – Chairs from Board & Administration Center conference room
 1 – 2 door file cabinet
 1 – 4 drawer file cabinet
 Engine diagnostic equipment (old outdated equipment from Vo Tech)
 4 – Side chairs from Webb Hall
 3 – CNC tables from West Building
 1 – Camera tripod
 52 – Burgundy task chairs from Webb Hall
 1 – Instructor stool
 4 – Bookcases
 2 – Rapid prototype machines
 32 – Pink stacking chairs from Northwest
 2 – 18x60 folding tables from Northeast
 1 – 24x60 table
 1 – Computer station from Webb Hall
 5 – Computer desks from Webb Hall
 6 – Round tables from Webb Hall
 1 – Rod Oven (from the Welding program, non-working)
 1 – Wood conference table

Microscopes from ETC 224A that are outdated and have been replaced:

- 19 - Sargent-Welch monocular microscopes from the '90s-'00s
- 12 - Fisher Scientific binocular microscopes from the '90s-'00s
- 2 - American Optical Company monocular microscopes from the '60s-'70s

Mowers that no longer run well and have been replaced:

- 1 – 200cc Pulsar push mower
- 1 – 140cc Troy Built push mower

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

Recommended motion: Declare as presented the Print Shop equipment, various furniture and miscellaneous items, microscopes and mowers as surplus and grant authorization to dispose of the listed items in a manner most beneficial to Lake Land College.

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: John Woodruff, Vice President for Business Services

CC:

DATE: October 1, 2025

RE: Resolution of Intent to Continue Foundation Tax Levy

Attached is the Resolution of Intent to Continue the Foundation Tax Levy for the coming tax year. Lake Land is eligible to annually levy for the Foundation tax since the college is eligible to receive equalization grant money and since our combined operating levy of 18.00 cents per \$100 EAV for the education fund and the operations and maintenance fund is below the state average of 27.80 cents per \$100 EAV. Therefore, the College is able to levy 9.80 cents per \$100 EAV for the 2025 tax year.

The following data represents the average state levy per \$100 EAV for the past five years.

Cents per \$100 EAV

2024 – 28.79
 2023 – 28.33
 2022 – 28.33
 2021 – 29.07
 2020 – 29.09

The initial authorization for this annual levy dates back to the Illinois Community College Board Act dated September 15, 1989. Due to our equalization grant eligibility and low combined operating rate of 18.00 cents per \$100 EAV, the college has annually authorized the Foundation tax levy.

If the resolution is approved by the Trustees, we will proceed as outlined in HB 1484.

Due to the financial needs of the college, I recommend approval of the resolution.

Recommended motion: approve as presented resolution 1025-003 – Resolution of Intent to Continue the Foundation Tax Levy.

Attachment

Lake Land College Board of Trustees



RESOLUTION NUMBER: 1025-003

DATE: 10/13/25

RESOLUTION OF INTENT TO CONTINUE THE FOUNDATION TAX LEVY

WHEREAS, HB1484 authorizes the board of a community college district to levy an additional tax upon the taxable property of the district in any year in which the State Board issues a certificate of eligibility to do so; and

WHEREAS, the Illinois Community College Board has certified that Lake Land College is authorized a 27.80 cents per \$100 of equalized assessed valuation; and

WHEREAS, the Lake Land College Board of Trustees intends to continue the levy of an additional tax as authorized by HB1484; and

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees of Community College District No. 517, Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby, and the State of Illinois, intends to increase the levy by 9.80 cents per \$100 of equalized assessed valuation to 27.80 cents per \$100 of equalized assessed valuation as certified by the Illinois Community College Board, effective for the 2025 tax year.

Adopted this 13th day of October, 2025 by the following vote:

AYES:

NAYS:

ABSENT:

Board Chair

ATTEST:

Board Secretary

SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution of Intent to Continue the Foundation Tax Levy, is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 13th day of October, 2025.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this ____ day of _____, 2025.

Secretary, Board of Trustees

LAKE LAND COLLEGE

MEMO

TO: Heather Nohren, Vice President of Student Services
 FROM: Lisa Shumard-Shelton, Director of Student Life
 DATE: September 16, 2025
 RE: Student Government Freshman Elections 2025

The Elections for Freshman Student Government Association were held on Wednesday, September 10 and Thursday, September 11, 2025 online through the HUB. The students were informed about the elections through fliers, posters, Laker, social media, and announcements in Canvas, the Laker Hub, and in classrooms. Students were allowed to vote for up to five candidates for freshman SGA. A total of eight students ran for the eight positions available on the board. The student body had 150 students cast votes in the election. The following are the results of the elections.

Recommended motion: Certify the results as presented for the Student Government Association Election held September 10-11, 2025.

Fall 2025 Election Results			
SGA Nominees			
Name	Elected (8 elected)	Write-in	Votes
Tristeona Green	Yes	No	97
Emma Banning	Yes	No	87
Madison Rae Hinds	Yes	No	76
Haley Podkul	Yes	No	75
Kaylin Arlene Nolte	Yes	No	74
Rachel Lynn Warfel	Yes	No	72
Mara Dorjahn	Yes	No	67
Caleb Joe Brinkley	Yes	No	43
Aiden Swinson	No	Yes	10
Emma banning	No	Yes	3
Darrius Frazier	No	Yes	1
Clyde Witt	No	Yes	1
haley	No	Yes	1
Madison Rae Hinds	No	Yes	1
Tristeona Gree	No	Yes	1
Aidan Swinson	No	Yes	1
Courtney Gibson	No	Yes	1
Megan Meinhart	No	Yes	1
Emma Beckman	No	Yes	1

[Select Date]



Lisa Shumard-Shelton
Director of Student Life

Allison Meese
SGA President

Jay Blilier
Student Trustee

LAKE LAND COLLEGE

MEMO

TO: Dr. Jonathan Bullock, President

FROM: John Woodruff, Vice President for Business Services

DATE: October 1, 2025

RE: Health, Dental and Vision Insurance 2026 Plan Renewal Recommendation

Members of the HR team, along with the Insurance Committee and Gallagher, our insurance consultant, have met multiple times to discuss renewing the employee health, dental and vision insurance and collectively arrived at the enclosed recommendations.

The current contract with Aetna expires on 12/31 and the College, using Gallagher, placed the Medical and Dental out to bid. Eleven (11) companies were asked to bid. Five companies chose not to bid. Of the remaining six who bid, Aetna emerged as the least cost provider following the final round of best and final offers two weeks ago. The renewal with Aetna is for a three-year term and would include no increase in the medical administrative fee in year 1; years 2 and 3 would each include a 3% increase. The total medical administrative fee for the term of the three-year agreement will be \$525,052.

Aetna's proposal includes projected medical expenses for calendar year 2026 to increase by 17.54% with a \$200,000 per employee stop loss ceiling. The previous stop loss ceiling per employee was \$175,000. The committee, working with Gallagher, recommended deductible and copay increases that aligned with national averages and reduced the medical insurance premium by 2.2%. This equates to a net increase in the medical premium of 15.34%. The tables below reflect the 15.34% increase in medical premiums.

The recommendation, as supported by the Insurance Committee, is:

- Increase the medical premium by 15.34%.
- PPO Plan
 - o Specialist office visit copay be increased to \$45. Today it is \$35.
 - o Urgent Care copay would increase from \$20 to \$50.
 - o Out-Of-Pocket Maximum increased to \$4,000/\$8,000 from \$3,500/\$7,000.
 - o RX would increase from \$10/\$30/\$60/\$90 to \$10/\$35/\$60/\$100
- HDHP Plan
 - o Out-Of-Pocket Maximum would increase from \$4,250/\$7,050 to \$4,250/\$7,500

Regarding premium rate changes and impact to employees, we are recommending the following changes for the calendar 2026 Plan Year:

Plan A, PPO Plan (Traditional)			Plan B, HDHP		
	Employee Share Per Month	Employee Share Per Pay Period		Employee Share Per Month	Employee Share Per Pay Period
Single	\$0.00	\$0.00	Single	\$0.00	\$0.00
Single +1	\$843.68	\$421.84	Single +1	\$436.82	\$218.41
Family	\$1,117.89	\$558.95	Family	\$660.80	\$330.40
Monthly Health Savings Account Contributions (For Plan B Participants)					
	Employee Share Per Month	Employee Share Per Pay Period			
Single	\$363.85	\$181.93			
Single +1	\$363.85	\$181.93			
Family	\$363.85	\$181.93			
Dental			Vision		
	Employee Share Per Month	Employee Share Per Pay Period		Employee Share Per Month	Employee Share Per Pay Period
Single	\$0.00	\$0.00	Single	\$5.59	\$2.80
Single +1	\$18.26	\$9.13	Single +1	\$10.62	\$5.31
Family	\$28.88	\$14.44	Family	\$15.51	\$7.76

These recommendations have been reviewed and approved by the Health Insurance Committee at Lake Land College.

Recommended Motion 1: Approve as presented, a 3-year renewal with Aetna of Hartford, Connecticut, for medical and dental insurance administrative fees at a total cost of \$525,052, broken down as follows: calendar year 2026, \$169,862; calendar year 2027, \$174,960; and calendar year 2028, \$180,230.

Recommended Motion 2: Approve as presented the calendar 2026 health, dental, and vision premiums, which equate to an increase of 15.34% for the medical plans and include the recommended plan copay, out-of-pocket changes, and an increase in stop loss insurance.



MEMO

TO: Dr. Josh Bullock, President

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

DATE: October 1, 2025

RE: Health Insurance Fund Balance Increase Request

Healthcare costs continue to escalate nationally, locally and at Lake Land College. Our research indicates insurance rates are increasing in the 15% to 20% range. YTD, we're seeing medical costs trend in the 14% range. When we built the original budget, we assumed an 11% increase in medical expenses.

The Restricted Health Fund balance as of 6/30/2025 was \$1.9M. We started fiscal year 2025 with a balance of \$2.4M.

Forward looking, if approved by the Board of Trustees, our stop loss ceiling will increase to \$200,000 which is an increase of \$25K/person. We currently have three plan participants over the current stop loss ceiling of \$175,000 and an additional three participants who appear will reach the stop loss ceiling by the end of the year. In addition, we anticipate costs will continue to increase.

At this time, we believe it is prudent to request the Board's approval to distribute \$1M of the approximate \$2.3M anticipated fund (unaudited) balance from fiscal year 2025.

Recommended motion: Approve as presented the distribution of \$1M of the anticipated fiscal year 2025 fund balance to the Restricted Health Fund contingent that the College, upon audit completion, has fiscal year 2025 excess funds balance exceeding \$2M.

MEMO

TO: Dr. Josh Bullock, President

FROM: John Woodruff, Vice President for Business Services

CC:

DATE: September 25, 2025

RE: Approval of Bid for Kluthe Center Fire Alarm System Replacement

The College recently solicited bids for the Kluthe Center Fire Alarm System replacement project. New city and state ordinances require additional sensors and pull alarms throughout the building. The existing system cannot be expanded to accommodate the required component additions. Therefore, we need to replace with a new system in order to be compliant with city and state ordinances. There is also a risk that our insurance carrier could find the old system non-compliant.

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:

NAME	TOTAL
COMMERCIAL ELECTRIC, INC. MATTOON, IL	\$39,945
F.E. MORAN, INC. FIRE PROTECTION CHAMPAIGN, IL	\$49,485
FIELD WRXS, INC. EFFINGHAM, IL	\$69,910

Based on the bids received, I recommend that we award this bid to Commercial Electric, Inc. of Mattoon, Illinois, for the Kluthe Center Fire Alarm System Replacement Project.

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

Recommended Motion: Approve as presented the proposal received by Commercial Electric, Inc. of Mattoon, Illinois for the total amount of \$39,945 for the Kluthe Center Fire Alarm System Replacement Project.

LAKE LAND

COLLEGE

BID TABULATION

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College Kluthe Center Fire Alarm System
Replacement
Project No. 2025-021
BID DATE: September 25, 2025 - 1:00 PM

CONTRACTOR	Total Bid					
Commercial Electric Inc. Mattoon, IL	\$ 39,945.00					
F.E. Moran Inc. Fire Protection Champaign, IL	\$ 49,485.00					
Field Wrxs, Inc. Effingham, IL	\$ 69,910.00					



Memo

To: Dr. Josh Bullock, President

From: John Woodruff, Vice President for Business Services

Date: October 7, 2025

Re: Approval of Bid for 9.0L Engine

The College recently solicited bids for the purchase of a 9.0L Engine for the John Deere Program. The John Deere 9.0L Final Tier 4 Engine is designed for heavy-duty agricultural and industrial applications. It features advanced emissions control technologies and is compliant with Final Tier 4 (FT4) emissions standards. The addition of this engine would ensure students train on industry-relevant John Deere technology, making them job-ready.

For the bidding process, we advertised in major daily in-district newspapers and mailed proposals to all interested companies. A total of one bid was received, and below is a listing of the bid that was received:

<u>Name</u>	<u>Total</u>
CK Power	\$71,090
St. Louis, Missouri	

Based on the bids received, I recommend that we award this bid to CK Power of St. Louis, Missouri, for the 9.0L Engine. This purchase will be made with funds from the Perkins Grant.

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 CK Power, St. Louis, Missouri, in the total amount of \$71,090 for the John Deere 9.0L Final Tier 4 Engine. The college will be reimbursed the total amount of \$71,090 by the Perkins Grant.

**LAKE LAND
COLLEGE
BID TABULATION**

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College 9.0L Engine
Project No. 2025-022
BID DATE: October 7, 2025 - 1:00 PM

[illegible]



Memo

To: Dr. Josh Bullock, President

From: John Woodruff, Vice President for Business Services

Date: October 7, 2025

Re: Approval of Proposal for Cleaning Services for Effingham Technology Center

Our intent has been to hire one/two custodians for the Effingham Technology Center (ETC). However, we have had trouble finding qualified individuals to fill the open positions. In the interim, we've been using ESS Clean, Inc. who handled the Kluthe building. Recognizing we've not had much success with hiring, we completed a formal bid so that we can seek approval by the Board of Trustees given the annual amount will exceed \$25K.

The College recently solicited proposals for general office cleaning services for all three floors (Option 1) of the Effingham Technology Center (ETC), as well as an alternate bid (Option 2) for cleaning the main and lower levels. The request was to provide a month-to-month agreement.

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

<u>Name</u>	<u>3 Floors</u>	<u>2 Floors</u>
ESS Clean, Inc. Urbana, Illinois	\$9,190/month	\$6,126/month
C.E. Berry Janitorial Service Overland, Missouri	\$26,875/month	N/A

Based on the proposals received, I recommend that we award this bid and initiate a contract with ESS Clean, Inc. of Urbana, Illinois, for cleaning services at the Effingham Technology Center. ESS Clean, Inc. will be providing staffing and management out of their Effingham, IL office. Worst case we would ask the Board to approve up to \$120,000 with ESS Clean Inc. This would account for 12 months at the \$9,190 rate and allow \$9,720 for potential special event cleaning services if needed.

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

Recommended Motion: Approve as presented the proposal to utilize ESS Clean Inc. of Urbana, Illinois in the interim until the College hires custodial staff. The annual cost associated with the month-to-month agreement is not to exceed \$120,000.

LAKE LAND
COLLEGE
BID TABULATION

Lake Land College
5001 Lake Land Boulevard
Mattoon, Illinois 61938

Lake Land College Cleaning Services Bid Tab
Effingham Technology Center
BID DATE: October 7, 2024 - 3:00 PM

CONTRACTOR	Option 1 3 Floors	Option 2 2 Floors				
ESS Clean, Inc. Urbana, IL	\$9,190/month	\$6,126/month				
C.E Berry Janitorial Service Overland, MO	\$26,875/month	NA				



MEMO

TO: Jean Anne Highland, Chief of Staff
FROM: Beth Craig, Grants Writer and Coordinator
CC: Lynn Breer, Director of Institutional Research and Reporting
RE: Approval of Effingham Technology Center furniture purchase with grant funds
Date: October 7, 2025

During fiscal year 2025, our Workforce Solutions & Community Education Division was awarded the Taking Back the Trades Round 3 grant through ICCB. In order to finish up grant goals and activities, the College would like to purchase table tops, table bases and chairs to use in a classroom that has not yet been furnished in the Effingham Technology Center (ETC).

Workforce Solutions & Community Education is requesting to purchase 25 table tops for \$5,190, 25 table bases for \$9,760, and 25 stacking chairs for \$8,992. There is a tariff surcharge of \$718.27 as well as prevailing wage for assembly and installation of \$7,857.14. The Taking Back the Trades Round 3 grant has \$32,517.41 for the purchase of these items. Please find attached a quote from Widmer Interiors of Bloomington, IL, which details all proposed expenses and furniture items.

It is important to note that a bid was not needed for this furniture, as it will be purchased through a state contract for office furniture. I respectfully request that the Board of Trustees approve this purchase.

Recommended motion: Approve as presented the purchase of furniture from Widmer Interiors of Bloomington, IL, in the total amount of \$32,517.41, for a classroom at the Effingham Technology Center, utilizing funds from fiscal year 2025 ICCB Taking Back the Trades Round 3 grant award.



Sarah Dean
sdean@widmerinteriors.com
309-807-5922
2203 E. Empire Street
Suite A
Bloomington IL 61704

Date: 10/6/2025
Project Name: ETC 1st FI Tables and Chairs

Project Number:
Contract: HON BID 476626

Prepared For:
Kimberly Wellbaum
Lake Land College
1201 Althoff Drive - Effingham Technology
Effingham IL 62401
217-234-5284 kwellbau@lakelandcollege.edu

Ship To/Install Address:
Kimberly Wellbaum
Lake Land College
1201 Althoff Drive - Effingham Technology Ctr
Effingham IL 62401

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
1	HON	25	HMT1860G	Huddle 18x60 Table Top w/Edgeband	1st FI - TBD	\$ 207.60	\$ 5,190.00
							
				Select Grommet .N No Grommets Select Laminate \$(L1STD) Grd L1 Standard Laminates Select Grade 1 Laminate Finish .LAHS Handspun Slate Select Edge Color .K Platinum			
2	HON	25	HMBFLIP18L	Huddle Flip Top Base for 18x60 & 18x72 Tops	1st FI - TBD	\$ 390.40	\$ 9,760.00
							
				Select Caster .C Casters Select Paint Grade \$(P1) P1 Paint Opts Select Grade 1 Paint .P8T Titanium			
3	HON	25	HMG1	Motivate 4-Leg Stack Chair-Set/2	1st FI - TBD	\$ 359.68	\$ 8,992.00
							
				Select Arm Type .N No Arm Select Caster Option .S Soft Caster Select Shell Color .LA Lava Select Frame Color .P7A Textured Charcoal			
						Subtotal: \$ 23,942.00	

Ln#	Mfg Qty Product	Description	Tag	Sell	Ext. Sell
		HON Tariff Surcharge		\$ 718.27	\$ 718.27
		9.75% Sales Tax (EXEMPT)		\$ 0.00	\$ 0.00
		Prevailing Wage Assembly and Installation		\$ 7,857.14	\$ 7,857.14
Grand Total:					\$ 32,517.41

Terms & Conditions

- Pricing:** Prices quoted are valid for 30 days unless otherwise specified. Prices quoted may not include applicable sales tax. All orders are subject to approval by our credit department.
- Deposit:** A 50% deposit is requested prior to order entry.
- Installation:** Customer shall provide adequate facilities for off-loading, staging, moving, and handling of furniture. Unless otherwise noted on the proposal, elevator availability and use is assumed when product is to be installed anywhere besides the ground level. Stair carry will incur additional cost when not noted at time of quoting. Unless otherwise noted, delivery and installation will be made during normal business hours and based on non-prevailing wage labor. Additional costs will apply for overtime or additional work requested by the customer. Risk of loss transfers to the customer once the product is on site.
- Installation Delays:** If job site is not ready for furniture on the agreed scheduled installation date, additional charges may apply for extra handling and warehouse storage fees. Widmer will make every effort to minimize additional charges in the event of a delay. In the event of a delay, the merchandise will be considered accepted by the customer for purposes of payment. The customer may withhold the installation amount of the invoice against completion of delivery.
- Returns:** All product is made to order; therefore, all sales are final. All requests for changes in quantity or specification shall be in writing and if approved, additional charges may apply.
- Direct Shipping Product:** When the customer receives a direct shipment of product, it is the customer's responsibility to inspect the merchandise at time of receipt and file any freight claims within the manufacturer's required timeframe. While Widmer will assist as much as possible, Widmer cannot be held responsible for freight damage when product is shipping directly to the customer.
- Payment Terms:** Terms are net 15 days from date of invoice. A service charge of 2% per month will be added to all delinquent invoices. Customer shall not withhold payment in excess of the selling price of the specific merchandise that has not been delivered or is subject to repair and/or replacement.
- Payment Method:** Pricing is based on payment in cash, check or ACH. A 3% convenience fee will be added to invoice if a credit card (American Express, Visa or Mastercard) is used for purchases over \$2,500. Credit cards will be charged in full at time of order.

Approved By: _____ Date: _____ Purchase Order: _____

Tariff surcharges and price increases are having an impact across the industry, these prices are subject to change.

**LAKE LAND COLLEGE
BOARD OF TRUSTEES
HUMAN RESOURCES REPORT
October 13, 2025**

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

Latch, Amanda	9/15/25-9/29/25
Todd, Dalton	9/13/25-10/30/25
White, Christina	9/05/20-10/10/25

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

TRIO Outreach & Retention Specialist	Level 12
TRIO SSS Stem Advisor	Level 13
Director, Strategic Priorities	Level 17

Additional Appointments

The following employees are recommended for additional appointments

	Position	Effective Date
Part-time		
Carlin, Nathaniel	Fitness Center Specialist	9/11/25
	Primary position Newspaper Ed Student	
Carroll-Benavides, Lisa	Community Learning Instructor	9/15/25
	Primary position Corr Food Service Instructor	
Carter, Natashaia	Part-Time Groundskeeper	9/15/25
	Primary position Trio Ofc Coordinator	
Christman, Leah	Tutor- Carl Perkins	9/1/25
	Primary position Tutor - Student Lrng Asst	
Cook, Jonathan	Tutor - Bachelor's Carl Perkins	8/11/25
	Primary position IEL Instructor	
Jeffries, Drake	Assistant Women's Basketball Coach	9/17/25
	Primary position Fitness Center Specialist	
Meese, Allison	Perkins Student Worker	9/15/25
	Primary position Student Services Intern	
Starrett, Kai	Tutor - Perkins - Bachelor	9/22/25
	Primary position Tutor-Bachelor's-LRC	
White, Jennifer	Community Learning Instructor	9/12/25
	Primary position Cosmetology Clinical (hourly)	

New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
Unpaid		
Johnson, Todd	Athletics Department Bus Driver	9/30/25
Knodle, Ty	Ag Volunteer	9/17/25
Spencer, Cooper	Marketing and Public Relations Intern	9/15/25

Work-study

Boren, Alaina	College Work-Study	9/29/25
Fuentes, Sean	College Work-Study	9/22/25
Garza, Jade	College Work-Study	8/27/25
Stanley, Eric	College Work-Study	9/9/25

Full-time

Johnson-Kroeger, Brittany	Manager of Bookstore and Textbook Rentals	10/20/25
Reeder, Michele	Director IDOT QMPT Certification & Recert	10/14/25

Part-time

Alva, Elizabeth	Dual Credit Coordinator	10/1/25
Beckman, Emma	Perkins Student Worker	9/30/25
Comer, Naomi	Special Needs Note Taker	8/26/25
Holland, Mason	Print Shop Technician Assistant	9/23/25
Jeffries, Drake	Fitness Center Specialist	9/17/25
Johnson, Danica	Tutor - Student Learning Assistance Center	9/12/25
Starrett, Kai	Tutor - Bachelor's Degree	9/19/25
Thomas, Kinsey	Print Shop Technician Assistant	9/15/25

Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
Full-time		
Benson, Brooke	Correctional Office Assistant	9/10/25
Geiger, William	Correctional Horticulture Instructor	9/12/25
McDowell, Grace	Police Officer	9/27/25
Pinner, Elizabeth	Custodian	9/15/25
Sines, James	System Administrator	9/16/25
Stuttle, Tamera	Transportation Training Specialist	9/26/25
Part-time		
Ade, Lauren	College Work-Study	4/25/25
Atwell, Sheila	Bookstore Rush Worker	5/20/25
Aukamp, Serenity	College Work-Study	5/19/25
Baker, Abraham	College Work-Study	2/28/25
Bryant, Joshua	Bookstore Rush Worker	5/15/25
Childress, Faith	College Work-Study	10/25/24
Clark, Deanna	Tutor - Student Learning Assistance Center	8/6/25
Denning, Haili	Head Cheer Coach	9/23/25
Gaines, Charles	Student Assistance Specialist	7/31/25
Garofano, Connor	Bookstore Rush Worker	5/20/25
Gast, Jasmine	College Work-Study	11/8/24
Gentry, Wyatt	College Work-Study	5/19/25
Goncalves de Araujo, Luciana	Bookstore Rush Worker	5/21/25
Hodges, Rebekah	Bookstore Rush Worker	5/15/25

Holshouser, Amber	College Work-Study	10/17/24
Johnson, Katherine	IDOC CPR Instructor	8/6/25
Johnson, Meade	Print Shop Technician Assistant	7/31/25
Kanyembo, Natasha	Bookstore Rush Worker	5/15/25
Kasera, Noella	Bookstore Rush Worker	5/14/25
Lawless, Cade	Web Developer	9/9/25
Lumbala, Perle	Bookstore Rush Worker	5/15/25
Lynch, Annette	Perkins Student Worker	3/27/25
Manley, Breana	College Work-Study	5/16/25
Martin, Juliana	Bookstore Rush Worker	8/23/24
Mukanya Kengela, Orinie	Bookstore Rush Worker	5/16/25
Naroze, Mark	College Work-Study	11/19/24
Poulin, Dylan	College Work-Study	5/14/25
Pritchard, Ava	Agriculture Education Intern	6/20/25
Simpson, Brooke	Newspaper Editor - Student Newspaper	2/18/25
Speck, Chloe	Agriculture Education Intern	6/20/25
Thies, Trevor	College Work-Study	3/6/25
Wheeler, Asheley	College Work-Study	11/8/24
Yuce, Tuana	Bookstore Rush Worker	5/14/25
Zuber, Vanessa	Bookstore Rush Worker	1/14/25

Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
Full-time		
Pickering, William	Police Officer	10/15/25
	Transferring from Part-time Police Officer	