

# Lake Land College

## District No. 517

### Board of Trustees

Agenda and Board Book

September 8, 2025

Regular Meeting No. 705



#### 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. 705  
Monday, September 8, 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 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.

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

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

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

**Committee Reports.**

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

## Business Items.

### Non-Action Items.

Topic	Board Book Page Number(s)
1. Student Services Focus on Advancing Student Success – Career Services, Student Life and the Lakers Work Internship Program.	
2. Monthly Data Point Discussion – Fall Enrollment.	
3. Annual Report of Special Event Tuition Waiver Requests.	25
4. Calendar of Events.	26-27

### Action Items.

Topic	Board Book Page Number(s)
1. Approval of Special Event Tuition Waiver Requests.	28-34
2. Approval of Tuition Waivers for Non-Traditional Student Outreach	35-36
3. Acceptance of Grant(s).	
4. Acceptance of July 2025 Financial Statements.	37-42
5. Declaration of Surplus Item(s) or Equipment.	43
6. Approval of Bid for Effingham Technology Center Parking Lot Cameras Phase II.	44-45
7. Approval of Bid for the Printing and Mail Preparation of the 2025 Alumni Magazine and the 2025 Fall College Magazine.	46-47
8. Approval of Bid for the Purchase of a Strip-till Bar for the College Farm and Ag Department.	48-49
9. Approval of Renewal Agreement with Modern Campus.	50-51
10. Approval of Agreement with the IL Department of Corrections for CPR/First Aid Training or the Heart Saver Program.	52-58
11. Approval of Agreement for Training Services with “To The Rescue CPR” for the IL Department of Corrections Heart Saver Program.	52, 59-64
12. Approval of One-Year Agreement for Managed Security Services with Tellaro.	
13. 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]

14. 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. 65-70

*A complete copy of the proposed resolution and ninth addendum are 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.*

*Copies of the President’s original employment contract and the first through eighth addendums are available at: <https://www.lakelandcollege.edu/board-of-trustees/board-of-trustees-employment-contracts/> or by contacting the College’s Office of the President at 217-234-5222.*

15. Approval of Human Resources Report as Discussed in Closed Session. 71-72

## Other Business. (Non-action)

## Adjournment.

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



Regular Board Meeting No. 704  
Effingham Technology Center, Room 108, Effingham, IL  
August 18, 2025

**Minutes**

**Call to Order.**

Vice Chair Walk called the August 18, 2025, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 108 of the Effingham Technology Center, Effingham, IL.

**Roll Call.**

**Trustees Physically Present:**

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

**Trustees Absent:** Trustee Wright.

**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 Deters seconded to approve the following consent items:

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1. Approval of Minutes of July 14, 2025, Regular Meeting.
2. Approval of Minutes of July 14, 2025, Closed Session.
3. Approval of Agenda of August 18, 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	\$	580,582.49
Building Fund	\$	28,189.67
Site & Construction Fund	\$	846,387.07
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	79,180.77
Restricted Purposes Fund	\$	119,584.72
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	56,735.90
Student Accts Receivables	\$	419,516.61
Total	\$	2,130,177.23

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

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Wright.

**Motion carried.**

## **Public Hearing on Fiscal Year 2026 Operating Budget.**

Vice Chair Walk called the hearing to order at 6:01 p.m. She said that the FY 2026 Operating Budget had been on display for a minimum of thirty days since it was presented at the July 14, 2025, Board meeting and asked if there were any comments from the audience. There were no public comments. Vice Chair Walk then declared the hearing closed at 6:02 p.m.

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

There were no public comments.

## **Committee Reports.**

### **ICCTA/Legislative.**

Trustee Walk reported that she, along with Dr. Bullock, will be attending the ICCTA meeting to be held in September.

### **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 met on August 14, 2025, and he highlighted key updates for projects that are nearing completion, in the early stages of planning, or scheduled to be launched in the near future. These included:

Nearing completion:

- Effingham Technology Center
- Webb Hall Testing & Tutoring
- Northwest Lab Remodel
- Fieldhouse Roof Remodel
- West Building Roof

Early Stage:

- Parking Lot B Rehab
- Front/New Entrance Project
- Athletic Training Facility with Outside Restrooms

Near future:

- Fieldhouse Plaza
- Library Remodel (LRC)

The presentation provided at the August 14 Committee meeting was made available to each trustee.



## **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 partnering with the Financial Aid office to participate in the Second Annual Welcome Week on campus. Students will be encouraged to attend the Financial Aid and Scholarship Information Session to ask questions, complete applications, and have an opportunity to win a scholarship by attending. The 2025-2026 Foundation scholarship application will remain open through the month of August for any students who didn't apply for the first round.
- Thanks to a significant gift from HSHS St. Anthony's Memorial Hospital, the Foundation Board is thrilled to make the recommendation to the Board of Trustees this month for the naming of the Nursing Simulation Lab at the Effingham Technology Center as the HSHS St. Anthony's Memorial Hospital High Fidelity Simulation Lab.

## **Student Report.**

Student Trustee Bliler reported that the students at Lake Land College are eager to begin the Fall 2025 semester, and the college's student organizations are poised to harness this fervor as we welcome students back this coming week. The Student Government Association has convened once since the last meeting of the Board. He said the primary discussion was preparation for Welcome Week, which is currently underway, and Welcome Day is scheduled for August 27, 2025. He said that much of the credit for the planning and execution of this event is owed to the Student Activity Board and the committed staff in the Student Life Office, who have invested many hours planning and preparing. Mr. Bliler said this event serves as an exemplary platform to display and enhance the student experience at Lake Land College, providing students the opportunity to learn more about the wide array of clubs and organizations available to all students, thereby furthering the primary purpose of both the SGA and SAB in fostering student involvement. He also highlighted the inclusive nature of the festivities, which cater to both online and face-to-face students as well as those in Mattoon and Effingham. He said special recognition is due to the students and faculty involved with intramural sports, who have innovatively developed ways for students across all learning mediums to take part in intramural events. He said he looks forward to providing an update next month on the success of Welcome Day and sharing student insights for the new academic year. It is also his intention to begin highlighting student clubs and organizations as the year progresses, bringing the unique and inspiring stories of the students to each of you.

Mr. Bliler said all three student organizations in the Student Life Office participated in the grand opening of the Effingham Technology Center, and he was pleased to report a most enthusiastic brand of feedback from students who attended.

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Mr. Bliler said, looking ahead, the Student Government Association is hosting a Red Cross Blood Drive on September 16, 2025, and voting for freshman delegates will begin in early September. He said he looks forward to collaborating with the freshman delegates and their fresh, new perspectives to help shape the student experience.

He said the student body of Lake Land College is eagerly awaiting the beginning of the new semester. He said his report has provided abbreviated descriptions of all the events happening soon, but he is always happy to provide more information to you or answer any of your questions.

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 \$1.1 million in July from the Illinois Department of Corrections (IDOC) for the FY 2025 outstanding balance. A balance of \$868,892 remains outstanding with IDOC.
- The College received no payments from the Illinois Department of Juvenile Justice (IDJJ) in July 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 July toward the FY 2026 balance of \$507,880 for DOC and \$13,561 for DJJ.
- In July, the College received payments from the State of Illinois for FY 2026 credit hour reimbursement of \$710,411 and equalization of \$514,413.
- The College received property tax payments totaling \$6.3 million in July.
- The College begins regular, non-summer hours of operation this week.

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

### **Effingham Education and Regional Extension Center Updates.**

Mr. Jerry Tkachuk, Director of Effingham & Regional Education Centers, presented an update on the Effingham Education and Regional Extension Centers. He highlighted the number of students served or attending classes at the various extension centers.

### **Monthly Data Point Discussion – Enrollment Data from the Center for Business and Industry.**

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Ms. Bonnie Moore, Director of the Center for Business and Industry, provided a brief presentation on the various services provided by the Center for Business and Industry. She highlighted the number of students and district residents this department had served in the prior fiscal year.

### **Recommendation from the Advisory Committee for the Naming of Buildings, Grounds, or Academic Programs.**

Dr. Bullock said that Chair Wright recently appointed Dr. Bullock, Ms. Christi Donsbach, Executive Director for College Advancement, and members of the Buildings and Site Committee, including Trustees Cadwell, Lilly, Deters, Montgomery, and Wright, to a Naming Advisory Committee for consideration of one naming recommendation that was provided by the College's Foundation. He said they reviewed a recommendation from Ms. Donsbach for the naming of one area at the Effingham Technology Center based on the outstanding generosity and enduring partnership of HSHS St. Anthony's Memorial Hospital. He said the Lake Land College Foundation and the Naming Advisory Committee unanimously voted to name the Nursing Simulation Lab at the Effingham Technology Center the HSHS St. Anthony's Memorial Hospital High Fidelity Simulation Lab.

Dr. Bullock said that per Board Policy 11.10, along with the 2025 Lake Land College Updated Named Spaces Planner, the corporate naming shall generally be for a period of ten years upon approval and that no action can be taken by the Board at this time as any recommendation of the Naming Advisory Committee is to be presented at one Board meeting and voted on at the Board meeting commencing 120 days after notification.

### **Calendar of Events.**

Trustees reviewed a calendar of upcoming events. Dr. Bullock reminded the Trustees about the August 22 Opening Day event and the Foundation and Alumni reception that will be held on October 23 in the Foundation and Alumni Center.

## **Action Items**

### **Acceptance of Grants.**

Ms. Jean Anne Highland, Chief of Staff, presented on a request from Dr. Beth Craig, Grants Writer and Coordinator, for the Board to approve a \$15,000 stipend from the Association of Community College Trustees (ACCT) for the Scaling Apprenticeship in Community Colleges program.

Trustee Reynolds moved, and Trustee Cadwell seconded to accept as presented a \$15,000 stipend from the Association of Community College Trustees (ACCT) for the Scaling Apprenticeship in Community Colleges program.

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There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Wright.

**Motion carried.**

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

Ms. Highland requested the Board waive first reading and approve proposed revisions to the above-referenced Policy. She stated that, per a legal update from Robbins Schwartz, Congress recently enacted the Stop Campus Hazing Act (the “Act”) by amending the Jeanne Clery Campus Safety Act (the “Clery Act”). Ms. Highland said the Act imposes new requirements on institutions receiving federal student aid, including community colleges. She said these requirements increase transparency, prevention, and accountability regarding campus hazing. The key requirements include:

- Annual security report to include hazing incidents.
- Hazing policy statements.
- Campus hazing transparency report and publication.

Ms. Highland said, relevant to community colleges, this Act is applicable for all of our student clubs and athletic teams. She noted that our Campus Police and Student Services Unit have already been coordinating with ISS to ensure our hazing procedures are posted on the Campus Police and Student Right to Know web pages. Ms. Highland said they are coordinating to provide the required training and reporting. She said because various components of this law took effect January 1, 2025 and July 1, 2025, the Administration respectfully asks the Board to waive first reading and approve the proposed revisions for adoption of the College’s policy on hazing at the August 18, 2025 regular Board meeting. Trustees received the details of the proposed revisions.

Trustee Deters moved and Trustee Montgomery seconded to waive first reading and approve proposed revisions to Board Policy 07.28.01 - *Student Code of Conduct and Disciplinary Procedures.*

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Wright.

**Motion carried.**

## **Approval of MOU with the Lake Land College Faculty Association.**

Dr. Ike Nwosu, Vice President for Academic Services, requested that the Board of Trustees accept the Memorandum of Understanding (MOU) between Lake Land College and the Lake Land College Faculty Association. Dr. Nwosu said Academic Services is undergoing a restructuring effort to more effectively support institutional strategic initiatives and to enhance day-to-day academic operations for faculty and division chairs. He said as part of this process, the Board earlier approved the creation of the Dean of Instruction position. Dr. Nwosu said the Administration now seeks to formalize a set of responsibilities that have been delegated to the Dean by the Vice President for Academic Services.

Trustee Reynolds moved and Trustee Lilly seconded to approve, as presented, the Memorandum of Understanding (MOU) between Lake Land College and the Lake Land College Faculty Association, effective immediately, to clarify the interpretation of references to the Vice President for Academic Services as used in the current CBA between the Parties.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Wright.

**Motion carried.**

## **Approval of Emergency Purchase for HVAC Compressors at the Effingham Technology Center (ETC).**

Mr. John Woodruff, Vice President of Business Services, presented information to the Board regarding the loss of compressors in the second rooftop unit in the Effingham Technology Center. He said that back in May, the College had replaced 2 pairs of compressors and this will make the 3rd set. Mr. Woodruff said with the impending dedication on July 30, 2025, and extreme heat, it was imperative to replace the compressors and restore cooling capacity. He added that we have one building tenant for whom to maintain HVAC service.

Mr. Woodruff said Board policy 10.22. (#4.M) allows a bid exception by stating *“if an emergency exists, the normal bid process can be bypassed.”* He said per Board Policy 10.23, both the Board Chair and Board Secretary have approved this emergency purchase, but their approval must be followed by approval of  $\frac{3}{4}$  of the Board of Trustees.

Trustee Deters moved, and Trustee Lilly seconded to approve, as presented, an emergency expenditure of \$35,426 for the replacement of the failed 26-ton compressor pair at the Effingham Technology Center with Davis Houk Mechanical, Inc.

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There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Wright.

**Motion carried.**

## **Approval of Organizational Charts.**

Trustees heard a recommendation from Mr. Woodruff that the Board approve as presented the Organizational Charts effective FY 2026. Trustees reviewed the organizational charts for each unit of the College.

Trustee Cadwell moved and Trustee Montgomery seconded to approve, as presented, the Organizational Charts effective July 1, 2025, or FY 2026.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Wright.

**Motion carried.**

## **Approval of TORT Plan.**

Mr. Woodruff said the Tort Immunity Act allows public entities to levy taxes to fund expenses related to tort liability, insurance and risk management programs. Trustees reviewed a memorandum from Ms. Dustha Wahls, Director of Human Resources, regarding the College's Tort Levy Expenditures/Risk Management Plan for FY 2026. Trustees also reviewed details of the Tort Levy Plan which was adopted in August, 2006 and is reviewed annually for position changes and updates. Mr. Woodruff said the proposal for FY 2026 resulted in modifications to job titles only.

Trustee Reynolds moved, and Trustee Montgomery seconded to approve, as presented, the FY 2026 Tort Levy Expenditures/Risk Management Plan.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Wright.

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**Motion carried.**

### **Approval of Resolution No. 0825-001 to Adopt Fiscal Year 2026 Operating Budget.**

Dr. Bullock, said the Finance Committee met on July 10, 2025, for an in-depth review of the proposed Budget, and the Committee's consensus was to recommend to the Board approval of the Budget as presented. He said the FY 2026 Budget was presented to the Board of Trustees during the July 14, 2025 Board meeting and that the Budget had been displayed publicly for at least 30 days as required by law.

Trustee Lilly moved and Trustee Montgomery seconded to approve as presented Resolution No. 0825-001 to adopt the FY 2026 Operating Budget. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Wright.

**Motion carried.**

### **Approval of Annual Renewal of the College's Microsoft A5 License.**

Mr. Woodruff presented a recommendation from Mr. David Stewart, Chief Information Officer, seeking approval to renew the Microsoft A5 license for the College. He said the renewal cost is \$122,908.94 and will maintain services September 1, 2025 – August 31, 2026. Trustees reviewed the proposed renewal quote from CDW-G.

Mr. Woodruff said these services and supplies are exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads, "purchase and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services." This exemption is also cited in Board Policy 10.22 (#4.F.).

Trustee Deters moved and Trustee Reynolds seconded to approve, as presented, the proposed renewal of the College's Microsoft A5 license with CDW at a total amount of \$122,908.94 for the renewal period September 1, 2025, through August 31, 2026.

There was no further discussion.

Roll Call Vote:

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

No: None.

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Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Wright.

**Motion carried.**

### **Approval of Renewal for Dark Trace Cyber Security Agreement.**

Mr. Woodruff requested the Board approve the three-year renewal agreement with Darktrace of Arlington, Virginia, at \$140,437 for the period September 12, 2025 to September 11, 2028. Trustees learned this is for cyber security services and reviewed the proposed order form. Trustees also learned that a bid was not necessary per Board Policy 10.22 (#4.F.).

Trustee Lilly moved and Trustee Reynolds seconded to approve the three-year renewal agreement with Darktrace of Arlington, Virginia, at \$140,437 for the period September 12, 2025 to September 11, 2028.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Wright.

**Motion carried.**

### **Approval of Renewal with NeoGov for HR Solutions Software.**

Mr. Woodruff presented a recommendation from Mr. Stewart for the renewal of our annual enterprise license agreement with NEOGOV to continue providing critical HR-related services such as onboarding, forms management, position control, learning management, and single sign-on functionality. Mr. Woodruff said NEOGOV's platform integrates with our HRIS and supports automation and compliance efforts across HR functions. Trustees reviewed the proposed renewal agreement.

Mr. Woodruff said this is exempt from bidding per Board Policy 10.22 (#4.F.).

Trustee Deters moved and Trustee Montgomery seconded to approve the agreement from NEOGOV of El Segundo, California, in the amount of \$58,843.94 for enterprise subscription services, including onboarding, eForms, learning management, HRIS integration, and background check services. The agreement term is August 19, 2025 to August 18, 2026.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.



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Absent: Trustee Wright.

**Motion carried.**

### **Approval of Bid for Field House Wall Panel and Soffit Panel Installation Project.**

Mr. Woodruff said as part of ongoing improvements to campus facilities, the College recently solicited bids for the installation of red metal panels over the existing white cement fiberboard at the Fieldhouse entrance canopies. He said this enhancement is intended to align the canopies' appearance with the planned pitched roof. He recommended the Board award the bid to Kreiling Roofing of Peoria, IL, in the amount of \$257,836 for the installation of metal panels at the entrance canopies of the Fieldhouse.

Trustees received information on the two bids that were received.

Trustee Cadwell moved, and Trustee Reynolds seconded to approve the bid from Kreiling Roofing of Peoria, IL, in the amount of \$257,836 for the installation of metal panels at the entrance canopies of the Fieldhouse.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Wright.

**Motion carried.**

### **Approval of Purchase from Pocket Nurse for a Demo Dose Med Dispense Unit for the Allied Health Program.**

Trustees heard a recommendation from Dr. Nwosu for the Board to approve the purchase of a demo dose med dispense unit for the Allied Health program. Trustees reviewed the proposed quote. Dr. Nwosu said that with increased attention to patient safety, acute care facilities have transitioned from storing medication in traditional cabinetry to safeguarding it in pyxis stations. He said utilization of a Med Dispense unit is very similar to the industry-utilized Pyxis stations and allows faculty to teach safe and effective medication administration while promoting clinical competence in students enrolled in Nursing Programs.

Dr. Nwosu said this request will utilize the OMNIA cooperative purchasing contract with Pocket Nurse, and therefore, external bidding is not required.

Trustee Reynolds moved and Trustee Deters seconded to approve as presented the purchase of 1 Demo Dose Med Dispense Unit (EA 06-93-6304) from Pocket Nurse Simulation and

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Education Supplies, of Monaca, PA, in the amount of \$ 43,197.00 with funding from the Pipeline for Advancement of the Healthcare Workforce, PATH Grant.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Wright.

**Motion carried.**

### **Approval of Purchase from Pocket Nurse for Non-functional Teaching Headwalls for the Allied Health Program.**

Trustees heard a recommendation from Dr. Nwosu for the Board to approve the purchase of various Pocket Nurse simulation and educational supplies, including non-functional teaching headwalls, for the Allied Health program. Dr. Nwosu said the Allied Health Programs give high priority to creating learning environments that mirror real-world health care settings, which promotes a smoother transition from the academic environment to real-world situations. He said equipping labs with current simulated educational supplies supports the movement from classroom to patient bedside. Trustees received the quote for 12 Non-Functional Teaching Headwalls (EA 04-71-6167) to be purchased for the Effingham Technology Center. Dr. Nwosu said eleven of these units will be installed in the Basic Nurse Assisting Lab, and one will be installed in the dedicated Core classroom. He said this request will utilize the OMNIA cooperative purchasing contract with Pocket Nurse, and therefore, external bidding is not required.

Trustee Deters moved and Trustee Reynolds seconded to approve, as presented the purchase of 12 Non-Functional Teaching Headwalls (EA 04-71-6167) with Accessories from Pocket Nurse Simulation and Education Supplies, of Monaca, PA, in the amount of \$29,662.52 with funding from the Pipeline for Advancement of the Healthcare Workforce, PATH Grant.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Wright.

**Motion carried.**

### **Approval of Purchase for Educational Support Bundles from Assessment Technologies Institute for the Allied Health Program.**

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Trustees heard a recommendation from Dr. Nwosu for the Board to approve the purchase of various educational support bundles for LPN, LPN to ADN, and ADN students of up to a total amount of \$290,225.00 from Assessment Technologies Institute, LLC, of Chicago, for use by the Allied Health Nursing Programs. Trustees reviewed the proposed quotes.

Dr. Nwosu said students enrolled in Lake Land College Nursing Programs utilize multiple products through ATI, and that ATI products are designed to support student achievement in course and program outcomes. He also said they further aim to promote success on the NCLEX examination.

Dr. Nwosu said all expenses will be paid out of funds already budgeted for these products in our FY26 budget. He noted that a bid is not required per Board Policy since the products are from ATI Instructional Products, which is the sole source provider of the proprietary assessment software.

Trustee Reynolds moved, and Trustee Cadwell seconded to approve, as presented, the purchase of educational support bundles for LPN, LPN to ADN, and ADN students of up to a total amount of \$290,225.00 from Assessment Technologies Institute, LLC, of Chicago, for use by the Allied Health Nursing Programs.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Wright.

**Motion carried.**

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

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

Trustee Lilly moved, and Trustee Montgomery seconded to approve, as presented, the June 2025 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Wright.

**Motion carried.**

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## **Closed Session.**

7:07 p.m. – Trustee Lilly 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 Walk.

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Wright.

**Motion carried.**

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

7:19 p.m.

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

**Trustees Absent:** Trustee Wright.

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

## **Appointment of Vice President for Student Services as Discussed in Closed Session.**

Trustee Reynolds moved and Trustee Cadwell seconded to approve the appointment of Ms. Heather Nohren to the position of Vice President for Student Services, effective August 18, 2025.

This followed discussion on this topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Wright.

**Motion carried.**

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

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

Trustee Reynolds motioned, and Trustee Montgomery seconded to approve, as presented, the following standard Human Resources Report. Vice Chair Walk said this followed discussion on the topic held in closed session related only to the appointment of the vice president for student services and a full-time, tenure-track faculty member.

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

Arndt, Serenna

7/14/25-8/28/25

### **Additional Appointments**

**The following employees are recommended for additional appointments**

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Johns, Alexis	Newspaper Editor - Student Newspaper	8/5/25
	Primary Position Student Services Intern	
Kegerreis, Andrea	Tutor - Bachelor's Degree	7/7/25
	Primary Position IEL Instructor	
Koontz, Andie	Newspaper Editor - Student Newspaper	8/5/25
	Primary Position College Work-Study	

### **End Additional Appointments**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Bence, Casey	Student Services Intern	7/29/25
	Primary Position Communications Assistant	
Blackford, Kaylee	Lab Student Assistant	7/17/25
	Primary Position Special Needs Note Taker	
Carlin, Nathaniel	Student Services Intern	7/29/25
	Primary Position Newspaper Ed Student News	
Ferguson, Brooke	Adjunct Faculty Math and Science Division	7/17/25
	Primary Position Engineering & Drafting	
Kanyembo, Natasha	International Studies Student Assistant	7/1/25
	Student Services Intern	7/29/25
	Primary Position Bookstore Rush Worker	
Manley, Breana	Student Services Intern	7/29/25
	Primary Position College Work-Study	
Maphosa, Emmanuel	International Studies Student Assistant	7/1/25
	Primary Position Adm & Rec Data Entry Asst	

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Mtonga, Natasha	International Studies Student Assistant	7/1/25
	Primary Position Laker Mascot Talent	
Nanjela, Lungowe	International Studies Student Assistant	7/1/25
	Primary Position Bookstore Rush Worker	
Salami, Aisha	International Studies Program Assistant	7/1/25
	Primary Position Newspaper Ed Student News	
Zimmerle, Jerad	Adjunct Faculty Math and Science Division	7/29/25
	Primary Position Adj Faculty Business	

### New Hire-Employees

The following employees are recommended for hire

	Position	Effective Date
<b>Full-time</b>		
Carlisle, Michael	Correctional Construction Occ Instructor	7/21/25
Farmer, Paul	Correctional Office Assistant	7/28/25
Hotze, Erica	Surge Tech Pro Dir & Clinic Coor	8/22/25
McCann, Peggy	Associate Dean of Correctional Programs	7/28/25
Otten, Elizabeth	Correctional Career Technology Instructor	8/5/25
Pedigo, Cody	Correctional Automotive Technology Instructor	7/21/25
Rindlisbach, Grace	Correctional Horticulture Instructor	7/22/25
Spradlin, Lisa	Correctional Office Assistant	8/4/25
<b>Part-time</b>		
Babbs, Shelby	Dual Credit Coordinator	7/31/25
Cook, Jonathan	Tutor - Bachelor's Degree	8/11/25
Johns, Alexis	Student Services Intern	8/5/25
Letner, Deacon	Fitness Center Specialist	7/21/25
Vanneste, Elizabeth	Volleyball Assistant Coach	7/23/25
Will, Joshua	Accounting Assistant	7/22/25

### Terminations/Resignations

The following employees are terminating employment

	Position	Effective Date
<b>Full-time</b>		
Bennett, Judy	DevReading and Writing Instructor (Retired)	5/12/25
Heinen, Jaci	Correctional Commercial Cooking Instructor	8/6/25
Marler, Kristine	Cosmetology Instructor	8/7/25
Phipps, Cynthia	Business Instructor/ProCoord Acct (Retired)	8/7/25
Riggs, Jeffrey	Correctional Warehousing Instructor	8/15/25
<b>Part-time</b>		
Bauguess, Abigail	Community Learning Instructor	11/7/24
Bohac, Autumn	Adjunct Faculty Allied Health Division	5/12/25
Catt, Dannielle	Summer College for Youth Assistant	3/29/25
Coad, Samantha	IDOC CPR Instructor	6/30/25

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Fearday, Erica	Adjunct Faculty Allied Health Division	5/12/25
Henderson, Caden	Lab Student Assistant	5/7/25
Jones, Monica	Community Learning Instructor	11/12/24
Manisa, Benjamin	Student Services Intern	5/15/25
Mason, Ronald	Tutoring Services Specialist	7/3/25
Merry-Niebrugge, Margaret	Clinical Dentist	11/11/24
Rincker, Madilyn	Human Resources Assistant	7/31/25
Robinson, Canyon	Fitness Center Specialist	6/17/25
Schultz, Emma	Adjunct Faculty Allied Health Division	5/12/25
Storm, Janalee	Cosmetology Receptionist	8/5/25
Upton, Joseph	Lab Student Assistant	5/1/24
Watters, Katherine	Community Learning Instructor	1/18/25
Wilson, Paul	Adjunct DOC College Funded Instructor	5/6/24
Woods, Devon	Fitness Center Specialist	5/8/25

### Transfers/Promotions

The following employees are recommended for a change in position

	Position	Effective Date
<b>Full-time</b>		
Cole, Bailey	Director of Annual Giving & Allum Relations	8/19/25
	Transferring from Foundation Awards & Corp	
Nohren, Heather	Vice President for Student Services	8/18/25
	Transferring from Academic Counselor/Chair	

### Full-time Tenure Track

Haarman, Mindi	Cosmetology Instructor	8/22/25
	Transferring from Cosmetology Clinical Instructor	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: Trustee Wright.

**Motion carried.**

### Other Business. (Non-action)

Ms. Highland updated Trustees on their mandated four-hours of bi-annual training and the various opportunities they may complete this training through the Illinois Community College Trustees Association.

There was no additional discussion.

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## **Adjournment.**

Trustee Montgomery moved and Trustee Reynolds seconded to adjourn the meeting at 7:28 p.m.

There was no further discussion.

**Motion carried by unanimous voice vote.**

Approved by:

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Board Secretary

\*Note – See Board of Trustees web page for any referenced attachments to these minutes.  
[https://www.lakelandcollege.edu/col/board\\_minutes/](https://www.lakelandcollege.edu/col/board_minutes/)





# MEMO

TO: Board of Trustees  
FROM: Josh Bullock, President  
DATE: August 29, 2025  
RE: Annual Report of Special Tuition Waivers

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Per Board Policy 07.08 (item #4) – *Tuition Rates and Fees*, the Lake Land College President may grant up to 15 three-credit-hour tuition waivers per year as prizes for special campus events. This is in addition to Board-approved tuition waiver requests for larger events, such as the Annual Academic Challenge (formerly known as WYSE). I did not authorize any tuition waivers as prizes related to special campus events in FY 2025. However, the Board of Trustees authorized eight categories of tuition waivers as prizes for special campus events or as part of a special program in FY 2025 including:

1. Up to 11 three-credit-hour tuition waivers for the first-place winners of the annual Business and Computer Contest held in academic year 2024-2025.
2. Up to 14 tuition waivers of \$1,000 each for the top-performing students who participate in the Academic Challenge held in February 2025.
3. Up to five three-credit hour tuition waivers for attendees of the Principals, Deans, and Counselors (PDC) meeting held in November 2024.
4. A tuition waiver for Miss Illinois 2025 if she chose to attend Lake Land College.
5. Up to 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.
6. Up to five three-credit hour tuition waivers for winning participants of the High School Leadership Conference hosted by the Student Government Association (SGA).
7. Up to two three-credit hour tuition waivers at the senior night game for both Mattoon High School's Women and Men's Basketball Teams.
8. One three-credit hour tuition waiver for Mattoon High School's Project Graduation event.

### Calendar of Events

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



# MEMO

TO: Board of Trustees, Lake Land College  
FROM: Dr. Josh Bullock, President  
DATE: August 29, 2025  
RE: Requests for Special Event Tuition Waivers

---

Please find attached six memorandums from various College staff regarding seven special event tuition waiver requests for FY 2026. This request is submitted annually to the Board per Board Policy 07.08 – *Tuition, Rates, and Fees*.

Recommended motion: Approve the following special event tuition waivers for FY 2026:

1. 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.
2. Award five three-credit hour tuition waivers for attendees of the Principals, Deans, and Counselors (PDC) meeting to be held in November 2025.
3. Grant a tuition waiver for Miss Illinois 2025 should she choose to attend Lake Land College.
4. 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.
5. Award five three-credit hour tuition waivers for winning participants of the High School Leadership Conference hosted by the Student Government Association (SGA).
6. 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.
7. Award one three-credit hour tuition waiver for Mattoon High School's Project Graduation event.

Attachments



# MEMO

**TO:** Jonathan Bullock, President  
**FROM:** Ike Nwosu, Vice President for Academic Services  
**DATE:** August 29, 2025  
**RE:** **Tuition Waiver for Business & Computer Contest**

---

Business and Technology Division Chair Brian Madlem has asked if Lake Land College would provide a 3-credit-hour tuition waiver to the first-place winners of the competitive events offered at the annual Business & Computer Contest, tentatively scheduled for this academic year 2025-2026.

Each year, 16-20 local high schools attend, and this is a major marketing and recruiting event for the college and the Business Division. Awarding the first-place winners a tuition waiver is an excellent recruiting strategy to promote Lake Land College to some of our district's brightest students.

We respectfully request that the Board of Trustees approve eleven, 3-credit-hour tuition waivers for winners of the annual Business & Computer Contest.



# MEMO

TO: Heather Nohren, Vice President for Student Services

FROM: Pam Hartke, Associate Dean of Recruitment & Enrollment Management

CC: Jamie Corda Hadjaoui

DATE: August 25, 2025

RE: Tuition Waiver for Principals, Deans, and Counselors Meeting

---

Each fall semester, the college hosts a meeting for district high school Principals, Deans, and Counselors (PDC) and representatives from local workforce development and rehabilitation services. The meeting provides an excellent opportunity for us to share with our guests all that the College has to offer its students and graduates. Attendees will have the opportunity to learn more about three of our divisions and their programs. Again, this year, attendees will be entered into a drawing for a 3-credit-hour tuition waiver. Five waivers will be awarded.

The 2025 PDC meeting is scheduled for Friday, November 7. This year, more than 100 representatives from 31 high schools, 10 parochial or alternative high schools, and 10 agencies are invited. The event will begin with registration and a continental breakfast in West Building 123 at 8:30 a.m. The welcome and programming is at 9:15 a.m., lunch is at noon, and the event concludes by 1:30 p.m. I would like to invite the members of our Board of Trustees to join us for the meeting. Those interested are asked to contact Pam Hartke at 238-2705 to RSVP.

Recommended motion: **N/A**



# MEMO

TO: Dr. Josh Bullock, President

FROM: Heather Nohren, Vice President for Student Services

CC:

DATE: August 27, 2025

RE: Annual Request for Tuition Waivers

---

I would like to request the following special tuition waiver for FY 2026. Please let me know if you have questions or need additional information. Thank you.

Miss Illinois

Each year, Lake Land College is invited to join other Illinois colleges and universities in supporting the Miss Illinois Scholarship Program. As a participant, the College agrees to offer a tuition waiver to the current Miss Illinois should she choose to attend Lake Land College. The tuition waiver would be awarded for two years and the recipient would be required to meet all academic and eligibility requirements of the College, including successful completion of at least twelve credit hours each semester with a grade point average of 2.0 or higher. In recognition of our support, Lake Land College would receive a full-page ad in the Official Miss Illinois Souvenir Program Book that is distributed to individuals and businesses throughout the state.



# MEMO

TO: Dr. Josh Bullock, President

FROM: Chris Strohl, Dean for Workforce Solution and Community Education

CC: Ike Nwosu, Vice President for Academic Services

DATE: August 29, 2025

RE: Manufacturing Day Tuition Waivers Request

---

Lake Land College is a partner in the recognition of National Manufacturing Day in Effingham and Coles County. These events bring approximately 400-500 in-district students annually together from within our district to various manufacturing sites throughout the district. The college assists the Effingham County Chamber of Commerce, Coles Together and the local manufacturers to help host these events, which expose high school students to modern, high-tech manufacturing jobs.

We respectfully request the Board of Trustees approve 6 three-credit-hour tuition waivers for these events. We would use the waivers as incentive for the students to meet with faculty members, speak with college admissions representatives, and explore Lake Land College's educational pathways on the event days.

Members of the partnership would greatly appreciate the additional support of this event.





# MEMO

TO: Dr. Josh Bullock, President

FROM: Lisa Shumard-Shelton, Director of Student Life

CC: Jean Anne Highland, Chief of Staff

DATE: July 22, 2025

RE: High School Leadership Conference Tuition Waivers Request

---

Rationale or explanation of request: Lake Land College Student Government Association (SGA) hosts an annual event for area high schools called the High School Leadership Conference. This event brings some 125-200 in-district students annually to campus. The SGA works to provide the students programming on leadership, communication, professionalism, college life and involvement, and, of course, fun and engagement!

The event is free for high schools to attend, but SGA would like to add additional incentives to the prizes that are awarded at the end of the event. We believe tuition waivers will provide a much more attractive package to the schools and attendees, while also providing the high school leaders with information and incentive to enroll full-time at Lake Land College.

The SGA respectfully requests the Board of Trustees approve 5 three-credit-hour tuition waivers for this event. The SGA would appreciate the additional support of this event and your consideration of this request is greatly appreciated.

Recommended motion: Approve 5 three-credit-hour tuition waivers for the academic year 2025-2026 High School Leadership Conference.



# MEMO

TO: Heather Nohren, Vice President for Student Services  
FROM: Kelly Allee, Director of Marketing & Public Relations  
CC:  
DATE: August 25, 2025  
RE: Mattoon High School Athletic and Project Graduation Tuition Waivers

---

Marketing & Public Relations is requesting 5 annual tuition waivers for the following activities with Mattoon High School.

## Mattoon High School Sponsorship

As part of the College's exclusive sponsorship of Mattoon High School Athletics, we are able to present a 3-credit hour tuition waiver at the senior night games for both Women and Men's Basketball Teams. I am requesting two additional waivers due to the fact that the MHS opponent is often an in-district school. Last year the senior night was against Charleston and the opportunity to present the waivers to both schools was an added benefit. The requirement is that the senior must be in attendance at the game. Having Laker Louie there to give out the tuition waiver and be a part of the game festivities reached potential students of all ages.

I am requesting up to 4 three-credit hour tuition waivers. Should the opponent not fall within the College district, we will only award 2 tuition waivers.

## Project Graduation

Following the graduation ceremony, Mattoon High School seniors gather for the traditional Project Graduation, a parent-sponsored, nightlong celebration. The organizers are very grateful to be able to award a Lake Land tuition waiver as part of the gifts that are distributed.

We are asking for 1 three-credit hour tuition waiver.



# MEMO

TO: Heather Nohren, Vice President for Student Services

FROM: Pam Hartke, Associate Dean of Recruitment and Enrollment Management

RE: Tuition Waiver for Non-Traditional Student Outreach

---

The use of tuition waivers for non-traditional student outreach was extended to Spring 2025, Summer 2025, and Fall 2025.

Our adult education program utilized a portion of these tuition waivers for students continuing their education after completing their GED. Several were used at the two Fast Track to Fall events that were held on campus and at the Effingham Technology Center during Summer 2025.

In Spring 2025, our Enrollment Specialist who recruited adults and non-traditional students resigned. As such, two tuition waivers were used in the spring. However, 4 waivers were used, totaling 28.5 credit hours in courses during Summer 2025, and a projected 36 credit hours in Fall 2025.

With the proven success of these waivers in the community, we are requesting 100 three-credit hour tuition waivers for the Spring 2026, Summer 2026, and Fall 2026 terms to attract and enroll new adult students to Lake Land College. In the past, Recruitment & Enrollment Management has requested tuition waivers for adult recruitment events and for GED students wanting to continue their education at the College. With the use of CollegeAPP, we hope to find new avenues in reaching our non-traditional student population.

This year, we will be visiting all of the GED classrooms to speak with students about continuing education opportunities at Lake Land College. Our tuition waivers help encourage individuals with financial barriers to get one step closer to becoming a student with us.

Many businesses have asked if we have any discounts or incentives for their employees to take classes at Lake Land College. These waivers will also allow us to have something to offer our local businesses in addition to our GED and non-traditional students.

Up to three-credit hours will be awarded to students who have not attended Lake Land College anytime in the past year, are over the age of 21, and live or are employed within our district. This tuition waiver will not cover fees. Once a student enrolls and takes their first course with us, we believe they are more likely to continue their education.

These tuition waivers align with the College's new strategic focus of "Education that Fits your Life." We are reducing barriers for adults interested in starting or continuing their education and we are collaborating with our local businesses to help educate our local workforce. These efforts are necessary for the growth and success of our community.

Recommended motion: 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.



# MEMO

TO: Dr. Josh Bullock, President

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

DATE: August 26, 2025

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

---

Please find below a summary of July's actual results compared to the approved budget. We are one month 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.

## July - Noteworthy Events Impacting Results

- Results from Daily Operations - We finished favorably by \$3.2M, which is a good start to the new fiscal year.
- Revenue – Revenue for July was favorable at \$1.39M. This was predominantly driven by Local Sources (Real Estate Taxes). The timing of real estate taxes creates the large swings in revenue recognition in Q1. This year is no exception. We recognized approximately \$1.6M in July this year versus July of 2024.
- Expenditures – Daily operational expenditures for the month of July are favorable to the budget by \$1.85M. Results were positive across all departments and expense categories. It is not unusual to front-load in the budget some of the supplies and travel for the quarter. With the school year starting, we anticipate some expenditures to true up in August results from a YTD perspective.

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



**July 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
<b>Revenue</b>						
Local Sources	\$3,342,028	\$1,931,524	\$1,410,504	\$3,342,028	\$1,931,524	\$1,410,504
ICCB Credit Hour Grant	\$539,540	\$439,553	\$99,988	\$539,540	\$439,553	\$99,988
ICCB Equalization Grant	\$514,413	\$502,936	\$11,477	\$514,413	\$502,936	\$11,477
Other State Sources	\$30,808	\$71,741	(\$40,933)	\$30,808	\$71,741	(\$40,933)
Tuition	\$5,060,709	\$5,107,075	(\$46,366)	\$5,060,709	\$5,107,075	(\$46,366)
Fees	\$1,646,842	\$1,741,661	(\$94,819)	\$1,646,842	\$1,741,661	(\$94,819)
Other Revenue	\$192,066	\$145,153	\$46,914	\$192,066	\$145,153	\$46,914
Gift in Kind	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$11,326,405</b>	<b>\$9,939,642</b>	<b>\$1,386,764</b>	<b>\$11,326,405</b>	<b>\$9,939,642</b>	<b>\$1,386,764</b>
<b>Expenditures</b>						
Instructional	\$944,458	\$1,224,542	\$280,084	\$944,458	\$1,224,542	\$280,084
Academic Support	\$160,285	\$229,802	\$69,517	\$160,285	\$229,802	\$69,517
Student Services	\$194,046	\$405,361	\$211,314	\$194,046	\$405,361	\$211,314
Public Service/Cont Ed	\$51,333	\$149,523	\$98,191	\$51,333	\$149,523	\$98,191
Operations & Maintenance	\$256,713	\$541,081	\$284,368	\$256,713	\$541,081	\$284,368
Institutional Support	<u>\$558,098</u>	<u>\$1,462,987</u>	<u>\$904,889</u>	<u>\$558,098</u>	<u>\$1,462,987</u>	<u>\$904,889</u>
<b>Total Expenditures - Daily Operations</b>	<b>\$2,164,932</b>	<b>\$4,013,295</b>	<b>\$1,848,363</b>	<b>\$2,164,932</b>	<b>\$4,013,295</b>	<b>\$1,848,363</b>
<b>Revenue Less Expenditures - Daily Operations</b>	<b>\$9,161,473</b>	<b>\$5,926,347</b>	<b>\$3,235,126</b>	<b>\$9,161,473</b>	<b>\$5,926,347</b>	<b>\$3,235,126</b>
Scholarships, grants, waivers	\$7,110	\$534,000	\$526,890	\$7,110	\$534,000	\$526,890
Gift in Kind	\$0	\$0	\$0	\$0	\$0	\$0
Reserves - Emergency, contingency and pledged	\$21,773	\$68,325	\$46,552	\$21,773	\$68,325	\$46,552
Transfer Out	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total - Non-Operational Expenditures</b>	<b>\$28,883</b>	<b>\$602,325</b>	<b>\$573,442</b>	<b>\$28,883</b>	<b>\$602,325</b>	<b>\$573,442</b>
<b>Total Expenditures</b>	<b>\$2,193,815</b>	<b>\$4,615,620</b>	<b>\$2,421,805</b>	<b>\$2,193,815</b>	<b>\$4,615,620</b>	<b>\$2,421,805</b>
<b>Excess Revenues Less Total Expenditures</b>	<b>\$9,132,591</b>	<b>\$5,324,022</b>	<b>\$3,808,569</b>	<b>\$9,132,591</b>	<b>\$5,324,022</b>	<b>\$3,808,569</b>

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



## July 2025 (FY2026) Financial Results

## Performance Details

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

Expenditures by Category Type	Current Month				YTD - FY2026			
	Actual	Budget	Variance		Actual	Budget	Variance	
Salary and Wages	\$1,227,224	\$1,509,198	\$281,974		\$1,227,224	\$1,509,198	\$281,974	●
Employee Benefits	\$415,796	\$409,169	(\$6,627)		\$415,796	\$409,169	(\$6,627)	●
Contractual Services	\$110,153	\$660,141	\$549,988		\$110,153	\$660,141	\$549,988	●
General Materials and Supplies	\$242,134	\$914,521	\$672,387		\$242,134	\$914,521	\$672,387	●
Travel and Meeting Expenses	\$14,403	\$116,748	\$102,345		\$14,403	\$116,748	\$102,345	●
Fixed Charges	\$28,350	\$18,963	(\$9,387)		\$28,350	\$18,963	(\$9,387)	●
Utilities	\$123,017	\$157,186	\$34,168		\$123,017	\$157,186	\$34,168	●
Capital Outlay	\$2,012	\$104,250	\$102,238		\$2,012	\$104,250	\$102,238	●
Contingency Funds	\$21,773	\$68,325	\$46,552		\$21,773	\$68,325	\$46,552	●
Other Expenditures	\$8,954	\$657,120	\$648,166		\$8,954	\$657,120	\$648,166	●
<b>Total Expenditures</b>	\$2,193,815	\$4,615,620	\$2,421,805		\$2,193,815	\$4,615,620	\$2,421,805	

Accumulated Expenditures by Type	YTD - Salary & Wages			
	Actual	Budget	Variance	
Instructional	\$735,537	\$751,233	\$15,695	●
Academic Support	\$46,542	\$99,374	\$52,831	●
Student Services	\$128,746	\$205,681	\$76,935	●
Public Service/Cont. Ed	\$29,768	\$46,317	\$16,549	●
Operations & Maintenance	\$63,307	\$85,076	\$21,769	●
Institutional Support	\$223,323	\$321,518	\$98,194	●
<b>Total</b>	\$1,227,224	\$1,509,198	\$281,974	●
Annual Budget		\$20,185,125		
Percent Consumed		7.48%		

YTD - Employee Benefits			
Actual	Budget	Variance	
\$181,717	\$187,320	\$5,603	●
\$21,145	\$22,174	\$1,030	●
\$54,792	\$63,144	\$8,351	●
\$9,056	\$8,298	(\$758)	●
\$32,503	\$37,834	\$5,332	●
\$116,583	\$90,398	(\$26,184)	●
\$415,796	\$409,169	(\$6,627)	●
	\$6,238,351		
	6.56%		



Favorable



Unfavorable - No Concerns at this time.



Unfavorable - Concerned

Current Month	Current Month Budget	Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY25 Final Audited Numbers	FY26 Annual Budget
<b>Revenues:</b>										
3,342,028	1,931,524	1,410,504	Local Sources	3,342,028	1,931,524	1,410,504	73.03%	1,914,489		12,497,000
539,540	439,553	99,988	ICCB Credit Hour Grant	539,540	439,553	99,988	22.75%	527,979		4,257,613
514,413	502,936	11,477	ICCB Equalization Grant	514,413	502,936	11,477	2.28%	573,052		6,035,230
30,808	71,741	(40,933)	Other State Sources	30,808	71,741	(40,933)	-57.06%	28,047		1,485,481
5,060,709	5,107,075	(46,366)	Tuition	5,060,709	5,107,075	(46,366)	-0.91%	4,322,860		8,582,055
1,646,842	1,741,661	(94,819)	Fees	1,646,842	1,741,661	(94,819)	-5.44%	1,488,509		4,283,361
192,066	145,153	46,914	Other Revenue	192,066	145,153	46,914	32.32%	268,454		1,250,103
-	-	-	Gift in Kind	-	-	-	0.00%	-		-
<b>11,326,405</b>	<b>9,939,642</b>	<b>1,386,764</b>	<b>Total Revenues</b>	<b>11,326,405</b>	<b>9,939,642</b>	<b>1,386,764</b>	<b>13.95%</b>	<b>9,123,390</b>	<b>-</b>	<b>38,390,843</b>
<b>Expenditures:</b>										
<b>Instructional</b>										
735,537	751,233	15,695	Salary and Wages	735,537	751,233	15,695	2.09%	920,012		10,299,951
181,717	187,320	5,603	Employee Benefits	181,717	187,320	5,603	2.99%	171,576		2,790,549
3,497	22,318	18,821	Contractual Services	3,497	22,318	18,821	84.33%	2,285		672,582
19,341	219,172	199,831	General Materials and Supplies	19,341	219,172	199,831	91.18%	13,219		882,750
2,522	25,500	22,978	Travel and Meeting Expenses	2,522	25,500	22,978	90.11%	1,623		143,234
-	-	-	Fixed Charges	-	-	-	0.00%	-		100,500
-	16,000	16,000	Capital Outlay	-	16,000	16,000	100.00%	-		16,000
1,844	3,000	1,157	Other Expenditures	1,844	3,000	1,157	0.00%	-		-
-	-	-	Gift in Kind	-	-	-	0.00%	-		-
<b>944,458</b>	<b>1,224,542</b>	<b>280,084</b>	<b>Total Instructional</b>	<b>944,458</b>	<b>1,224,542</b>	<b>280,084</b>	<b>22.87%</b>	<b>1,108,715</b>	<b>-</b>	<b>14,905,566</b>
<b>Academic Support</b>										
46,542	99,374	52,831	Salary and Wages	46,542	99,374	52,831	53.16%	33,770		1,293,924
21,145	22,174	1,030	Employee Benefits	21,145	22,174	1,030	4.64%	11,181		398,506
-	-	-	Contractual Services	-	-	-	0.00%	-		-
83,754	101,504	17,750	General Materials and Supplies	83,754	101,504	17,750	17.49%	31,654		325,503
8,845	5,750	(3,095)	Travel and Meeting Expenses	8,845	5,750	(3,095)	-53.82%	1,986		64,136
-	-	-	Fixed Charges	-	-	-	0.00%	-		4,000
-	1,000	1,000	Capital Outlay	-	1,000	1,000	0.00%	-		-
-	-	-	Gift in Kind	-	-	-	0.00%	-		-
<b>160,285</b>	<b>229,802</b>	<b>69,517</b>	<b>Total Academic Support</b>	<b>160,285</b>	<b>229,802</b>	<b>69,517</b>	<b>30.25%</b>	<b>78,590</b>	<b>-</b>	<b>2,086,069</b>
<b>Student Services</b>										
128,746	205,681	76,935	Salary and Wages	128,746	205,681	76,935	37.40%	145,412		2,716,989
54,792	63,144	8,351	Employee Benefits	54,792	63,144	8,351	13.23%	39,780		974,986
-	12,577	12,577	Contractual Services	-	12,577	12,577	100.00%	-		13,477
10,271	75,745	65,474	General Materials and Supplies	10,271	75,745	65,474	86.44%	(775)		150,068
237	48,093	47,857	Travel and Meeting Expenses	237	48,093	47,857	99.51%	491		155,102
-	-	-	Fixed Charges	-	-	-	0.00%	-		-
-	120	120	Other Expenditures	-	120	120	100.00%	-		15,000
<b>194,046</b>	<b>405,361</b>	<b>211,314</b>	<b>Total Student Services</b>	<b>194,046</b>	<b>405,361</b>	<b>211,314</b>	<b>52.13%</b>	<b>184,908</b>	<b>-</b>	<b>4,025,622</b>
<b>Public Service/Cont Ed</b>										
29,768	46,317	16,549	Salary and Wages	29,768	46,317	16,549	35.73%	30,255		508,367
9,056	8,298	(758)	Employee Benefits	9,056	8,298	(758)	-9.13%	5,723		145,969
2,667	21,600	18,933	Contractual Services	2,667	21,600	18,933	87.65%	269		103,563
1,222	44,566	43,343	General Materials and Supplies	1,222	44,566	43,343	97.26%	4,892		179,200
232	14,555	14,323	Travel and Meeting Expenses	232	14,555	14,323	98.41%	-		118,435
8,388	14,188	5,800	Fixed Charges	8,388	14,188	5,800	40.88%	8,441		110,510
-	-	-	Capital Outlay	-	-	-	0.00%	-		-
-	-	-	Other	-	-	-	0.00%	-		-
-	-	-	GIK	-	-	-	0.00%	-		-
<b>51,333</b>	<b>149,523</b>	<b>98,191</b>	<b>Total Public Service/ Cont Ed</b>	<b>51,333</b>	<b>149,523</b>	<b>98,191</b>	<b>65.67%</b>	<b>49,579</b>	<b>-</b>	<b>1,166,044</b>
<b>Operations &amp; Maintenance</b>										
63,307	85,076	21,769	Salary and Wages	63,307	85,076	21,769	25.59%	69,514		1,172,687
32,503	37,834	5,332	Employee Benefits	32,503	37,834	5,332	14.09%	29,750		550,555
7,744	151,768	144,024	Contractual Services	7,744	151,768	144,024	94.90%	5,644		614,188
9,526	80,667	71,140	General Materials and Supplies	9,526	80,667	71,140	88.19%	16,061		357,000
-	300	300	Travel and Meeting Expenses	-	300	300	100.00%	-		1,100
18,604	3,250	(15,354)	Fixed Charges	18,604	3,250	(15,354)	-472.42%	6,642		108,310
123,017	157,186	34,168	Utilities	123,017	157,186	34,168	21.74%	109,108		1,381,573
2,012	25,000	22,988	Capital Outlay	2,012	25,000	22,988	100.00%	-		50,000
879	6,000	5,121	Contingency Funds	879	6,000	5,121	85.34%	-		72,000
-	-	-	GIK	-	-	-	0.00%	-		-
<b>257,592</b>	<b>547,081</b>	<b>289,489</b>	<b>Total Operation and Maint</b>	<b>257,592</b>	<b>547,081</b>	<b>289,489</b>	<b>52.92%</b>	<b>236,719</b>	<b>-</b>	<b>4,307,413</b>
<b>Institutional Support</b>										
223,323	321,518	98,194	Salary and Wages	223,323	321,518	98,194	30.54%	(157,036)		4,193,207
116,583	90,398	(26,184)	Employee Benefits	116,583	90,398	(26,184)	-28.97%	88,952		1,377,786
96,245	451,878	355,633	Contractual Services	96,245	451,878	355,633	78.70%	82,960		960,181
118,020	392,868	274,848	General Materials and Supplies	118,020	392,868	274,848	69.96%	222,288		1,734,536
2,568	22,550	19,982	Travel and Meeting Expenses	2,568	22,550	19,982	88.61%	6,055		446,350
1,359	1,525	166	Fixed Charges	1,359	1,525	166	10.91%	2,022		152,000
-	62,250	62,250	Capital Outlay	-	62,250	62,250	100.00%	8,436		64,500
20,893	62,325	41,432	Contingency Funds	20,893	62,325	41,432	66.48%	16,370		102,754
-	20,000	20,000	Other	-	20,000	20,000	100.00%	191		-
-	100,000	100,000	Strategic Initiatives	-	100,000	100,000	100.00%	3,679		-
-	-	-	One Time Budget Requests	-	-	-	0.00%	-		-
-	-	-	GIK	-	-	-	0.00%	-		-
<b>578,991</b>	<b>1,525,312</b>	<b>946,321</b>	<b>Total Institutional Support</b>	<b>578,991</b>	<b>1,525,312</b>	<b>946,321</b>	<b>62.04%</b>	<b>273,917</b>	<b>-</b>	<b>9,031,314</b>
<b>7,110</b>	<b>534,000</b>	<b>526,890</b>	<b>Scholarships, grants, waivers</b>	<b>7,110</b>	<b>534,000</b>	<b>526,890</b>	<b>100.00%</b>	<b>47</b>		<b>1,437,851</b>
<b>2,193,815</b>	<b>4,615,620</b>	<b>2,421,805</b>	<b>Total Expenditures</b>	<b>2,193,815</b>	<b>4,615,620</b>	<b>2,421,805</b>	<b>52.47%</b>	<b>1,932,476</b>	<b>-</b>	<b>36,959,879</b>
<b>9,132,591</b>	<b>5,324,022</b>	<b>3,808,569</b>	<b>Revenue Less Expenditures</b>	<b>9,132,591</b>	<b>5,324,022</b>	<b>3,808,569</b>	<b>71.54%</b>	<b>7,190,915</b>	<b>-</b>	<b>1,430,964</b>
-	-	-	<b>Transfers Out:</b>	-	-	-	<b>0.00%</b>	-		<b>1,430,964</b>
<b>Excess of Revenues over Expenditures &amp; Transfers</b>										
<b>9,132,591</b>	<b>5,324,022</b>	<b>3,808,569</b>		<b>9,132,591</b>	<b>5,324,022</b>	<b>3,808,569</b>	<b>71.54%</b>	<b>7,190,915</b>	<b>-</b>	<b>-</b>



Current Month				Current YTD	Current YTD	Current YTD	
Current Month	Budget	Variance		Actual	Budget	Budget Variance	
1,227,223.86	1,509,198.00	281,974.14	Salary and Wages	1,227,223.86	1,509,198.00	281,974.14	-
415,796.05	409,168.66	(6,627.39)	Employee Benefits	415,796.05	409,168.66	(6,627.39)	-
110,152.51	660,140.93	549,988.42	Contractual Services	110,152.51	660,140.93	549,988.42	-
242,134.00	914,521.31	672,387.31	General Materials and Supplies	242,134.00	914,521.31	672,387.31	-
14,403.07	116,748.11	102,345.04	Travel and Meeting Expenses	14,403.07	116,748.11	102,345.04	-
28,349.89	18,962.50	(9,387.39)	Fixed Charges	28,349.89	18,962.50	(9,387.39)	-
123,017.22	157,185.52	34,168.30	Utilities	123,017.22	157,185.52	34,168.30	-
2,012.01	104,250.00	102,237.99	Capital Outlay	2,012.01	104,250.00	102,237.99	-
21,772.53	68,325.00	46,552.47	Contingency Funds	21,772.53	68,325.00	46,552.47	-
8,953.51	657,120.00	648,166.49	Other Expenditures	8,953.51	657,120.00	648,166.49	-
2,193,814.65	4,615,620.03	2,421,805.38	Total	2,193,814.65	4,615,620.03	2,421,805.38	

## Lake Land College

### FY2026 Salary, Wage & Benefits Detail

<b>Salary &amp; Wages</b>	<b>Year to Date</b>			<b>FY2026 Budgeted</b>
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>	
Salary and Wages - Instructional	\$735,537	\$751,233	\$15,695	\$10,299,951
Salary and Wages - Acad. Support	\$46,542	\$99,374	\$52,831	\$1,293,924
Salary and Wages - Stud. Svcs	\$128,746	\$205,681	\$76,935	\$2,716,989
Salary and Wages - Public Svc.	\$29,768	\$46,317	\$16,549	\$508,367
Salary and Wages - Maintenance	\$63,307	\$85,076	\$21,769	\$1,172,687
Salary and Wages - Inst. Support	\$223,323	\$321,518	\$98,194	\$4,193,207
<b>Total Salary and Wages</b>	<b>\$1,227,224</b>	<b>\$1,509,198</b>	<b>\$281,974</b>	<b>\$20,185,125</b>

<b>Employee Benefits</b>	<b>Year to Date</b>			<b>FY2024 Budgeted</b>
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>	
Employee Benefits - Instructional	\$181,717	\$187,320	\$5,603	\$2,790,549
Employee Benefits - Acad. Support	\$21,145	\$22,174	\$1,030	\$398,506
Employee Benefits - Stud. Svcs	\$54,792	\$63,144	\$8,351	\$974,986
Employee Benefits - Public Svc.	\$9,056	\$8,298	(\$758)	\$145,969
Employee Benefits - Maintenance	\$32,503	\$37,834	\$5,332	\$550,555
Employee Benefits - Inst. Support	\$116,583	\$90,398	(\$26,184)	\$1,377,786
<b>Total Employee Benefits</b>	<b>\$415,796</b>	<b>\$409,169</b>	<b>(\$6,627)</b>	<b>\$6,238,351</b>



# MEMO

TO: Dr. Josh Bullock, President

FROM: John Woodruff, Vice President for Business Services

DATE: August 29, 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.

Various furniture items that are no longer needed:

Testing & Tutoring Center renovations in Webb Hall  
10 – 48" Round Tables  
6 – Rolling Red Chairs

Northwest Building  
1 – 6 ft. White Board

1 – Tan 2-Door Cabinet (Previously used as first aid cabinets)

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

Recommended motion: Declare as presented the various furniture 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.

# MEMO

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

**FROM:** Jeremy Moore, Facilities Planning Manager

**DATE:** August 29, 2025

**RE:** Approval of Bid for Effingham Technology Center Cameras Phase II

---

The College recently solicited bids for Phase II of the Interior Security Camera Installation at the Effingham Technology Center (ETC). 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. 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.

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 one bid was received. Below is a listing of the bid that was received:

NAME	TOTAL
FIELD WRXS, INC. TEUTOPOLIS, IL	\$78,419

Based on the bids received, I recommend that we award this bid to Field Wrxs, Inc. of Teutopolis, Illinois, for the ETC Cameras Phase II 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 \$78,419.00 for the ETC Cameras Phase II Project.

**LAKE LAND  
COLLEGE  
BID TABULATION**

**Lake Land College**  
**5001 Lake Land Boulevard**  
**Mattoon, Illinois 61938**

**Lake Land College ETC Interior Surveillance Cameras  
Phase II, LPR Cameras & POE Clocks  
Project No. 2025-017  
BID DATE: August 18, 2025 - 1:00 PM**

[illegible]



# MEMO

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

FROM: Kelly Allee, Director of Marketing & Public Relations

CC:

DATE: August 29, 2025

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

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In August, Marketing & Public Relations issued a bid for the Printing and Mail Preparation of the 2025 Alumni Magazine and the 2025 Fall College Magazine.

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

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

For the purposes of planning for the year, the College also seeks an estimated postage cost within the bid packet. Postage is a pass through cost and fluctuates depending on specific postal services that are used. As we have successfully done in the past, we will work diligently to review all printing options with the printer to maximize a savings for the Foundation and the College.

Recommended motion: 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.

# LAKE LAND COLLEGE

## BID TABULATION

Lake Land College  
5001 Lake Land Boulevard  
Mattoon, Illinois 61938

Lake Land College Magazine Bid Tab  
Project No. 2025-019  
BID DATE: August 26, 2025 - 10:00 AM

CONTRACTOR	Alumni Magazine Printing	Mail Prep Saturation Mail	Mail Prep 7,200 Addressed	Shipping Per Issue	Freight	Total Bid	Estimated Postage	Fall Magazine Printing	Mail Prep Saturation Mail	Shipping Per Issue	Freight	Total Bid	Estimated Postage	Correction Charges per line/page at blue line
Liberty Creative Solutions Tinley Park, IL	\$22,779.00	\$892.00	\$377.00	\$137.00	\$ 1,631.00	\$25,816.00	\$16,110.00	\$ 21,097.00	\$ 821.00	\$ 151.00	\$ 1,616.00	\$23,685.00	\$ 11,740.00	\$22.00
CPC Printing & Promotions Onalaska, WI	\$13,643.35	\$1,480.00	\$315.60	\$10.00	\$1,275.41	\$16,724.36	\$10,380.20	\$12,688.11	\$1,330.00	\$40.00	\$1,275.41	\$15,333.52	\$10,380.20	No Charge
Aradius Group Omaha, NE	\$17,000.00	\$500.00	\$500.00	\$ 1,000.00	\$ 1,000.00	\$20,000.00	\$20,000.00	\$ 30,000.00	\$ 1,000.00	\$ 100.00	\$ 2,000.00	\$ 33,100.00	20,100.00	\$35.00/pg.
FCL Graphics Harwood Heights, IL	\$15,700.00	\$0.00	\$0.00	\$100.00	\$2,100.00	\$17,900.00	\$ 17,560.00	\$14,500.00	\$0.00	\$100.00	\$2,100.00	\$ 16,700.00	\$11,740.00	\$25.00
Premier Print Group Champaign, IL	\$19,380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,380.00	EDDM-.18-.415/ea Non Profit-.503-.918/ea	\$17,763.00	\$0.00	\$0.00	\$0.00	\$17,763.00	EDDM-.18-.415/ea Non Profit-.503-.918/ea	Depends on the change
<b>Kingery Printing Company Effingham, IL</b>	<b>\$11,995.20</b>	<b>\$451.00</b>	<b>\$332.64</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,778.84</b>	<b>EDDM-0.122/piece (\$10,004) plus postage for 7,200</b>	<b>\$10,984.98</b>	<b>\$451.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,435.98</b>	<b>EDDM- 0.122/piece (\$10,004)</b>	<b>\$27.50 and \$5.50/pg.</b>
Walsworth Marceline, MO	\$13,958.08	\$ 827.50	\$ 658.35	\$ 59.66	\$ 892.81	\$ 16,396.40	\$ 16,743.27	\$ 13,017.45	\$ 830.47	\$ 81.06	\$ 892.81	\$ 14,821.79	\$ 11,369.97	\$8.85/pg.



# Memo

To: Dr. Josh Bullock, President

From: Dr. Ike Nwosu, Vice President for Academic Services

Date: August 29, 2025

Re: Approval of Bid for Strip-Till Bar

---

The College recently solicited bids for the purchase of a Strip-Till Bar for use on our College farm, and in the Precision Ag Courses for the Agriculture Department.

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 from an area company. Below is a listing of the bids that were received:

<u>Name</u>	<u>Total</u>
Thornton Precision Ag Mattoon, Illinois	\$195,000

Based on the bids received, I recommend that we award this bid to Thornton Precision Ag of Mattoon, Illinois, for the Strip-Till Bar. This purchase will be made with funds from the Ullrich Grant and retained earnings from the College farm account.

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 Thornton Precision Ag, Mattoon, Illinois, in the total amount of \$195,000 for the Strip-Till Bar.



**LAKE LAND  
COLLEGE  
BID TABULATION**

**Lake Land College**  
**5001 Lake Land Boulevard**  
**Mattoon, Illinois 61938**

## Lake Land College Strip-Till Bar

**Project No. 2025-018**

**BID DATE: August 29, 2025 - 12:00 PM**

[illegible]



# MEMO

**TO:** John Woodruff, Vice President for Business Services  
**FROM:** David Stewart, Chief Information Officer  
**CC:**  
**DATE:** August 27, 2025  
**RE:** Approval of One-Year Renewal of Modern Campus Subscription

---

Approval is requested to renew 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.

Modern Campus provides the College with a robust continuing education and workforce development platform to manage registration, payments, and learner engagement for extended education programs. The solution enhances student and community access, supports corporate engagement, and ensures compliance with PCI-DSS standards for payment processing.

The system is fully integrated into College operations, supporting non-credit and professional programs, and remains a core tool for extending Lake Land's reach beyond traditional degree programs.

This is exempt from bidding per Board Policy 10.22 (#4.F.).

**Contract Value:** \$31,950.45 (1 year)

**Term:** October 1, 2025 – September 30, 2026

**Recommendation:** Approve as presented 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.



Engagement  
Evolved™

Modern Campus, Inc. (formerly Destiny Solutions)  
2482 Yonge Street #1366  
Toronto, ON M4P 2H5  
Canada

# INVOICE

**Bill to:**  
**Lake Land College**  
5001 Lake Land Blvd.  
Mattoon, IL  
UNITED STATES, 61938

<b>INVOICE NO:</b>	INV023040
<b>DATE:</b>	07.31.2025
<b>PURCHASE ORDER No.</b>	P0029628
<b>TERMS:</b>	Net 90

Description	Quantity	Price	Extended
LLL EE Subscription	1.00	\$31,950.4500	\$31,950.45
LLL EE Corporate Engagement Manager	1.00	\$0.0000	\$0.00
Subscription Period - October 1, 2025 - September 30, 2026			
Please ensure that payment is received in advance of Subscription renewal date.			
	Subtotal		\$31,950.45
	Total Applicable Taxes		\$0.00
	Total		\$31,950.45
No work related to this invoice was performed in the United States. Thank you for your business.	Payments/Credits		\$0.00
	<b>Balance Due</b>		\$31,950.45

PCI Compliance: For Modern Campus applications incorporating credit card processing, Modern Campus represents that, as of the Effective Date, it retains appropriate PCI-DSS certification and will provide periodic notification of ongoing certification renewals. Customer acknowledges and agrees that compliance with each PCI Control, as defined by the PCI Standard Council, is the responsibility of both Modern Campus and Customer. The Customer hereby agrees to the applicable PCI Responsibility Matrix as described in the link below:

- (i) For Modern Campus Lifelong Learning Extended Education Software – <https://lifelonglearning-ee-support.moderncampus.com/hc/en-us/articles/4412637670669-Hosting-and-Compliance>

# LAKE LAND COLLEGE

## MEMO

**TO:** Dr. Josh Bullock, President

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

**CC:** Chris Strohl, Dean of Workforce Solutions and Community Education

**DATE:** September 2, 2025

**RE:** IDOC Heartsaver Program

---

The Illinois Department of Corrections (IDOC) is asking Lake Land College to renew the agreement between our two organizations to provide CPR certification for IDOC personnel. The program includes CPR and first aid instruction and is known as the Heartsaver program. Lake Land College has been providing these services for several years.

The payment dynamic has changed with the new IDOC proposed contract. The Department of Corrections has moved to a flat fee for Certification and Recertification classes. The IDOC will continue to pay for travel and supplies (pass-through revenue/cost) outside of the flat fee. As a result, Lake Land College solicited bids to provide the CPR/First Aid services utilizing an organization that would likewise perform services on a per participant/class basis. This approach ensures a cash-positive agreement going forward for the College.

The college developed an RFP (Request for Proposal) and we advertised in major daily in-district newspapers and on the College's website requesting bids. The College received one bid from **To The Rescue CPR, LLC (TTR-CPR)** of Fairview Heights, Illinois. The agreement, if approved by the Board, has termination clauses that would not financially penalize the College in the event the agreement with IDOC is terminated.

Based on IDOC projections related to personnel attendance, we conservatively anticipate recognizing \$44,750 annually in instructional revenue. Based on the IDOC projections, we'll 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.

**Recommendation #1:** 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.

**Recommendation #2:** 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.

## **MEMORANDUM OF UNDERSTANDING BETWEEN THE ILLINOIS DEPARTMENT OF CORRECTIONS AND LAKE LAND COLLEGE FOR CPR TRAINING**

### **I. Introduction:**

This Agreement is between the Illinois Department of Corrections (“IDOC”) and Lake Land College (“LLC”). LLC will coordinate with IDOC to teach CPR and First Aid classes. LLC will receive apportionment through the Illinois Community College Board (ICCB) for any and all IDOC staff who receive cardiopulmonary resuscitation (CPR) and First Aid training taught by LLC instructors or contractors designed by LLC during the effective dates of the Agreement.

### **II. Lake Land Responsibilities:**

1. LLC will seek reimbursement/apportionment from the Illinois Community College Board (“ICCB”) for CPR and First Aid training presented to IDOC staff.
2. LLC shall be eligible for reimbursement from IDOC for the purchase of training equipment, materials, and supplies to be used in providing CPR and First Aid training under this Agreement. Any equipment purchased by LLC and subsequently reimbursed by IDOC shall become the property of IDOC immediately upon proof of reimbursement.
3. IDOC shall be responsible for the transportation, delivery, and maintenance of all equipment to be used in connection with the training to be provided by LLC as a result of this Agreement.
4. The LLC Workforce Solutions and Community Education Department (WSCE) will oversee the CPR/First Aid program. The WSCE will designate a staff member to act as a liaison between IDOC Correctional Facilities Training Coordinators and LLC.
5. LLC shall provide an American Heart Association (AHA) certified CPR Instructor to conduct Instructor-level CPR/First Aid training to the level of Heart Saver and Basic Life Support (BLS).
6. LLC shall submit requests for reimbursement under this Agreement only for the CPR and First Aid training to be provided by LLC in connection with this Agreement. This Agreement shall not otherwise limit LLC’s right to reimbursement from IDOC for expenses incurred by LLC or its employees in connection with other programs or services provided to IDOC by LLC.
7. LLC shall provide Instructor-level CPR/First Aid Training to all necessary staff to maintain certification on an annual basis or as needed, subject to the minimum and maximum class size requirements described below.
8. Any reimbursement sought from the IDOC by LLC for the purchase of any CPR/First Aid cards and manuals shall be in accordance with the AHA published rate. In the event that the AHA rates change; reimbursement shall be adjusted accordingly.
9. Any reimbursement sought by LLC for travel expenses will be according to State Travel Rules and Guidelines.

### III. IDOC Responsibilities:

1. IDOC will utilize Lake Land College to certify IDOC employees in the area of CPR/First Aid Instruction. IDOC anticipates there could be up to 150 IDOC employees that will need to be certified by LLC in the area of CPR/First Aid Instruction. IDOC provides no guarantee related to the potential employee count for either instructional class. These 150 employees will be determined by the IDOC Training Academy based on the need for certified instructors on a statewide basis. Unless otherwise agreed to in writing by the Parties, the minimum class size for certification courses provided by LLC in accordance with this Agreement shall be eight (8) students. The maximum class size shall be twenty (20).
2. There will be two trainings offered under this agreement. The certification of new staff and the recertification of already trained staff members. The certification training will be held over two days, and the recertification will be held as a one-day training.
3. Additional instructors and contractors will be added, as needed. The cost of instruction is \$779.00 for the First Time Certification (2 days) and \$539.00 for the Recertification per IDOC employee.
4. IDOC shall provide the roster of staff to be trained and will coordinate the training time and location with LLC no fewer than 14 days before the training is scheduled. In the event that the course roster changes within 14 days of the scheduled training, IDOC agrees to substitute another employee or purchase the vacated seat.
5. IDOC agrees to abide by all guidelines, policies, or requirements established by LLC applicable to educational programs offered by the College, including the need to investigate any allegations or complaints of misconduct, harassment, or retaliation. This also includes abiding by the student-teacher ratio set forth in #2 and the use of up-to-date training materials.
6. This Agreement shall serve all current IDOC facilities as well as any facilities that open during the effective dates of this Agreement. Each correctional facility shall provide a Training Coordinator who will be accessible to Lake Land staff by both phone and email regarding the provision of CPR/ First Aid training.

### IV. Other Training Provided

1. **All Heart Saver, BLS and Instructor CPR/First Aid** classes will be taught to the rigor and content of the current AHA course manual. These courses will be certified by the AHA. As such, students who successfully complete a course will receive the appropriate level CPR card and manual (if necessary) for their participation as mandated by the AHA via LLC or the AHA Training Center. Training provided will be as follows:
  - **Heart Saver CPR/First Aid Training** will be conducted for IDOC staff at approved IDOC training sites.

- **Instructor Certification CPR/First Aid Training** will be provided at IDOC training sites mutually agreed upon by IDOC and LLC.
- **Instructor Recertification** in the appropriate categories will be provided at IDOC training sites mutually agreed upon by IDOC and LLC to meet AHA guidelines for annual recertification.

## **V. Budget**

1. The Parties will operate under a training and supplies budget in the amount not to exceed \$300,000 for the entire term of this Agreement. Any increase to this amount will need to be processed through an amendment and completed in advance of excess expenses being incurred.
2. LLC will submit invoices for reimbursement to IDOC for supplies and materials.
3. The amount paid by IDOC to LLC is to be offset by the estimated apportionment amount available from ICCB at the time the trainings are conducted or by grant funds received by LLC as a result of providing this service to IDOC. LLC will provide credit to the invoice for ICCB apportionment dollars or other similar grant dollars made available through this Agreement. If there is any change to the formula used by ICCB to calculate the apportionment rate, the parties shall meet and confer in good faith.

## **VI. Training Equipment and Locations**

1. LLC will provide AHA-approved mannequins, AED training equipment, textbooks and related materials to the training center sites listed within this Agreement. Anything procured by LLC will be in accordance with the Illinois Public Community College Act and the governing policies and procedures of LLC. IDOC will reimburse LLC for the cost of the following equipment expenditures:
  - AED Training Equipment, as necessary, with the understanding that said AED training equipment will become the property of the IDOC upon reimbursement.
  - Mannequins meeting the 2015 AHA Standards, with the understanding that said mannequins will become the property of the IDOC upon reimbursement.
  - Mannequins, as necessary, which are in need of replacement/upgrade, to ensure proper training as deemed by the LLC instructor (or AHA).
  - Textbooks, DVD's, flash drives and related learning materials, as necessary and/or required by the American Heart Association, with the understanding that said materials will become the property of IDOC upon reimbursement.
  - Required instructor kits; each facility should have one at a minimum.

2. All disposable equipment (e.g. AED replacement pads, cleaning supplies for the mannequins, mannequin lung bags and face shields) will be supplied by IDOC. However, if it is determined to be in the best interest of the IDOC, LLC shall purchase the equipment, materials or supplies and receive reimbursement from IDOC.
3. IDOC will provide Internet access for training and upon which instructors can gain certification.
4. **TRAINING LOCATIONS. Training locations include:** Big Muddy Correctional Center, Central Region Parole, Centralia Correctional Center, Chicago (Oakley) Parole and APC, Danville Correctional Center, Decatur Correctional Center, Dixon Correctional Center, East Moline Correctional Center, Elgin Treatment Center, Fox Valley Adult Transition Center, Graham Correctional Center, Hill Correctional Center, Illinois River Correctional Center, Jacksonville Correctional Center, Joliet Treatment Center, Kewanee Correctional Center, Lawrence Correctional Center, Lincoln Correctional Center, Logan Correctional Center, Menard Correctional Center, Murphyboro Life Skills Re-Entry Center, Northern Region Parole, Peoria Adult Transition Center, Pinckneyville Correctional Center, Pontiac Correctional Center, Robinson Correctional Center, Shawnee Correctional Center, Sheridan Correctional Center, Southern Regional Parole, Southwestern Correctional Center, Stateville Correctional Center, Taylorville Correctional Center, Vandalia Correctional Center, Vienna Correctional Center, and Western Correctional Center.

## **VII. General Provisions:**

1. **Entire Agreement.** This Agreement contains the entire understanding between the Parties relating to the subject matter contained herein and is in addition to the current contract in effect and agreed to by the parties. This Agreement may only be amended, altered, modified or changed through a written document signed by the Parties.
2. **Intergovernmental Cooperation.** To the extent applicable, this Agreement is entered into in accordance with, and in furtherance of, the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*
3. **Insurance.** The Parties shall maintain such insurance as may be required by law and other insurance, to such extent and against such hazards and liabilities, as is customarily maintained in connection with the services to be performed.
4. **No Waiver.** No waiver of any breach of this Agreement shall be interpreted or deemed to be a waiver of any other or subsequent breach.



5. **Term.** This Agreement shall become effective September 8, 2025 through June 30, 2029. The Agreement may be modified or amended by mutual agreement of both parties at any time.
6. **Termination.** This Agreement may be terminated by either party by providing 30 days advanced written notice of intent to terminate. There shall be no financial fines or penalties as a result of termination of the Agreement in accordance with this section.
7. **Notices and Reimbursements.** Any notice, demand, or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile or e-mail (receipt confirmed), on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either Party may request. Requests for reimbursement for CPR/First Aid cards and manuals will be forwarded to IDOC from LLC within 30 days after its receipt from the AHA Training Center.

To IDOC: Illinois Department of Corrections  
 Attn: Steven Ryan, Manager of Staff Development and Training  
 980 West Grove  
 Decatur, IL 62521

To Lake Land:

8. **Applicable Law.** This Agreement shall be governed by, construed under, interpreted and enforced in accordance with the laws of Illinois.
9. **No Third-Party Beneficiaries.** This Agreement is not intended to confer any right upon any third party who is not a Party to this Agreement.
10. **Modifications.** This Agreement may be modified only through a written instrument signed by both Parties.
11. **Force Majeure.** Neither Party shall be considered in breach of this Agreement to the extent that performance of their respective obligations (excluding payment obligations) is prevented by an Event of Force Majeure that arises after the Effective Date.
12. **Execution in Counterparts.** This Agreement may be executed in counterparts. When both counterparts have been executed, the exchange of counterparts in hardcopy or electronically shall have the same effect as if the Parties had executed and exchanged the same instrument.

**IN WITNESS WHEREOF**, the Parties to this Agreement, through their duly authorized representatives, have executed the Agreement on the days and dates set out below and certify that they have read, understood, and agree to the terms and conditions of this Agreement as set forth herein. This Agreement shall be effective upon execution by the duly authorized representatives of IDOC and Lake Land.

\_\_\_\_\_  
By: Illinois Department of Corrections, Director

Date \_\_\_\_\_

\_\_\_\_\_  
By: IDOC Training Academy Manager

Date \_\_\_\_\_

\_\_\_\_\_  
By: Lake Land College, President

Date \_\_\_\_\_

## **Agreement for Training Services**

This Agreement for Training Services (the “Agreement”) is entered into by **To The Rescue CPR**, an Illinois limited liability company, (the “Contractor”) and **Lake Land College**, an Illinois public community college (the “College”).

WHEREAS, Contractor is in the business of providing cardiopulmonary resuscitation and first aid training;

WHEREAS, Customer desires to obtain Heartsaver CPR and Basic Life Support (“BLS”) training for staff of the Illinois Department of Corrections (“IDOC”) in connection with educational programming offered by the College from Contractor;

NOW, THEREFORE, in consideration of the mutual covenants, terms and conditions set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

**I. College Responsibilities:** In connection with the services to be provided by the Contractor, the College shall:

- A. **Training Resources Procurement:** Purchase all necessary training equipment, materials, and supplies as approved by IDOC in accordance with American Heart Association (“AHA”) standards and policies adopted by the College’s Board of Trustees.
- B. **Communication and Coordination:** Maintain consistent communication with College staff to ensure efficient scheduling and delivery of training sessions. The College will serve as the communication liaison.
- C. **Staff Registration and Recordkeeping:** Register all IDOC participants in credit-eligible College courses incorporating the training services to be provided by Contractor, maintain academic records, and issue grades upon training completion.
- D. **Contract Compliance:** Coordinate with Lake Land Liaison to ensure all training and administrative activities comply with terms, conditions and policies agreed to by IDOC and the College.

**II. Contractor Responsibilities:** In connection with the services to be provided by the Contractor, the Contractor shall:

- A. **Heartsaver CPR Training:** Deliver in-person, instructor-led Heartsaver CPR and First Aid training at mutually agreed-upon IDOC locations. Contractor is expected to provide an American Heart Association (AHA) certified CPR Instructor to conduct Instructor-level CPR/First Aid training to the level of Heart Saver and Basic Life Support (BLS). Heartsaver CPR instruction must meet the current AHA published standards. All instructors are expected to remain current and in compliance with AHA standards. The cost to remain certified and in compliance will be the responsibility of the Contractor and will

not be a reimbursable expense by the College or IDOC. All training classes will be held live and at an IDOC or the College designated location.

- B. Contractor Employees:** (i) Assign a Contractor employee to serve as a primary contact with respect to this Agreement and who will have the authority to act on behalf of Contractor in matters pertaining this Agreement subject to prior written approval of the College, not to be unreasonably withheld or delayed; (ii) assign personnel, who shall be suitably skilled, experienced and qualified to provide the services contemplated by this Agreement; and (iii) remove or reassign personnel at the reasonable request of the College.
- C. Employment Verifications:** Prior to any Contractor personnel performing any Training Services hereunder: (i) ensure that such Training Provider Personnel are legally authorized to work in the United States; and (ii) at its sole cost and expense, conduct background checks on such Training Provider Personnel, which background checks shall comprise, at a minimum, a review of credit history, references and criminal record, in accordance with state, federal and local law
- D. Licenses and Certifications:** Obtain, and at all times during the Term of this Agreement maintain, all necessary licenses, certifications and consents and comply with all relevant laws applicable to the provision of the services contemplated by this Agreement.
- E. Policies.** Comply with, and ensure that all personnel comply with, all rules, regulations and policies of the College and IDOC including security procedures concerning systems and data and remote access thereto, building security procedures and general health and safety practices and procedures.
- F. Certification Processing:** Issue AHA eCards via the AHA Atlas system. All certifications must be issued by instructors affiliated with the Contractor's AHA training center in Jerseyville, Illinois.
- G. Training Volume:** Provide services to IDOC employees based on projections to be provided annually for certification/recertification of approximately 150 IDOC employees per academic year (July 1 – June 30).
- H. Skills Documentation and Certification Issuance:** Accurately document each participant's skill completion in the AHA system. and the Contractor agrees to maintain training records per AHA, IDOC, and the College required standards. Following completion of each training session, the Contractor agrees to provide AHA cards to IDOC staff who have successfully completed the First Time Certification or Recertification sessions. In the event an IDOC employee fails to successfully complete the course and obtain certification, the Contractor agrees to provide supporting documentation upon the request of the College liaison.
- I. Heartsaver CPR Class Scheduling:** Collaborate with the College liaison to create a schedule aligned with IDOC training needs. Efforts should be made to consolidate requested classes, when possible, to reduce IDOC reimbursed travel expenses. There will be two types of classes offered. A **First Time Certification**, which will consist of IDOC

employees who have not previously been certified in CPR. This session will be a two-day session. The second class is termed **Recertification** and will consist of a one-day session. Class size will be limited to a minimum of eight (8) students and no more than twenty (20).

**J. Technical Support:** As needed by IDOC and requested via the College liaison, provide a timely response to IDOC staff regarding post-training and certification issues.

**K. Monthly Supply Reporting:** Maintain monthly supply inventory. Working with the College liaison to create IDOC supply inventory reports. After the development of reports is completed, provide monthly inventory equipment and supply reports by the 10th of each month to the College liaison. Within the monthly reporting process is the requirement that the Contractor will ensure all training sites are equipped with the latest AHA-approved materials and equipment.

**L. Program Status Meetings:** Participate in regular Zoom meetings as requested by the College liaison or administration. The intent of the meetings is to review the program and validate contract compliance, discuss improvement opportunities, and/or capture issues. If there becomes an urgent need to meet in person, the Contractor agrees to do so if given at least 3 business days' notice. The College will reimburse the Contractor for mileage-related expenses to and from the meeting location.

**III. Rate Structure and Reimbursement:** The following rate schedule will be followed for the duration of this contract. Neither IDOC nor Lake Land College warrants or guarantees the total number of annual participants in the program.

A. First Time Certification: \$649 per IDOC attendee

B. Recertification: \$449 per IDOC attendee

Contractor is responsible for the payment of all Contractor personnel compensation, including, if applicable, withholding of income taxes, and the payment and withholding of social security and other payroll taxes, unemployment insurance, workers' compensation insurance payments, and disability benefits.

**IV. Expense Submission:** Within 10 business days from the conclusion of each training session, the Contractor will provide electronically to the College liaison a detailed expense summary, which will include certification invoices, travel reimbursement requests, and materials/supply reimbursement requests. Expenses listed on the expense summary will be supported by a receipt for the requested amount. The exception is any mileage reimbursement. The mileage reimbursement rate will be set using the Federal recommended rate for each year. The College reserves the right to reject for payment any expense not supported with an approved receipt. The College reserves the right to reduce the certificate total by 5% for each set of 5 business days beyond the 10-day submission period until documentation is electronically received. Mileage reimbursement will be based on the distance between the point of origin and the location of the designated class and includes the return trip to the point of origin. Reasonable consideration will be given for travel to and from the hotel and dinner destinations within reasonable proximity of the location. Mileage to locations personal in nature (family, stores, etc.) should not be included

within the total mileage calculation. The Contractor reserves the right to assess a late fee up to 5% on any unpaid invoices outstanding beyond 30 days of the invoice receipt date, and there are no discrepancies in question related to the unpaid invoice.

**V. Compliance and Confidentiality:** The Contractor and College acknowledge and agree that the terms of this Agreement may result in the disclosure of personally identifiable information from education records protected from disclosure and redisclosure by the Family Educational Rights and Privacy Act of 1974 (“FERPA”). Accordingly, the parties agree that all disclosures or redisclosures of such personally identifiable information shall be in accordance with FERPA, to Contractor as an “other school official” and shall be used only to perform institutional services or functions that the College would otherwise perform in connection with the services contemplated by this Agreement. The parties further acknowledge and agree that to the extent of any conflict between the rights of Contractor herein and the requirements of FERPA relating to the use and redisclosure of education records shall control and limit the rights of Contractor with respect to use of such records. As used in this section, the terms “personally identifiable information” and “education records” shall have the meanings ascribed to them in 34 C.F.R. § 99.3.

#### **VI. Contract Term:**

- A. This agreement shall become effective September 8th, 2025 through June 30, 2029. The agreement may be modified or amended by mutual written agreement of both parties at any time.
- B. This agreement may be terminated by either party for any reason or no reason upon providing a 30-day written notice of intent to terminate. There shall be no financial fines or penalties as a result of termination of this agreement. Contractor agrees to complete any Certification training already scheduled, regardless of the notice of termination. The Contractor will be compensated for those sessions as detailed within this agreement.
- C. Should the Contractor be unable to perform the duties as outlined in this contract because they have been banned from IDOC locations, the contract agreement is terminated immediately, and only expenses incurred will be reimbursed by the College. The College will not reimburse for sessions scheduled but not completed in such instance as listed previously.

**VII. Insurance Requirements:** Contractor shall procure and maintain through an insurance company or companies licensed to conduct business in Illinois insurance with coverage and limits as specified below, and shall cause the College, its board members, offices, employees, agents, representatives, and volunteers, to be named as additional insureds on these policies by endorsement on a primary and non-contributory basis. Each such policy shall include by endorsement a requirement of at least 30 days written notice to College prior to any termination, cancellation or material amendment to that policy. Upon execution of this agreement and thereafter upon renewing the terms of this Agreement or any extension thereof, Contractor shall furnish to College certificate(s) of insurance, policies, and endorsements reflecting the required coverages. The type and minimum limits of insurance required as follows:

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

**VIII. Non-Compete Clause:** To The Rescue CPR agrees not to engage directly with IDOC for the provision of Heartsaver CPR, Basic Life Support, or related training services during the term of this agreement and for a period of **12 months** following its termination, without written approval from the College. This clause applies only to services covered under this agreement and does not prevent the Contractor from offering services to other agencies or clients unrelated to this contract.

#### **IX. Miscellaneous.**

- A. No Subcontracting; Assignments.** Contractor may not subcontract the performance of any of its duties or obligations under this Agreement to any person or entity. Neither party shall assign its rights or obligation under this Agreement without the prior written consent of the other party.
- B. Independent Contractors.** The parties are independent contractors, and nothing contained in this Agreement shall create any other relationship. Neither party may assume or create any obligation or make any representation on behalf of the other.
- C. Severability.** Any provision of this Agreement which may be prohibited by law or otherwise held invalid shall be ineffective only to the extent of such prohibition or invalidity and shall not invalidate or otherwise render ineffective any of the remaining provisions of this Agreement.
- D. Compliance with Law.** Each party agrees to comply with all applicable Federal, State and local laws, statutes, executive orders, rules, regulations and ordinances in its performance of this Agreement and conduct of its business, including, without limitation, the provision of the services.
- E. Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.
- F. Further Assurances.** Each of the parties hereto shall execute and deliver, at the reasonable request of the other party hereto, such additional documents, instruments, conveyances and assurances and take such further actions as such other party may reasonably request to carry out the provisions hereof and give effect to the transactions contemplated by this Agreement.

- G. Integration.** The parties have not relied on any statement, representation, warranty, or agreement of the other party or of any other person on such party's behalf, including any representations, warranties, or agreements arising from statute or otherwise in law, except for the representations, warranties, or agreements expressly contained in this Agreement.

**X. Entire Agreement**

This document constitutes the entire agreement between the parties. Any modifications or amendments must be made in writing and signed by both parties.

**XI. Signatures**

By signing below, the parties agree to the terms and conditions outlined in this contract.

**Lake Land College**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**To The Rescue CPR**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## Lake Land College Board of Trustees



RESOLUTION NUMBER: 0925-002

DATE: September 8, 2025

*Approve Ninth Addendum to Employment Agreement with  
**Dr. Jonathan "Josh" Bullock, Lake Land College** President, Extending the Term  
through June 30, 2028.*

WHEREAS, the Board of Trustees of Lake Land College, Community College District No. 517 (the "College") has the duty to select and appoint the President of the College in accordance with the laws of the Public Community College Act, to complete an annual performance review of the President of the College, and to approve the issuance of all employment contracts and notices as well as contract language changes; and

WHEREAS, the Board of Trustees entered into an initial three-year employment contract with Dr. Jonathan "Josh" Bullock hereinafter referred to as the "President" commencing July 1, 2013 through June 30, 2016; and

WHEREAS, on April 13, 2015, the Board of Trustees approved an Addendum to Employment Agreement with the President which extended the employment contract an additional three years commencing July 1, 2015 through June 30, 2018; and

WHEREAS, on March 12, 2018, the Board of Trustees approved a Resolution and Addendum to Employment Agreement with the President which extended the President's employment for an additional three years through June 30, 2021; and

WHEREAS, on September 9, 2019, the Board of Trustees approved a Resolution and Addendum to Employment Agreement with the President which extended the President's employment for an additional three years through June 30, 2022; and

WHEREAS, on September 14, 2020, the Board of Trustees approved a Resolution and Addendum to Employment Agreement with the President which extended the President's employment for an additional three years through June 30, 2023; and

WHEREAS, on September 13, 2021, the Board of Trustees approved a Resolution and Addendum to Employment Agreement with the President which extended the President's employment for an additional three years through June 30, 2024; and

WHEREAS, on September 12, 2022, the Board of Trustees approved a Resolution and Addendum to Employment Agreement with the President which extended the President's employment for an additional three years through June 30, 2025; and

WHEREAS, on September 11, 2023, the Board of Trustees approved a Resolution and Addendum to Employment Agreement with the President which extended the President's employment for an additional three years through June 30, 2026; and

WHEREAS, on September 9, 2024, the Board of Trustees approved a Resolution and Addendum to Employment Agreement with the President which extended the President's employment for an additional three years through June 30, 2027; and

WHEREAS, the President's annual salary for the 2025-2026 contract year is \$292,182.95;  
and;

WHEREAS, the Board of Trustees has conducted an annual performance review of the President each year since the contract initiation date and the President has successfully met all essential functions of his role and established performance goals by the Board of Trustees during each review period; and

WHEREAS, the Board of Trustees has established five goals for the President for FY 2026 to include:

1. Guide and support the President's Cabinet and College leaders in developing and implementing plans, and associated strategic projects, in support of the 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.
2. Maintain an emphasis on beautification of campus grounds and updating of facilities by overseeing implementation of the FY 2026 initiatives of the College's Facility Master Plan and related capital projects.
3. Foster development of innovative collaborations with industry, educational partners, and community stakeholders to expand workforce-ready educational pathways.
4. Hire and onboard a new Vice President for Student Services, providing guidance in the areas of responsibility.

5. Explore opportunities to add additional sports programs to enhance the overall positive experience at Lake Land College.

WHEREAS, the Board of Trustees appreciates and supports the President's continued leadership of the College; and

NOW, THEREFORE, BE IT RESOLVED by 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, State of Illinois (the "Board") as follows:

Section 1. The Board approves the Ninth Addendum to the President's Employment Agreement (Attached to Resolution as Exhibit A) to extend the term of the President's Agreement for three additional years, through June 30, 2028.

ADOPTED this 8<sup>th</sup> day of September, 2025 by the following vote:

AYES:

NAYS:

ABSENT:

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

By: \_\_\_\_\_

Chair

Attest: \_\_\_\_\_

Secretary

**SECRETARY'S CERTIFICATE**

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

I do further certify that the foregoing Resolution for approval to renew/extend the employment contract with Dr. Jonathan "Josh" Bullock, Lake Land College President, 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 8<sup>th</sup> day of September, 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 8<sup>th</sup> day of September, 2025.

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Secretary, Board of Trustees

## Exhibit A

**NINTH ADDENDUM TO PRESIDENT'S EMPLOYMENT AGREEMENT**

This Ninth Addendum to President's Employment Agreement is made on September 8, 2025, by and between the Board of Trustees of Lake Land College District No. 517, Counties of Christian, Coles, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, hereinafter referred to as "Board" and Jonathan Bullock, hereinafter referred to as "President," and the Board and President sometimes collectively referred to as the "Parties", and amends the Employment Agreement executed on March 6, 2013, and as amended on April 13, 2015, March 12, 2018, September 9, 2019, September 14, 2020, September 13, 2021, September 12, 2022, September 11, 2023 and September 9, 2024.

WHEREAS, the Board and President entered into an Employment Agreement effective July 1, 2013 through June 30, 2016 (herein referred to as the "Agreement") with such Agreement having been extended to June 30, 2027 by First, Second, Third, Fourth, Fifth, Sixth, Seventh and Eighth Addendums to the Agreement.

WHEREAS, the Parties desire to extend the term of the President's Agreement for three (3) additional years.

NOW, THEREFORE, in consideration of the promises and of the mutual covenants and agreements hereinafter set forth, the Parties hereto acknowledge and agree as follows:

1. The Board hereby extends the President's employment for three (3) additional years, through June 30, 2028.
2. All other terms and conditions in the President's Employment Agreement shall remain in full force and effect, except as set forth in the Addendum entered into on April 13, 2015, the Second Addendum entered into on March 12, 2018, the Third Addendum entered into on September 9, 2019, the Fourth Addendum entered into on September 14, 2020, the Fifth Addendum entered into on September 13, 2021, the Sixth Addendum entered into on September 12, 2022, the Seventh Addendum entered into on September 11, 2023, and the Eighth Addendum entered into on September 9, 2024.

IN WITNESS WHEREOF, the parties have executed this Agreement on the 8<sup>th</sup> day of September, 2025.

**PRESIDENT**

**BOARD**

\_\_\_\_\_  
Dr. Jonathan "Josh" Bullock

BY: \_\_\_\_\_  
Mr. Tom Wright, Board Chair

ATTEST: \_\_\_\_\_

**LAKE LAND COLLEGE  
BOARD OF TRUSTEES  
HUMAN RESOURCES REPORT  
September 8, 2025**

**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**

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
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**

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid</b>		
Davidson, Jo	Dual Credit Instructor	8/22/25
Hudson, Jeremy	Dual Credit Instructor	8/20/25
<b>Full-time</b>		
Grove, Mitchell	Information Security Analyst	9/9/25
Hoalt, Autumn	Correctional Custodial Maintenance Instructor	8/26/25
<b>Part-time</b>		
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**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Sheffer, Emily	Correctional Career Technology Instructor	8/19/25
<b>Part-time</b>		
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**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
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	