

# Lake Land College District No. 517

**Board of Trustees**  
Agenda and Board Book  
December 8, 2025  
Regular Meeting No. 708



## 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

# Table of Contents

Topic	Board Book Page Number
Agenda for December 8, 2025, Regular Meeting	3
Minutes for November 10, 2025, Regular Meeting	6
Supplemental Information for December 8, 2025, Regular Meeting	25

**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. 708  
Monday, December 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 November 10 2025, Regular Meeting.
2. Approval of Minutes of November 10, 2025, Closed Session.
3. Approval of Agenda of December 8, 2025, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.

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

5. Destruction of Tape Recording of the June 10, 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. Navigator News Awards.	25
2. Focus on Advancing Student Success – AI and Community Workshops.	
3. Monthly Data Point Discussion – Fall 2025 Student Survey Results on Registration Processes, Course Scheduling and Modality Options.	
4. Post Issuance Tax Compliance Report.	26-28
5. Calendar of Events.	29-31

### Action Items.

Topic	Board Book Page Number(s)
1. Acceptance of Grant(s).	32-37
2. Acceptance of October 2025 Financial Statements.	38-40
3. Declaration of Surplus Item(s) or Equipment.	41-43
4. Approval of Proposed Revisions to Board Policy 02.16 – <i>Freedom of Information Act</i> .	44-46
5. Approval of Resolution No. 1225-004 Abating the Tax Heretofore Levied for the Year 2025 to Pay Debt Service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517.	47-56
6. Approval of Resolution No. 1225-005 – Authorize Preparation of Tentative Budget.	57-60
7. Approval of Certificate of Tax Levy.	61-64
8. Approval of New Student Organization – Epsilon Sigma Alpha.	65-69
9. Approval of Contract for Ellucian SaaS Software.	70-71
10. Approval of Professional Services Contract for Ellucian SaaS conversion.	70-71
11. Approval of Renewal for Circa Compliance Services.	72-76
12. Waive First Reading and Approve Proposed Revisions for Board Policy 06.54 – <i>Grade Exclusion</i> .	77-78
13. Waive First Reading and Approve Proposed Revisions for Board Policy 07.01 – <i>Admission of Students</i> and 07.01.02 – <i>Special Admission and Graduation Requirements for Select Technical Programs</i> .	79-85

Lake Land College Board of Trustees

Agenda – December 8, 2025

Page 3

14. Closed Session.

Pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (21), closed session is called to discuss the appointment, employment, compensation, performance or dismissal of specific employees and to review the minutes of meetings lawfully closed under the Open Meetings Act.

[Return to Open Session - Roll Call]

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

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

86-87

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

**Adjournment.**

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



Regular Board Meeting No. 707  
Board and Administration Center, Room 011  
Mattoon, IL  
November 10, 2025

**Minutes**

**Call to Order.**

Chair Wright called the November 10, 2025, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of Board and Administration Center, Mattoon, IL.

**Roll Call.**

**Trustees Physically Present:**

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

**Trustees Absent:** None.

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

**Others Present:**

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

**Approval of Consent Items.**

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

1. Approval of Minutes of October 13, 2025, Regular Meeting.

2. Approval of Agenda of November 10, 2025, Board of Trustees Meeting.
3. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	469,307.67
Building Fund	\$	144,447.41
Site & Construction Fund	\$	821,682.41
Bond & Interest Fund	\$	-
Auxiliary Services Fund	\$	46,066.67
Restricted Purposes Fund	\$	114,540.51
Working Cash Fund	\$	-
Audit Fund	\$	10,000.00
Liability Insurance Fund	\$	21,882.55
Student Accts Receivables	\$	2,125,008.93
Total	\$	3,752,936.15

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

4. Destruction of Tape Recording of the May 13, 2024, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

**Motion carried.**

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

There were no public comments.

## **Committee Reports.**

### **ICCTA/Legislative.**

Trustee Walk said veto session has wrapped up in Springfield as they reviewed bills that were vetoed by the governor. Our administration continues to watch for any bills that become law that impact our policies here at the college.

Trustee Walk stated that there has been a message from the ICCB with an update regarding the number of community colleges in Illinois. There was an organizational change within Illinois Eastern Community Colleges, where they now operate as a single district rather than four separately counted community colleges; therefore, the official count for the Illinois Community College System is 45 community colleges.

Trustee Walk said there is also some good news for the Illinois Community College system. They have beaten the national trend of declining enrollment, with approximately 274,000 new students entering the Illinois Community College system.

### **Resource & Development.**

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

### **Finance.**

Trustee Lilly, Committee Chair, referred to Trustee Reynolds, who said the Committee met and some items will be discussed later in the agenda.

### **Buildings & Site.**

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

### **Foundation.**

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

- The Foundation is partnering with the Student Life Office to host a joint pizza party with the Student Activity Board for our 2025-2026 scholarship recipients on November 19th. We are excited to celebrate our recipients. We'll also be hosting our 4th annual brunch with Sarah Bush on November 22nd to celebrate the recipients of the Sarah Bush Lincoln Health Care Nursing Scholarship.
- On that same note, our FY27 scholarship application just opened and will remain open for the first cycle until January 31st.
- We extended our congratulations and celebrated the 2025 Foundation & Alumni Award recipients on October 23rd with a special event on campus with a record-breaking crowd. Thanks to all who attended, and a special thanks to our outgoing Foundation Board members, Rich Hartke, Debra Sandercock, Meg Steward, and Linda Von Behren

for their invaluable service! We're also excited to welcome our newest board members: Mike Bohannon, Dr. Nash Naam, Salisa Olmsted, and Cassie Yoder.

- Most excitingly, we're thrilled to share that the Foundation received its 2nd largest cash gift/4th largest overall gift last month from the estate of Randy Adkins, an LLC alumnus and 25-year LLC Alumni Board member. This transformational gift will support students from Mattoon High School in perpetuity!

## **Student Report.**

Student Trustee Bliler reported that since the Board's last meeting, the Student Government Association (SGA) has convened four times, and these meetings centered on preparations for upcoming Student Activity Board programming and club events. In October, the SGA hosted the annual Interclub Council Meeting, which served as a key opportunity to share updates with student organizations and collect the necessary documentation for club funding distribution, scheduled to take place this week. Mr. Bliler said the SGA also met with President Bullock to discuss the college's new strategic plan and the Association's role in supporting its implementation. He said the conversation was both productive and encouraging, offering valuable insight into how student leadership can contribute meaningfully to institutional goals. He said the student government also met with Vice President Nohren to discuss important student insights, which proved to be a meaningful conversation. Mr. Bliler said the SGA remains committed to fostering student engagement and ensuring that the student voice is represented in broader campus initiatives. He said, looking ahead, the SGA will host its next blood drive on November 12, 2025. Mr. Bliler said the Student Activity Board (SAB) continues to organize weekly student events each Wednesday, and two recent highlights include "Club or Treat," which provided student organizations with a platform to share information and recruit new members. He said this year's event saw a notable increase in student participation. He continued to say that SAB also partnered with TRIO to host Lake Land College's Veterans Celebration—a moving tribute to the service and sacrifice of our student veterans and all who have served in the armed forces. Mr. Bliler said with this month's student highlight, I would like to take a moment to honor our veterans. He said while we formally recognize their service tomorrow, November 11, our gratitude is enduring. Mere words seem too feeble to express the deep, moving appreciation we hold for our nation's peacemakers. He said Veterans embody a profound commitment to duty, courage, and sacrifice—qualities that transcend words and resonate deeply within the fabric of our national identity. Mr. Bliler said their willingness to serve, often at great personal cost, secures the freedoms we enjoy and the peace we too often take for granted. He said we also remember those who remain missing in action or are held as prisoners of war, and their absence is a solemn reminder of the unfinished chapters in our nation's story and our enduring hope for their return. Mr. Bliler said on behalf of the student body, he extends the utmost and sincerest appreciation to all veterans. We honor not only their most notable service but the values they represent—integrity, resilience, and the deepest love of country. He encouraged all students and citizens to express their appreciation not only in words but through lives lived in gratitude and civic responsibility for, as President Lincoln named, "...so great a sacrifice upon the altar of freedom." May we strive to be worthy of these

Lake Land College Board of Trustees  
 Minutes – November 10, 2025  
 Page 5 of 19

freedoms they have secured. Mr. Bliler welcomed any questions the Board may have and thanked them sincerely for their continued support of the Lake Land College student body.

## **President's Report.**

Dr. Bullock gave the following updates:

- The College received no payments from the Illinois Department of Corrections or Illinois Department of Juvenile Justice in October toward the FY 2026 balance of \$2.1 million for DOC and \$48,365 for DJJ.
- In October, the College received \$1.06 million from the State of Illinois for FY 2026 credit hour reimbursement and \$1.03 million for equalization, and no funds toward CTE. A total of \$8 million remains outstanding.
- The College received \$123,601 in CPPRT payments in October.
- The College received property tax payments totaling \$7.25 million in October.

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

### **Successes from Fall 2025 for Various Lakers Athletics Teams.**

Director of Athletics, Bill Jackson, along with coaches and numerous athletes from the clay target team, volleyball team and women's cross-country team, presented the Board with their various season-high trophies and they highlighted successes of their respective seasons for Fall 2025.

### **Proposed Aggregate Tax Levy.**

Mr. Woodruff presented a recommendation from Ms. Madge Shoot, Comptroller, for the proposed aggregate tax levy for the 2025 levy year. Trustee Reynolds noted that the Finance Committee reviewed the information at the November 6, 2025, meeting and voted to recommend approval of the proposed aggregate tax levy. Mr. Woodruff said the proposed taxing levy will not exceed a five percent increase over the prior year's extension; thus, a truth in taxation hearing is not required. He reported we will not know the actual tax rate for the 2025 levy year until late spring when all of the EAV's are finally determined by the 15 individual counties in the Lake Land College district, but we are estimating that our rate of levy will increase to approximately \$.5100 per \$100 EAV, a .69% increase in the amount levied overall from the prior levy year. He noted that for the individual taxpayer, Lake Land's tax is approximately 5% of the total bill and reflects Lake Land's low overall tax rate per \$100 EAV. Trustees learned that, pursuant to 35 ILCS 200/18-55, once the Board of Trustees acknowledges the proposed aggregate tax levy, we must wait at least 20 days for the Board to officially adopt the Certificate of Tax Levy. Trustees learned that the administration will bring this back to the Board for approval during the December 8, 2025 regular meeting.

Lake Land College Board of Trustees  
 Minutes – November 10, 2025  
 Page 6 of 19

## **Monthly Data Point Discussion – District High School Graduates and Their Postsecondary Education Choices.**

Ms. Lisa Cole, Director of Data Analytics, highlighted the monthly data point report on district high school graduates and their postsecondary education choices.

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

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

Ms. Highland said the administration respectfully presents proposed revisions as first reading for the November 2025 regular Board meeting, and will bring this request back to the Board for approval during the December 2025 regular Board meeting.

## **Calendar of Events.**

Trustees reviewed a calendar of upcoming events. Dr. Bullock invited the Trustees to the Holiday Luncheon that will be held in the Field House on December 3.

## **Action Items**

### **Presentation of Audit and Board Acceptance.**

Trustees heard a presentation via teleconference from Mr. Jeff Livesay and Ms. Natalie Minich, certified public accountants from the accounting firm of Martin Hood, CPA PLLC, of Champaign, on the FY 2025 Audit Report, which was provided to each Trustee. Trustees learned that the financial statements present fairly in all material respects, and there were no material weaknesses.

Trustee Reynolds, Committee Member, said the Committee met recently for an in-depth review of the FY 2025 Audit, and the Committee's consensus was to recommend to the Board approval of the Audit as presented.

Trustee Reynolds moved and Trustee Montgomery seconded to accept as presented the fiscal year 2025 Audit Report prepared by our auditors, Martin Hood, CPA PLLC, of Champaign, Illinois, for submission to the Illinois Community College Board and other federal and state

Lake Land College Board of Trustees  
Minutes – November 10, 2025  
Page 7 of 19

agencies. Approval of the full audit is contingent upon no changes occurring as a result of receiving the delayed release of the U.S. Office of Management and Budget (OMB) Compliance Supplement for conducting FY2025 single audits. Should changes occur, we will present the corresponding changes to the Board in a future meeting.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

**Motion carried.**

### **Acceptance of Grant(s)**

Ms. Highland highlighted for the Board that the College has received a one-year grant for \$109,978.80 from the Illinois Community College Board (ICCB) Noncredit Strategies at Work grant (NSAW). She said this grant program was created to support noncredit training and business solution initiatives at community colleges. This is the third year the College has received this grant.

Ms. Highland also presented to the Board a one-year grant for \$18,903.94 from the Illinois Board of Higher Education (IBHE) Nursing School Grant Program. She said the purpose of the Nursing School grant program is to increase the number of registered nurses in Illinois.

Trustee Deters moved and Trustee Walk seconded to accept as presented a one-year \$109,978.80 grant from ICCB Noncredit Strategies at Work (NSAW) grant program and a one-year \$18,903.94 grant from the IBHE Nursing School grant program.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

**Motion carried.**

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

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

Lake Land College Board of Trustees  
Minutes – November 10, 2025  
Page 8 of 19

Trustee Reynolds, Committee Member, said the Committee met recently for an in-depth review of the September 2025 Financial Statements and the Committee's consensus was to recommend to the Board approval of the Financial Statements as presented.

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

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

**Motion carried.**

### **Declaration of Surplus Item(s) or Equipment.**

Mr. Woodruff requested the Board declare as surplus Print Shop and Grounds equipment and miscellaneous items from the Laker Louie Jr. Academy as surplus and grant authorization to dispose of the listed items in a manner most beneficial to Lake Land College.

Trustee Walk moved and Trustee Deters seconded to declare as presented Print Shop and Grounds equipment and miscellaneous items from the Laker Louie Jr. Academy as surplus and grant authorization to dispose of the listed items in a manner most beneficial to Lake Land College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

**Motion carried.**

### **Approval of Special Event Tuition Waiver for a Welding Competition.**

Dr. Ike Nwosu, Vice President of Academic Services, requested the Board approve a special event tuition waiver for a District Welding Competition to be held in March 2026. Dr. Nwosu said to encourage participation and recognize outstanding performance, the top students will receive specialized welding equipment (helmets, jackets, toolbox, etc.), and all participants will be awarded a competition t-shirt. In addition, he said we would like to recognize the top senior student by awarding a \$500 tuition and fee waiver to Lake Land College. Dr. Nwosu said this initiative supports student retention, promotes the welding program, and strengthens partnerships with local employers.

Lake Land College Board of Trustees  
 Minutes – November 10, 2025  
 Page 9 of 19

Trustee Deters moved and Trustee Reynolds seconded to approve, as presented, the allocation of a \$500 tuition and fee waiver from Lake Land College for the top senior winner of the District Welding Competition, to be held on March 26, 2026, on the Lake Land College main campus.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

**Motion carried.**

### **Approval of Updates to the Named Spaces Planner.**

Dr. Bullock presented a memo from Ms. Christi Donsbach, Executive Director for College Advancement, stating that following a comprehensive review of previously designated named spaces, several updates to the current Named Spaces Planner are being requested. He said the proposed revisions outlined below reflect these findings and aim to ensure the document remains accurate, up to date, and aligned with current campus naming opportunities and designations.

Below are the requested updates for the current document:

Location	Donation	Status
Northwest Building	\$1,000,000	Update
Northeast Building	\$1,000,000	Update
Workforce Development Center	\$1,000,000	Update
Vo-Tech Building	\$1,000,000	Update
Ag Tech (John Deere)	\$1,000,000	Update

Trustee Walk moved and Trustee Montgomery seconded to approve the acceptance of the updated Named Spaces Planner as presented.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

**Motion carried.**

Lake Land College Board of Trustees  
 Minutes – November 10, 2025  
 Page 10 of 19

## **Acceptance of Gift-in-kind Donation from the Lake Land College Foundation.**

Trustees heard a recommendation from Dr. Bullock for the Board to accept the gift-in-kind equipment donation of a medical chair from the Lake Land College Foundation valued at \$13,927. Dr. Bullock said the equipment's intended use is for the athletic trainer and student athletes.

Trustees learned that the Foundation had approved the acceptance of the gift-in-kind equipment from Midpoint Medical, LLC, and respectfully requested that the Board of Trustees move to accept this equipment donation, specifically a medical chair, from the Lake Land College Foundation.

Trustee Deters moved and Trustee Walk seconded to approve the acceptance of the medical chair valued at \$13,927 from the Lake Land College Foundation to Lake Land College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

**Motion carried.**

## **Approval of Proposed Revisions to Board Policy 02.02 – *Student Trustee.***

Ms. Highland presented to the Board information regarding Board Policy 02.02 - *Student Trustee*, which establishes basic requirements for the election and ongoing eligibility for any student trustee on an annual basis. She said the relevant section in the Illinois Community College Act also includes basic eligibility, which is enrollment status at a community college. Trustees were provided proposed revisions to the College's Board Policy so that our language aligns with current language in the Illinois Community College Act, 110 ILCS 805/3-7.24.

Ms. Highland stated that, as this recommendation aims to align our Policy with existing Illinois Community College Act language, she respectfully requested that the Board waive the first reading.

Trustee Reynolds moved, and Trustee Montgomery seconded to waive first reading and approve as presented the proposed revisions to Board Policy 02.02 - *Student Trustee*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Lake Land College Board of Trustees  
Minutes – November 10, 2025  
Page 11 of 19

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

**Motion carried.**

## **Approval of Workers Compensation Insurance Renewal.**

Trustees heard a request from Mr. Woodruff for the Board to approve the renewal of the College's Workers' Compensation Insurance Policy with the Illinois Public Risk Fund (IPRF) for calendar year 2026. Trustees learned the proposed renewal rate of \$170,608 reflects an increase of \$5,690 (3.45%) over our previous coverage. Mr. Woodruff said the \$170,608 includes an administrative fee of \$4,969, and despite the slight increase, we support staying with IPRF.

Trustees learned that the mod rating for the College increased from 0.86 to 0.89. Mr. Woodruff noted that last year, the experience modification (mod) rate increased from 0.74 to 0.86, which involves reviewing the prior three years of claims. He noted that an experience mod of less than 1.00 is better than average for organizations/businesses of similar size and industry. He said we currently have 2 open claims with a reserves balance of \$32,151.63.

Mr. Woodruff stated that with this renewal, the College will again qualify to receive a Safety Grant from IPRF in the amount of \$14,389, to be used for enhancing safety throughout the campus.

Trustee Walk moved and Trustee Lilly seconded to approve as presented the renewal of the Worker's Compensation Insurance Policy with the Illinois Public Risk Fund for calendar year 2026 in the amount of \$170,608 through Dimond Brothers Insurance of Mattoon, IL.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

**Motion carried.**

## **Approval of Contract for EAB Global/Virtual Tour.**

Mr. Woodruff presented a recommendation for the Board to retroactively approve the College's subscription to EAB Virtual Tour, branded as YouVisit, to provide an interactive, web-based campus tour experience for prospective students and families. He said this virtual tour is embedded on various pages throughout the College's website, allowing visitors to explore campus facilities and student life through immersive 360° media and videos.

Lake Land College Board of Trustees  
Minutes – November 10, 2025  
Page 12 of 19

Mr. Woodruff said the Virtual Tour platform is provided by EAB Global, Inc., the same vendor that offers our EAB Navigate student success and advising solution. He said it is important to note that the Virtual Tour (YouVisit) product is completely separate from our EAB Navigate agreement. The Virtual Tour is a standalone module and has never been included as part of the Navigate package or its licensing terms. The program terms and annual fees were provided to each of the Trustees.

Trustee Cadwell moved and Trustee Deters seconded to approve as presented the three-year agreement retroactively, which includes the third-year renewal for \$25,527.00 with EAB of Washington, DC. The term for the renewal will be July 31, 2025 – July 30, 2026.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

**Motion carried.**

### **Approval of Agreement for Iowa Lakes ACCES Consortium.**

Trustees heard a recommendation from Mr. Woodruff regarding Lake Land College's participation in a long-standing shared technology services agreement through the Alliance of Community Colleges for Electronic Sharing (ACCES), a consortium of community colleges across Illinois and Iowa. He said this collaboration enables member institutions to jointly license and maintain enterprise software and cloud services provided by Ellucian, which powers our core systems for student records, finance, HR, and reporting. He said the current agreement between Ellucian and ACCES runs from July 1, 2024, through June 30, 2029.

Mr. Woodruff said as part of a recent review of the ACCES-Ellucian agreement documentation, we discovered that the last known communication with the Board regarding ACCES participation dates back to 1998. He said, given this gap, and in the interest of full transparency and policy compliance, we are proactively bringing this item to the Board for formal and retroactive approval of our continued participation in ACCES and the 5-year agreement currently in effect.

Mr. Woodruff stated that Lake Land is currently one of ten colleges comprising the consortium and that the current arrangement requires Lake Land College to pay its portion of the Ellucian agreement, which amounts to \$175,239. He said this payment covers the current Ellucian platform licensing.

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

Trustee Lilly moved and Trustee Walk seconded to retroactively approve Lake Land College's membership in the 2024–2029 ACCES consortium agreement with Ellucian, and the current

Lake Land College Board of Trustees  
Minutes – November 10, 2025  
Page 13 of 19

fiscal year's payment of \$175,239 with ACCES of Iowa/Illinois for Lake Land College's portion of the current Ellucian agreement. Considering the increase in costs associated with the migration to the new SaaS platform, but without an exact amount, we will present future invoices to the Board for approval prior to the due date.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

**Motion carried.**

### **Approval of Bid for Front Entrance Project.**

Trustees heard a request from Mr. Woodruff for the Board to award the bid to Kieffer Brothers Construction of Mt Carmel, Illinois for the total amount of \$2,567,097.00 for the Entrance Improvement Project, and the use of fund balance for this expense. Trustees received the bid tabulation sheet detailing Kieffer Brothers Construction submitting the lowest of two bids received. Mr. Woodruff reported that the project scope entails comprehensive roadway and landscape enhancements at Entrances 1 & 2, as well as the addition of a new Entrance with a turn lane along Route 45. He said these improvements will enhance the entrance aesthetics, improve roadway conditions, and modernize infrastructure along Route 45, and are part of the Master Facility Plan.

Trustee Walk moved and Trustee Deters seconded to approve as presented the proposal received by Kieffer Brothers Construction of Mt Carmel, Illinois for the total amount of \$2,567,097.00 for the Entrance Improvement Project, and the use of fund balance for this expense.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

**Motion carried.**

### **Approval of Purchase for Phase III Printer Replacement Project.**

Mr. Woodruff presented a recommendation to the Board to approve a purchase for a Phase III Printer Replacement Project. Mr. Woodruff said that in order to keep printers and copiers current and supported, as well as realize potential cost savings, it is the practice of the College to monitor and maintain a copier's life for five to six years. He said on a monthly basis, the print shop audits click counts by units. Along with allocating to the appropriate budget, the data is

Lake Land College Board of Trustees  
Minutes – November 10, 2025  
Page 14 of 19

used to right-size the unit and features with the assigned location. He said it is not unusual for units to be relocated to drive unit utilization, and this monitoring includes all main campus locations and all remote locations, including DOC.

Mr. Woodruff said Mr. Dave Earp, Supervisor of Print and Mail Services, has been in negotiations with Konica Minolta and Ricoh to replace seventeen unsupported copiers/printers used in campus operations and DOC off-campus operations.

Mr. Woodruff said that a bid is not required per Board Policy 10.22 (#4.F.).

Trustee Lilly moved and Trustee Cadwell seconded to approve as presented a purchase/service agreement with Konica Minolta Business Solutions of Peoria, IL, for \$49,166.85 for the purchase of 17 Konica/Minolta Bizhub units and a 60-month service agreement of \$.0044/page. The office copiers/printers will be located throughout Lake Land College's main campus, remote facilities, including DOC locations.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

**Motion carried.**

### **Approval of Purchase of Nook Huddle Pods from School Outfitters.**

Ms. Nohren presented to the Board a memorandum from Ms. Kendra Bierman, Student Wellness Center Manager, that included a recommendation to purchase Nook Huddle Pods from School Outfitters, which is part of the state consortium, allowing Lake Land College to take advantage of competitively bid pricing and compliance with state procurement requirements.

Ms. Nohren said the Nook Huddle Pods provide private, acoustically sound spaces that support small-group collaboration, counseling, and confidential discussions. She said this purchase directly supports the goals of the Mental Health Early Action on Campus initiative by creating designated areas for students to engage in wellness consultations, peer support, and early mental health interventions in a comfortable and private environment.

Ms. Nohren said the proposed purchase will be funded through a competitive allocation awarded to the College by ICCB to support Mental Health Early Action on Campus initiatives.

Ms. Nohren said a bid was not required since School Outfitters is part of a state purchasing consortium.

Lake Land College Board of Trustees  
Minutes – November 10, 2025  
Page 15 of 19

Trustee Walk moved and Trustee Reynolds seconded to approve as presented the bid from School Outfitters of Chicago, Illinois, in the total amount of \$36,084.96 for the purchase of one four-person Nook Huddle XL unit and three two-person Nook Huddle units. The units will be funded through a competitive allocation awarded to the College by ICCB to support Mental Health Early Action on Campus initiatives.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

**Motion carried.**

### **Approval of Temporary Lease at the Effingham Technology Center for Deb's Catering of Altamont.**

Mr. Woodruff presented a recommendation to the Board for a temporary lease with Deb's Catering of Altamont for the commercial kitchen space at the Effingham Technology Center. He said that a substantial fire tragically shut down Deb's Catering and The Giving Plate in Altamont. He said that, in addition to catering, the company provides essential meals to non-profit organizations, such as Meals on Wheels and Head Start, through a contract with CEFS.

Mr. Woodruff said several community partners approached Lake Land about leasing the commercial kitchen space at the Effingham Technology Center to support Deb's Catering, which provides important community services during this challenging time. He said after careful consideration and review, we recommend creating a temporary, month-to-month lease with Deb's Catering, which would enable them to resume providing prepared meals to the recipients of Meals on Wheels and Head Start programs.

Mr. Woodruff said the lease payment will include utilities, internal/external maintenance, and facility repairs. He stated that the rate the college will charge for use of the kitchen and storage space (1,449 square feet) and required common areas is comparable to the Patterson lease agreement and area market rates. The lease will not include the cost of waste disposal and grease disposal service.

Trustee Deters moved and Trustee Cadwell seconded to approve as presented the temporary lease agreement between Lake Land College and Debs Catering of Altamont, IL, which will begin November 11 and run month to month. The monthly lease payment will be \$1,307. The intention is for this lease not to exceed 9 months.

There was no further discussion.

Roll Call Vote:

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

No: None.

Lake Land College Board of Trustees  
Minutes – November 10, 2025  
Page 16 of 19

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

**Motion carried.**

## **Closed Session.**

7:02 p.m. – Trustee Reynolds moved and Trustee Walk seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (8), to discuss the appointment, employment, compensation, performance, or dismissal of specific employees and to discuss security procedures and the use of personnel and equipment to respond to an actual, a threatened or a reasonably potential danger to the safety of employees, students, staff, the public or public property.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

**Motion carried.**

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

7:20 p.m.

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

**Trustees Absent:** None.

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

## **Approval of Dean of Instruction as Discussed in Closed Session.**

Trustee Reynolds moved and Trustee Walk seconded to appoint Mr. Mike Downton to the position of Dean of Instruction effective January 5, 2026. This followed discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Lake Land College Board of Trustees  
Minutes – November 10, 2025  
Page 17 of 19

Absent: None.

**Motion carried.**

### **Approval of Cyber Security Insurance Renewal as Discussed in Closed Session.**

Trustee Deters moved and Trustee Montgomery seconded to approve as presented the one-year renewal of cyber liability coverage for \$33,261 with At-Bay Specialty Insurance Company of Atlanta, Georgia, for the 2025–2026 policy year at a \$5,000,000 aggregate limit and \$15,000 retention. The agreement term runs from December 14, 2025 to December 13, 2026. This followed discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

**Motion carried.**

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

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

Trustee Lilly motioned and Trustee Cadwell seconded to approve the Human Resources Report as presented. This followed discussion on the topic held in closed session related to the appointments of three full-time faculty members and the Dean of Instruction.

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

Bloemer, Katelyn	12/12/25-3/21/26
Gough, Grayson	12/3/25-3/4/26
Smithenry, Kimberly	1/9/26-4/3/26

### **Additional Appointments**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Hotze, Erica	Adjunct Faculty Allied Health Division Primary Position Surg Tech Program Director	1/5/26

### **End Additional Appointments**

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

Lake Land College Board of Trustees  
 Minutes – November 10, 2025  
 Page 18 of 19

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Ohnesorge, Lori	Director of Trio Programs Primary Position Adj Reading Instructor	10/24/25

### **New Hire-Employees**

**The following employees are recommended for hire**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time Tenure Track</b>		
Hyatt, Josey	Academic Counselor	1/5/26
<b>Full-time</b>		
Barnett, Paul	Correctional Horticulture Instructor	10/14/25
Downton, Michael	Dean of Instruction	1/5/26
Elkins, Steven	Custodian	11/17/25
Greer, Chelsea	Correctional Warehousing Instructor	10/28/25
Greenwood, Lynze	Financial Aid Scholarship Specialist	11/11/25
Schlattweiler, Damon	Correctional Automotive Tech Instructor	10/28/25
Tipton, Virginia	Custodian	1/18/25
Wallace, Kendra	Correctional Horticulture Instructor	10/14/2025

### **Part-time**

Coats, Madelyn	Admissions and Records Data Entry Asst	10/14/25
Green, Tristeona	College Work-Study	10/15/25
Saylor, Nichole	Community Learning Instructor	11/6/25
Smith, Tammy	Dual Credit Coordinator	10/21/25
Stoneburner, Cloe	Perkins Student Worker	10/29/25
Waller, Shelby	Dual Credit Coordinator	10/29/25

### **Terminations/Resignations**

**The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Gould, Anna	Correctional Career Tech Graham	11/10/25
Pedigo, Cody	Correctional Automotive Technology Instructor	10/7/25
Strader, Wyatt	Infrastructure Analyst	10/31/25

### **Part-time**

Blackford, Kaylee	Lab Student Assistant	5/7/25
Gillespie, Alex	Adjunct Faculty Social Science Division	5/12/25
Jordan, Jocelyn	College Work-Study	8/12/25
Sanders, Abigail	Special Needs Note Taker	5/8/25
Schout, Nellie	Student Services Intern	8/13/25

### **Transfers/Promotions**

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

Lake Land College Board of Trustees  
Minutes – November 10, 2025  
Page 19 of 19

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Dick, Joshua	ETC Site Technician Transferring from Maintenance I	11/11/25
Jo, Tomoko	Coordinator of International Studies Pro Transferring from Adult Education Transition	11/11/25
Smyser, Trevor	Infrastructure Analyst Transferring from Technical Support Assistant	11/11/25
<b>Full-time Tenure Track</b>		
Beliz, Jenny	Developmental Reading and Writing Inst Transferring from Adjunct Faculty Humanities	1/9/26
Hewitt, Paul	IT Instructor/Coordinator, IT Programs Transferring from Application Engineer	1/9/26
<b>Part-time</b>		
Wohlschlaeger, Jessica	Instructional Design Coordinator Transferring from Instructional Designer	11/10/25

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: Student Trustee Bliler voted yes.

Absent: None.

**Motion carried.**

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

There was no additional discussion.

## **Adjournment.**

Trustee Cadwell moved and Trustee Deters seconded to adjourn the meeting at 7:23 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:** Tim Stolz – Navigator News  
**CC:**  
**DATE:** November 18, 2025  
**RE:** Navigator News Awards

---

The staff of the Navigator News recently attended the Illinois Community College Journalism Association (ICJJA) awards presentation. Lake Land College won a number of awards for their work and reporting during the 2024-2025 year. This year, The Navigator brought home the following awards:

- 1.) 1st Place News Column (Darrius Frazier)
- 2.) 1st Place News Story (Aisha Salami, Mark Naroze)
- 3.) 2nd Place Reporter Of The Year (Mark Naroze)
- 4.) 2nd Place Feature Photo (Kim Hunter)
- 5.) 2nd Place Staff Editorial (Noella Kasera)
- 6.) 3rd Place Sports Column (Darrius Frazier)
- 7.) 3rd Place Page Design (Aisha Salami)
- 8.) Honorable Mention Editorial Writer Of The Year (Cecil Howell)
- 9.) Honorable Mention Page Design (Aisha Salami)
- 10.) Honorable Mention Staff Editorial (Noella Kasera)
- 11.) Honorable Mention Mike Foster General Excellence Award (for overall paper, website, and social media)

Congratulations to the staff members on their amazing work, and we are looking forward to continuing to provide this award-winning level of local journalism for Lake Land College!

# MEMO

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

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

**CC:**

**DATE:** November 10, 2025

**RE:** Post Issuance Tax Compliance Report

---

The Vice President for Business Services and Treasurer acts as the compliance officer for the College's bond record-keeping policy. Following a thorough review, the College is in compliance with all applicable federal tax requirements related to tax advantage obligation bond record-keeping requirements and no further action by the College is needed at this time.

STATE OF ILLINOIS        )  
   ) SS  
 COUNTY OF COLES         )

### POST-ISSUANCE TAX COMPLIANCE REPORT

To: Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois

Pursuant to my responsibilities as the Compliance Officer as set forth in a Bond Record Keeping Policy (the “*Policy*”) adopted by the Board of Trustees (the “*Board*”) of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois (the “*District*”), on the 8th day of December, 2025, I have prepared a report reviewing the District’s contracts and records to determine whether the Tax Advantaged Obligations (as defined in the Policy), comply with the applicable federal tax requirements. In accordance with the proceedings and agreements under which the Tax Advantaged Obligations were issued, the District has covenanted generally to take all action necessary to comply with the applicable federal tax rules and regulations relating to the Tax Advantaged Obligations, including covenants necessary to preserve the excludability of interest on the Tax Advantaged Obligations from gross income for federal income taxation purposes. The following sets forth a summary demonstrating the District’s compliance with such covenants and expectations.

(a) *Records.* I have in my possession all of the records required under the Policy.

(b) *Arbitrage Rebate Liability.* I have reviewed the agreements of the District with respect to each issue of the Tax Advantaged Obligations. At this time, the District does not have any rebate liability to the U.S. Treasury

(c) *Contract Review.* I have reviewed copies of all contracts and agreements of the District, including any leases, with respect to the use of any property owned by the

District and acquired, constructed or otherwise financed or refinanced with the proceeds of the Tax Advantaged Obligations and other records. At this time, each issue of the Tax Advantaged Obligations complies with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans.

(d) *IRS Examinations or Inquiries.* The Internal Revenue Service (the “IRS”) has not commenced an examination of any issue of the Tax Advantaged Obligations. The IRS has not requested a response to a compliance check, questionnaire or other inquiry.

Based upon the foregoing, I believe that the District is currently in compliance with the applicable tax law requirements and no further action is necessary at this time. This report will be entered into the records of the District and made available to all members of the Board at the next regular meeting thereof.

Respectfully submitted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By \_\_\_\_\_  
John Woodruff, Vice President for Business Services  
College Treasurer

### Calendar of Events

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
Saturday, January 17, 2026	6 p.m. – Effingham Chamber Gala: Saturday Night Fever Keller Convention Center
Thursday, February 12, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, February 16, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, March 5, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, March 9, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, April 9, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, April 13, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, May 7, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011

Monday, May 11, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Friday, May 15, 2026	6 p.m. - College Commencement Ceremony
Wednesday, May 20, 2026	Noon – Board Lunch – Foundation and Alumni Center 1 p.m. – Annual Board Retreat, Foundation and Alumni Center
Thursday, June 4, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, June 8, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, July 9, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, July 13, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, August 6, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, August 10, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, September 10, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, September 14, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 8, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, October 12, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, November 5, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, November 9, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, December 10, 2026	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, December 14, 2026	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
December 24, 2026 – Jan.1, 2027	College Closed



# MEMO

TO: Jean Anne Highland, Chief of Staff  
FROM: Beth Craig, Grants Writer and Coordinator  
CC: Lynn Breer, Director of Institutional Research and Reporting  
RE: Acceptance of FY26 ICCB Strengthening Mental Health Supports Grant

---

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

Grant funds will be used to hire three master's level mental health interns from Eastern Illinois University to provide support to students as well as the College mental health counselor. In addition, funds will be used to establish contracted psychiatric evaluation services with an outside provider, purchase an American College Health Association Well-Being Assessment, purchase a TalkCampus subscription renewal, provide mental health first aid training to additional faculty and staff across campus and to train an additional trainer to teach the training. Funds will also be used to provide mileage from the College to various social service agencies to expand mental health resources, as well as to provide guest speakers and supplies for student wellness popup events.

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

Recommended motion: Accept as presented a one-year \$170,898.92 grant from ICCB Strengthening Mental Health Supports at Community Colleges program.

STATE OF ILLINOIS		AGENCY : Illinois Community College Board
Organization Name: Lake Land College	UEI# CXUHYLV7VZN7	NOFO: Strengthening Mental Health Supports at Illinois Community Colleges Project
		Fiscal Year(s) : July 1, 2025 to December 30, 2026

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

### SECTION A -- STATE OF ILLINOIS FUNDS

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

### BUDGET SUMMARY STATE OF ILLINOIS FUNDS

Budget Expenditure Categories OMB Uniform Guidance Federal Awards Reference 2 CFR 200*	Year 1	Year 2	Year 3	TOTAL
1. Personnel (Salaries & Wages) 200.430	\$ 52,200.00	-	-	\$ 52,200.00
2. Fringe Benefits 200.431	\$ 6,264.00	-	-	\$ 6,264.00
3. Travel 200.474	\$ 3,900.00	-	-	\$ 3,900.00
4. Equipment 200.439	\$ -	-	-	\$ -
5. Supplies 200.94	\$ 38,005.32	-	-	\$ 38,005.32
6. Contractual Services(200.318) & Subawards (200.92)	\$ 45,699.20	-	-	\$ 45,699.20
7. Consultant (Professional Services) 200.459	\$ -	-	-	\$ -
8. Construction	\$ -	-	-	\$ -
9. Occupancy (Rent & Utilities) 200.465	\$ -	-	-	\$ -
10. Research & Development (R&D) 200.87	\$ -	-	-	\$ -
11. Telecommunications	\$ -	-	-	\$ -
12. Training & Education 200.472	\$ 8,500.00	-	-	\$ 8,500.00
13. Direct Administrative costs 200.413	\$ -	-	-	\$ -
14. Miscellaneous Costs	\$ -	-	-	\$ -
15. A. <u>Grant Exclusive Line Item(s)</u>	\$ -	-	-	\$ -
B. <u>Grant Exclusive Line Item(s)</u>	\$ -	-	-	\$ -
16. Total Direct Costs (lines 1-15) 200.413	\$ 154,568.52	-	-	\$ 154,568.52
17. Indirect Costs* (see below) 200.414 Rate: 15 % Base: _____	\$ 16,330.40	-	-	\$ 16,330.40
18. Total Costs State Grant Funds (lines 16 and 17)	\$ 170,898.92	\$ -	\$ -	\$ 170,898.92



# MEMO

TO: Jean Anne Highland, Chief of Staff  
FROM: Beth Craig, Grants Writer and Coordinator  
CC: Lynn Breer, Director of Institutional Research and Reporting  
RE: Acceptance of FY26 ICCB Taking Back the Trades Round 4 Grant

---

Lake Land College has received a 1.5-year grant for \$298,564.67 from the Illinois Community College Board (ICCB) Taking Back the Trades Round 4 grant program. The purpose of this grant is to provide access and strengthen pathways to careers in the “trades” for young adults, particularly those in underserved communities marked by high youth unemployment, low graduation rates, or other relevant indicators. This is the second year the College has received this grant.

Grant funds will be used to get alternative high school students as well as in district high school students interested in career and technical education, specifically plumbing and electrical careers. This will be completed by purchasing curriculum, software, and equipment for plumbing and electrical certification, sending faculty, staff or high school teachers to train the trainer instruction, purchasing electric go karts to promote electrical training and application, offering students courses in plumbing and electrical education, and allowing students to explore work-placed learning opportunities in order to gain hands on training and career-related employability skills.

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

Recommended motion: Accept as presented a 1.5-year, \$298,564.67 grant from ICCB Taking Back the Trades Round 4 grant program.

<b>STATE OF ILLINOIS</b>	<b>UNIFORM GRANT BUDGET TEMPLATE</b>	<b>AGENCY</b>
Organization Name: Lake Land College	UEI (enter numbers only) : CXUHYLV7VZN7	NOFO # N/A
CFSA Number: 684-01-1760	CSFA Description: FY2026 Taking Back the Trades! Trades School Grant Program - Round 4	Fiscal Year(s) : January 1, 2026 to June 30, 2027

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

**SECTION A -- STATE OF ILLINOIS FUNDS**

Revenues	Year 1	Year 2	Year 3	TOTAL
(a). State of Illinois Grant Amount Requested	\$ 298,564.67			\$ -

**BUDGET SUMMARY STATE OF ILLINOIS FUNDS**

Budget Expenditure Categories <i>Uniform Guidance Federal Awards Reference 2 CFR 200</i>	OMB	Year 1	Year 2	Year 3	TOTAL
1. Personnel (Salaries & Wages)	200.430	\$ 32,000.00			\$ 32,000.00
2. Fringe Benefits	200.431	\$ 3,840.00			\$ 3,840.00
3. Travel	200.474	\$ 15,004.00			\$ 15,004.00
4. Equipment	200.439	\$ 228,077.46			\$ 228,077.46
5. Supplies	200.94	\$ 10,449.23			\$ 10,449.23
6. Contractual Services (200.318) & Subawards (200.92)		\$ -			\$ -
7. Consultant (Professional Services)	200.459	\$ -			\$ -
8. Construction		\$ -			\$ -
9. Occupancy (Rent & Utilities)	200.465	\$ -			\$ -
10. Research & Development (R&D)	200.87	\$ -			\$ -
11. Telecommunications		\$ -			\$ -
12. Training & Education	200.472	\$ -			\$ -
13. Direct Administrative costs	200.413	\$ -			\$ -
14. Miscellaneous Costs		\$ -			\$ -
15. A. <u>Grant Exclusive Line Item(s)</u>		\$ -			\$ -
B. <u>Grant Exclusive Line Item(s)</u>		\$ -			\$ -
16. Total Direct Costs (lines 1-15)	200.413	\$ 289,370.69			\$ 289,370.69
17. Indirect Costs* (see below) Rate: <u>15</u> % Base: _____	200.414	\$ 9,193.98			\$ 9,193.98
18. Total Costs State Grant Funds (lines 16 and 17)		\$ 298,564.67	\$ -	\$ -	\$ 298,564.67



# MEMO

TO: Jean Anne Highland, Chief of Staff  
FROM: Beth Craig, Grants Writer and Coordinator  
CC: Lynn Breer, Director of Institutional Research and Reporting  
RE: Acceptance of FY26 ICCB Innovative Bridge and Transitions Program Grant

---

Lake Land College has received a 15-month grant for \$60,751.04 from the Illinois Community College Board (ICCB) Innovative Bridge and Transitions Program. The purpose of this grant is to support innovative bridge and transition programs and initiatives that support the seamless transition of students between education systems as well as employment.

Grant funds will be used to help adult education students – both GED and ESL students, by creating a pilot program that will lead to a CDL certificate upon completion. Students will complete a Bridge course as well as an ICAPS course as part of this project. Project goals include providing adult education students with CDL Class A training, providing adult students with CDL Class B training, and providing ESL students with Burlington English, specifically the transportation module in order for them to learn about careers in the transportation industry.

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

Recommended motion: Accept as presented a 15-month, \$60,751.04 grant from ICCB Innovative Bridge and Transitions grant program.

<b>STATE OF ILLINOIS</b>	<b>UNIFORM GRANT BUDGET TEMPLATE</b>	<b>AGENCY</b>
Organization Name: Lake Land College	UEI (enter numbers only) : CXUHYLV7VZN7	NOFO # N/A
CFSA Number: 684-01-1670	CSFA Description: FY2026 Innovative Bridge and Transitions	Fiscal Year(s) : January 1, 2026 to March 31, 2027

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

**SECTION A -- STATE OF ILLINOIS FUNDS**

Revenues	Year 1	Year 2	Year 3	TOTAL
(a). State of Illinois Grant Amount Requested	60751.04			\$ -

**BUDGET SUMMARY STATE OF ILLINOIS FUNDS**

Budget Expenditure Categories <i>OMB Uniform Guidance Federal Awards Reference 2 CFR 200</i>	Year 1	Year 2	Year 3	TOTAL
1. Personnel (Salaries & Wages) 200.430	\$ 5,400			\$ 5,400
2. Fringe Benefits 200.431	\$ 648			\$ 648
3. Travel 200.474	\$ -			\$ -
4. Equipment 200.439	\$ -			\$ -
5. Supplies 200.94	\$ 52,284			\$ 52,284
6. Contractual Services (200.318) & Subawards (200.92)	\$ -			\$ -
7. Consultant (Professional Services) 200.459	\$ -			\$ -
8. Construction	\$ -			\$ -
9. Occupancy (Rent & Utilities) 200.465	\$ -			\$ -
10. Research & Development (R&D) 200.87	\$ -			\$ -
11. Telecommunications	\$ -			\$ -
12. Training & Education 200.472	\$ -			\$ -
13. Direct Administrative costs 200.413	\$ -			\$ -
14. Miscellaneous Costs	\$ -			\$ -
15. A. Grant Exclusive Line Item(s)	\$ -			\$ -
B. Grant Exclusive Line Item(s)	\$ -			\$ -
16. Total Direct Costs (lines 1-15) 200.413	\$ 58,332			\$ 58,332
17. Indirect Costs* (see below) 200.414 Rate: 40% Base: \$6,048	2419.20			2419.20
18. Total Costs State Grant Funds (lines 16 and 17)	60751.04	\$ -	\$ -	60751.04



# MEMO

TO: Dr. Josh Bullock, President

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

DATE: November 30, 2025

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

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Please find below a summary of October's actual results compared to the approved budget. We are now 33% or four months into the new Fiscal Year. At this time, there are no results, concerns, or indications that I'm aware of that would create cause for concern at this time.

## October - Noteworthy Events Impacting Results

- Results from Daily Operations – We finished October \$1.0M favorable to budget, which is just slightly below September results. Operating expenditures were unfavorable to the budget by \$77K.
- Revenue – Revenue for October was favorable by \$1.1M. YTD, we are now just \$11K unfavorable to budget. Credit Hour and Equalization payments accounted for 80% (\$885K) of the favorable results. Tuition and fees contributed another \$110K in a favorable revenue balance.
- Expenditures – Daily operational expenditures for the month of October are unfavorable to the budget by \$77K. Two maintenance expenses of \$297K were paid in October, but the budgeted amount in previous months was the largest contributing factor to the unfavorable October balance.

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



**October 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	\$3,925,023	\$3,820,720	\$104,303	\$10,228,478	\$10,463,454	(\$234,976)	●
ICCB Credit Hour Grant	\$801,972	\$443,188	\$358,784	\$1,603,944	\$1,280,753	\$323,191	●
ICCB Equalization Grant	\$1,028,825	\$502,936	\$525,889	\$2,057,650	\$2,011,743	\$45,907	●
Other State Sources	\$37,514	\$71,741	(\$34,227)	\$170,809	\$567,384	(\$396,575)	●
Tuition	\$371,483	\$303,807	\$67,677	\$5,430,246	\$5,345,251	\$84,995	●
Fees	\$774,754	\$723,306	\$51,449	\$2,512,137	\$2,578,425	(\$66,288)	●
Other Revenue	\$206,496	\$179,187	\$27,310	\$741,169	\$508,584	\$232,585	●
Gift in Kind	\$0	\$0	\$0	\$0	\$0	\$0	●
<b>Total Revenue</b>	<b>\$7,146,067</b>	<b>\$6,044,883</b>	<b>\$1,101,184</b>	<b>\$22,744,432</b>	<b>\$22,755,594</b>	<b>(\$11,161)</b>	●
<b>Expenditures</b>							
Instructional	\$1,215,912	\$1,273,627	\$57,715	\$4,795,471	\$5,153,229	\$357,758	●
Academic Support	\$95,574	\$128,360	\$32,785	\$522,996	\$646,629	\$123,633	●
Student Services	\$251,890	\$238,800	(\$13,091)	\$1,105,232	\$1,288,418	\$183,186	●
Public Service/Cont Ed	\$73,163	\$105,765	\$32,602	\$274,473	\$431,732	\$157,259	●
Operations & Maintenance	\$336,853	\$398,110	\$61,257	\$1,357,633	\$1,789,333	\$431,701	●
Institutional Support	<u>\$818,190</u>	<u>\$569,880</u>	<u>(\$248,310)</u>	<u>\$3,156,106</u>	<u>\$4,033,708</u>	<u>\$877,603</u>	●
<b>Total Expenditures - Daily Operations</b>	<b>\$2,791,582</b>	<b>\$2,714,541</b>	<b>(\$77,041)</b>	<b>\$11,211,910</b>	<b>\$13,343,050</b>	<b>\$2,131,140</b>	
<b>Revenue Less Expenditures - Daily Operations</b>	<b>\$4,354,485</b>	<b>\$3,330,342</b>	<b>\$1,024,143</b>	<b>\$11,532,522</b>	<b>\$9,412,544</b>	<b>\$2,119,978</b>	●
Scholarships, grants, waivers	(\$1,793)	\$0	\$1,793	\$333,396	\$539,000	\$205,604	
Gift in Kind	\$0	\$0	\$0	\$0	\$0	\$0	
Reserves - Emergency, contingency and pledged	\$11,660	\$138,000	\$126,340	\$121,674	\$438,305	\$316,631	
Transfer Out	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Total - Non-Operational Expenditures</b>	<b>\$9,867</b>	<b>\$138,000</b>	<b>\$128,133</b>	<b>\$455,071</b>	<b>\$977,305</b>	<b>\$522,234</b>	
<b>Total Expenditures</b>	<b>\$2,801,449</b>	<b>\$2,852,541</b>	<b>\$51,092</b>	<b>\$11,666,981</b>	<b>\$14,320,355</b>	<b>\$2,653,374</b>	●
<b>Excess Revenues Less Total Expenditures</b>	<b>\$4,344,618</b>	<b>\$3,192,342</b>	<b>\$1,152,276</b>	<b>\$11,077,451</b>	<b>\$8,435,239</b>	<b>\$2,642,213</b>	●

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



**October 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	\$1,748,347	\$1,825,003	\$76,656	\$6,741,587	\$7,127,788	\$386,202	●
Employee Benefits	\$215,383	\$208,002	(\$7,381)	\$1,677,541	\$1,642,728	(\$34,813)	●
Contractual Services	\$511,054	\$200,983	(\$310,071)	\$1,056,722	\$1,603,650	\$546,928	●
General Materials and Supplies	\$142,640	\$290,878	\$148,239	\$1,022,462	\$1,770,000	\$747,538	●
Travel and Meeting Expenses	\$37,202	\$57,792	\$20,589	\$86,606	\$274,637	\$188,031	●
Fixed Charges	\$10,735	\$25,558	\$14,822	\$63,314	\$70,405	\$7,091	●
Utilities	\$117,442	\$123,326	\$5,884	\$520,243	\$574,135	\$53,892	●
Capital Outlay	\$8,701	\$20,000	\$11,299	\$37,989	\$252,458	\$214,468	●
Contingency Funds	\$11,649	\$50,000	\$38,351	\$94,653	\$288,305	\$193,652	●
Other Expenditures	(\$1,704)	\$51,000	\$52,704	\$365,864	\$716,250	\$350,386	●
<b>Total Expenditures</b>	<b>\$2,801,449</b>	<b>\$2,852,541</b>	<b>\$51,092</b>	<b>\$11,666,981</b>	<b>\$14,320,355</b>	<b>\$2,653,374</b>	

Accumulated Expenditures by Type	YTD - Salary & Wages			
	Actual	Budget	Variance	
Instructional	\$3,718,450	\$3,748,497	\$30,047	●
Academic Support	\$332,962	\$380,117	\$47,155	●
Student Services	\$789,840	\$837,763	\$47,923	●
Public Service/Cont. Ed	\$156,154	\$172,941	\$16,787	●
Operations & Maintenance	\$383,699	\$492,927	\$109,229	●
Institutional Support	\$1,360,482	\$1,495,543	\$135,061	●
<b>Total</b>	<b>\$6,741,587</b>	<b>\$7,127,788</b>	<b>\$386,202</b>	●
Annual Budget		\$20,185,125		
Percent Consumed		35.31%		

YTD - Employee Benefits			
Actual	Budget	Variance	
\$756,790	\$730,924	(\$25,866)	●
\$86,443	\$88,697	\$2,254	●
\$224,825	\$252,575	\$27,749	●
\$34,830	\$33,193	(\$1,637)	●
\$130,328	\$184,741	\$54,413	●
\$444,324	\$352,597	(\$91,727)	●
<b>\$1,677,541</b>	<b>\$1,642,728</b>	<b>(\$34,813)</b>	●
	\$6,238,351		
	26.33%		

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

# LAKE LAND COLLEGE

# MEMO

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

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

**DATE:** November 21, 2025

**RE:** Surplus Items

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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.

SUV used by the Department of Corrections Dean that needs extensive repairs and will be traded in:

1 – 2020 Ford Escape Hybrid VIN 1FMCU9DZ1LUB65532

Various technology items included in the attached list, which includes details on the need for disposal. All usable parts from the laptops will be harvested.

Furniture and miscellaneous items currently being stored in Effingham Technology Center room 027 are included in the attached list. These items were not usable for redeployment as part of the Effingham Technology Center remodel.

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 2020 Ford Escape Hybrid, various technology items, and various furniture and miscellaneous items as surplus and grant authorization to dispose of the listed items in a manner most beneficial to Lake Land College.

<b>Brand</b>	<b>Model</b>	<b>Serial</b>	<b>Disposal reason</b>
Dell	Latitude 5500	1TV9M33	no warranty- cpu failure
Dell	Latitude 5500	HRKHW33	no warranty- cpu failure
Dell	Latitude 5500	B0BF433	no warranty- cpu failure
Dell	OptiPlex 3080	JTKXSR2	bad motherboard
Dell	Wyse 5070	HGG6BZ2	Unknown Liquid Damage to motherboard
Dell	OptiPlex 3070	5ZKQ053	age- can't update to Windows 11
Dell	OptiPlex 3070	61YP053	age- can't update to Windows 11
Dell	Latitude 5500	DSSF533	bad motherboard (charge port)
Dell	Latitude 3520	1SVP3B3	Bad charging port
Dell	Latitude 3520	FRVP3B3	cracked case, missing keys, damaged charging port
Dell	Latitude 3520	H1WP3F3??	bad screen
Dell	Latitude 5500	8QQT1Z2	randomly reboots- bad motherboard?
Dell	Latitude 5500	h2kg533	broken charge port
Dell	Latitude 3520	C9TP3B3	cracked case and cracked motherboard
Dell	Latitude 3520	D3WP3B3	damaged video port on motherboard
Dell	Latitude 5500	54TW1Z2	won't boot- motherboard?
Dell	Latitude 3520	CFTP3B3	broken screen and case
Dell	Latitude 5500	9DGH533	broken keyboard/ motherboard
Dell	Latitude 3520	4ZTP3B3	dead motherboard- water damage
Dell	Latitude 5500	3Y2H533	motherboard issues- random reboots
Vizio (tv)	V705-J03	LFTGD7KX2401703	power supply went out/ screeen burned out
Samsung (tv)	QB75R 75" LED Display	07YXHNJM600869Z	screen burned out

## ETC 027 Storage

Asset	Item Description	Brand	Qty	Note
Patterson Donate	Focus Task Chair w/adj. arms - black back	SitOnIt	68	bad/sell
Patterson Donate	Focus Task Chair w/fixed arms - silver back	SitOnIt	3	
Patterson Donate	Freelance side chair w/arms	SitOnIt	4	
Patterson Donate	Freelance side chair w/arms + casters	SitOnIt	1	
Patterson Donate	Focus high stool w/o arms	SitOnIt	2	
Patterson Donate	42" x 104" grey conf table	unknown	2	
Patterson Donate	Podium w/AV controls/connections	unknown	3	
Patterson Donate	42" x 144" grey conf table	unknown	1	
Patterson Donate	A-frame marker board	Post-It	2	
Patterson Donate	Mobile equipment cart	Mayline	1	
Kluthé	48x48 conf table		1	
Kluthé	19"W grey shelf w/hooks		8	
Kluthé	3 drawer wood side table		1	
Kluthé	Grey upright 4 drawer lateral file cabinet		1	
Kluthé	Black upright 4 drawer file cabinet		1	
Kluthé - PTA	Microwave - black	Hamilton Beach	1	
Kluthé	Dorm/office refrig - white	Kenmore	1	
Kluthé - PTA	Dorm/office refrig - black	Danby	1	
Kluthé	2 drawer file cabinet - Black		4	



# MEMO

TO: Board of Trustees and President Bullock

FROM: Jean Anne Highland, Chief of Staff

CC: Dustha Wahls, Kelly Allee, Madge Shoot and Jamie Corda-Hadjaoui

DATE: November 13, 2025

RE: Proposed revisions to Board Policy 02.16 – *Freedom of Information Act*

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Board Policy 02.16 acknowledges the Board of Trustees' and College's commitment to ensure compliance with the Freedom of Information Act and any requests per this law. However, as the Policy is currently written, it also includes details of the Act that have changed over time as well as the likelihood of additional changes with future law amendments. Following guidance from our legal counsel, Robbins Schwartz, we recommend removing from Policy various details related to Freedom of Information requests and instead reference our compliance and/or commitment of this law along with our four appointed Freedom of Information Act Officers or trained designees, who will in turn maintain any procedural documents and processes.

We presented proposed revisions as first reading for the November 2025 regular Board meeting.

Recommended motion: Approve as presented proposed revisions to Board Policy 02.16 – *Freedom of Information Act*.

Attachment

## 02.16

### Freedom of Information Act

The Board of Trustees will ensure that all meetings are open to the public and that the provisions of the Illinois Freedom of Information Act (FOIA) are adhered to. ~~The Board will make available for inspection or copying all public records, except as otherwise exempted by the Act, when a written request is submitted. Each request will be complied with or denied within five (5) business days after it is received. The denial shall be by letter from the President of the College or his/her designee. The time limit may be extended for five (5) additional business days for reasons prescribed by the law. Requests calling for all records falling within a category shall be complied with unless compliance with the request shall be unduly burdensome for the College and there is no way to narrow the request, and the burden on the College outweighs the public interest in the information. Before invoking this exemption, the College shall extend to the person making the request an opportunity to confer in order to attempt to reduce the request to manageable proportions.~~

The Board of Trustees has designated individuals in the following positions as FOIA Officers for the College: The Comptroller, the Dean of ~~Admission Services~~Enrollment & Student Success, the Director of Human Resources, and the Director of Marketing and Public Relations. ~~All requests should be directed to one of the above individuals, who shall be trained in compliance with State law. Contact information for the FOIA Officers shall be maintained on the College's Web site along with a copy of the College's FOIA policy. Requestors are encouraged to submit requests via the email address of FOIA-Request@lakelandcollege.edu as this will automatically generate the request to all four FOIA Officers for the College.~~

~~In order to reasonably reimburse the College for its actual cost for reproducing and certifying public records and for the use, by any person, of the equipment of the public body to copy records, the following fee schedule is established:~~

- ~~1. For the first 50 pages of black and white, letter- or legal-sized copies, there will be no charge.~~

**Board Policy 02.16**

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Page 1 of 2

- ~~2. Each black and white, letter or legal-sized copy in excess of 50 will be 15 cents (\$.15) for each page copied.~~
- ~~3. The charge for different or irregular size copies shall be the actual cost for the reproduction thereof.~~
- ~~4. The cost of certifying each copy or page shall be \$1.00 per copy or page.~~
- ~~5. Electronic copies will be charged at the actual cost of purchasing the recording medium such as a CD or disc.~~

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Adopted November 9, 1998  
Revised July 14, 2003  
Revised January 11, 2010  
Revised December 9, 2019

[Revised](#)

Page 2 of 2

# LAKE LAND COLLEGE

# MEMO

**TO:** Dr. Jonathan Bullock, President  
John Woodruff, Vice President for Business Services

**FROM:** Madge Shoot, Comptroller

**CC:**

**DATE:** November 12, 2025

**RE:** Alternative Revenue Bond Abatement

---

In December of 2006, The Board of Trustees approved the issuance of \$2,200,000 in general obligation refunding bonds (Alternative Revenue Source). The bond issue was for the construction of the new Fitness Center and will be repaid with a \$1.50 per credit hour service fee. In 2016, the Board approved a refinancing of the debt amount of \$1,450,000.

This Alternate Bond levy needs to be abated in its entirety prior to the County Clerk's deadline in March. I recommend the Trustees approve the attached resolution. Should you have questions, I am available.

**Recommended motion:** Approve as presented, resolution 1225-004 - Resolution abating the tax heretofore levied for the year 2025 to pay debt service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517.

Attachment

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, held in Board & Administration Center Room 011, 5001 Lake Land Boulevard, Mattoon, Illinois, in said Community College District at 6:00 o'clock P.M., on the 8<sup>th</sup> day of December, 2025.

\* \* \*

The meeting was called to order by the Chairman and upon the roll being called, Tom Wright, the Chairman, and the following Trustees were physically present at said location: \_\_\_\_\_

\_\_\_\_\_ and \_\_\_\_\_ (non-voting student trustee).

The following Trustees were allowed by a majority of the members of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: \_\_\_\_\_

No Member was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: \_\_\_\_\_

The Chairman announced that the next item of business before the Board of Trustees was the consideration of a resolution abating the tax heretofore levied for the year 2025 to pay debt service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of the District.

Whereupon Member \_\_\_\_\_ presented and the Secretary read by title a resolution as follows, copies of which were made available to all in attendance at said meeting who requested a copy:

# Lake Land College Board of Trustees



RESOLUTION abating the tax heretofore levied for the year 2025 to pay debt service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois.

**RESOLUTION NUMBER: 1225-004**

**DATE: 12-8-25**

\* \* \*

WHEREAS, the Board of Trustees (the "*Board*") of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois (the "*District*"), by resolution adopted on the 14th day of December, 2015, as supplemented by a direction for abatement of taxes (the "*Bond Resolution*"), did provide for the issue of \$1,450,000 General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B (the "*Bonds*"), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS, the Board has determined and does hereby determine that Pledged Revenues (as defined in the Bond Resolution) or other funds have been deposited in the Alternate Bond and Interest Fund of 2016 (as defined in the Bond Resolution) in an amount sufficient to pay the principal of and interest on the Bonds when due in the next

bond year, so as to enable the abatement of the Pledged Taxes (as defined in the Bond Resolution) levied for the same; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2025 to pay principal and interest on the Bonds be abated:

NOW, THEREFORE, Be It and It is Hereby Resolved by the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

*Section 2. Abatement of Tax.* The tax heretofore levied for the year 2025 in the Resolution is hereby abated in its entirety.

*Section 3. Filing of Resolution.* Forthwith upon the adoption of this Resolution, the Secretary of the Board shall file a certified copy hereof with the County Clerks of the Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby, Illinois, and it shall be the duty of said County Clerks to abate said tax levied for the year 2025 in accordance with the provisions hereof.

*Section 4. Effective Date.* This resolution shall be in full force and effect forthwith upon its adoption.

Adopted December 8, 2025.

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Chairman, Board of Trustees

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Secretary, Board of Trustees

Member \_\_\_\_\_ moved and Member \_\_\_\_\_ seconded the motion that said resolution as presented and read by title be adopted.

After a full discussion thereof, the Chairman directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAY: \_\_\_\_\_

Whereupon the Chairman declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

\_\_\_\_\_  
Secretary, Board of Trustees

STATE OF ILLINOIS        )  
                                       ) SS  
 COUNTY OF COLES        )

### CERTIFICATION OF RESOLUTION AND MINUTES

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

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 8<sup>th</sup> day of December, 2025, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2025 to pay debt service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting, that said agenda contained a separate specific item concerning the proposed adoption of said resolution, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board in the passage of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 8<sup>th</sup> day of December, 2025.

---

Secretary, Board of Trustees

**COPY SENT TO EACH COUNTY CLERK**

STATE OF ILLINOIS    )  
  ) SS  
COUNTY OF COLES    )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of Coles County, Illinois, and as such official I do further certify that on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2025 to pay debt service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois.

duly adopted by the Board of Trustees of Community College District No. 517, Counties of Coles, Christian, Clark, Clay, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby and State of Illinois, on the 8<sup>th</sup> day of December, 2025, and that the same has been deposited in the official files and records of my office.

I do further certify that the tax heretofore levied for the year 2025 for the payment of General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, as described in said resolution will be abated in its entirety as provided in said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
County Clerk of The County of Coles,  
Illinois

(SEAL)

# LAKE LAND COLLEGE

# MEMO

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

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

**CC:**

**DATE:** November 11, 2025

**RE:** Resolution to Authorize Preparation of Tentative Budget

---

Illinois statutes require that the Board of each community college district shall within or before the first quarter of each fiscal year adopt an annual budget which it deems necessary to defray all necessary expenses and liabilities of the district.

Furthermore, it is required that the budget shall be prepared in tentative form as directed by the Board to be made conveniently available to public inspection for at least 30 days prior to final action. Thus, it is respectfully requested the Board approve this Resolution so that the administration may begin preparation of the tentative FY 2027 Budget. Attached is the resolution to authorize preparation of tentative budget for the coming fiscal year.

**Recommended motion:** Approve as presented resolution 1225-005 – Resolution to authorize preparation of the tentative fiscal year 2027 budget.

Attachment

# Lake Land College Board of Trustees



RESOLUTION NUMBER: 1225-005

DATE: 12-08-25

## RESOLUTION TO AUTHORIZE PREPARATION OF TENTATIVE BUDGET

**WHEREAS**, the statutes (Illinois Revised Statutes, Chapter 122, Section 103.20.1) require that the board of each community college district shall within or before the first quarter of each fiscal year, adopt an annual budget which it deems necessary to defray all necessary expenses and liabilities of the district, and in such annual budget shall specify the objects and purposes of each item and amount needed for each object or purpose; and

**WHEREAS**, the board of each community college district shall fix a fiscal year. If the beginning of the fiscal year of a district is subsequent to the time that the tax levy for such fiscal year shall be made, then such annual budget shall be adopted prior to the time such tax levy shall be made; and

**WHEREAS**, such budget shall be prepared in tentative form by some person or persons designated by the Board, and in such tentative form shall be made conveniently available to public inspection for at least 30 days prior to final action thereon.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Community College #517 hereby authorizes and directs the President and such other members of the administrative staff as he designates to prepare a tentative budget for the Fiscal Year 2027 which begins on July 1, 2026, and ends on June 30, 2027, providing it in such form as conforms to the statutes and making such budget conveniently available for public inspection.

**IT IS FURTHER RESOLVED** that the Board authorizes and directs that the President may maintain the current rate of expenditures beyond July 1, 2026, until such time as the new budget for Fiscal Year 2027 is presented to and adopted by the Board of Trustees.

**ADOPTED** this 8th day of December, 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 to Authorize Preparation of Tentative Budget 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 8th day of December, 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 8th day of December, 2025.

---

Secretary, Board of Trustees

# LAKE LAND COLLEGE

## MEMO

TO: John Woodruff, Vice President Business Services

FROM: Madge Shoot, Comptroller

CC:

DATE: November 21, 2025

RE: Proposed Tax Levy

---

Each year the College is required to submit a tax levy (dollar amount) to the Coles County Circuit Clerk by the fourth Tuesday of December so we are eligible to collect property tax revenue. This year the levy is for the equalized assessed value (EAV) of property for the year 2025, known as the levy year. Property taxes are paid the following summer/fall, calendar year 2026, and applied to fiscal year 2027 revenues.

Attached is the Certificate of Tax Levy for the 2025 levy year, the receipt form will be returned to us from each county clerk indicating filing of the Certificate of Tax Levy in that county, and the Certificate of Compliance certifying compliance with the "Truth in Taxation" law.

We are in legal compliance with the above, and I recommend approval of the appropriate documents shown above.

Lake Land's rate of levy for the 2024 levy year property values was \$.5065 per \$100 EAV. We will not know the actual tax rate for the 2025 levy year until late spring when EAV's are finally determined by the 15 individual counties in the Lake Land College district but we are estimating that our rate of levy will increase to approximately \$.5100 per \$100 EAV, a .69% increase in the amount levied overall.

For the individual taxpayer, Lake Land's tax is approximately 5% of the total bill and reflects the low overall tax rate per \$100 EAV for the College.

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

Attachment

CERTIFICATE OF TAX LEVY

Community College District No. 517 County(ies) Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby

Community College District Name: Lake Land College and State of Illinois

We hereby certify that we require:

the sum of \$ 7,330,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$ 1,100,000 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

the sum of \$ 4,600,000 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 2,544,405 to be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and

the sum of \$ 630,595 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and

the sum of \$ 100,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 1,000,000 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and

the sum of \$ \_\_\_\_\_ to be levied as a special tax for (specify) \_\_\_\_\_ purposes, on the taxable property of our community college district for the year \_\_\_\_\_.

As requested by Chapter 120 (Paragraph 643, Section 162), our Fiscal Year 2025 budget resolution and the chief fiscal officer's certified estimate of anticipated revenues for Fiscal Year 2025 either are attached to this document or have been submitted to you previously.

Signed this \_\_\_ day of

\_\_\_\_\_  
Chairman of the Board of Said Community College District

\_\_\_\_\_  
Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full -two-.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

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**DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT NO. 517  
(Lake Land College)**

This is to certify that the Certificate of Tax Levy for Community College District No. 517, County(ies) of \_\_\_\_\_ and State of Illinois, on the equalized assessed value of all taxable property of said community college district for the year 20\_\_ was filed in the office of the County Clerk of this county on \_\_\_\_\_ 20\_\_.

In addition to an extension of taxes authorized by levies made by the board of said community college district, an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2025 is \$7,103,250.

Said community college district also has complied with the requirements of Chapter 120 (Paragraph 643, Section 162).

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
County

TRUTH IN TAXATION  
CERTIFICATE OF COMPLIANCE

I, the undersigned, hereby certify that I am the presiding officer of Community College District No. 517, Lake Land College, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with, the provisions of Sections 18-60 through 18-85 of the "Truth in Taxation" Law.

CHECK ONE OF THE CHOICES BELOW:

- 1) The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements for the Truth in Taxation Law.
- 2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a notice and a hearing were not necessary.
- 3) The **proposed** aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The **adopted** aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.
- 4) The **adopted** levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

This certificate applies to the 2025 levy year.

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

Presiding Officer: \_\_\_\_\_  
Chairman, Board of Trustees  
Community College District No. 517

# LAKE LAND COLLEGE

## MEMO

TO: Heather Nohren, Vice President for Student Services  
 FROM: Lisa Shumard-Shelton, Director of Student Life  
 CC: Dr. Josh Bullock (President), Lake Land College Board of Trustees  
 DATE: December 3, 2025  
 RE: Approval of Epsilon Sigma Alpha at Lake Land College

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Rationale or Explanation of Request: The Judicial Committee and the full board of the Lake Land College Student Government Association (SGA) have approved the completed constitution of a new proposed college-recognized organization for Lake Land College Students. This organization is open to any current Lake Land College student who wishes to join and meet the organization's requirements. The proposed organization is as follows:

Epsilon Sigma Alpha, ESA. ESA is focused on Education, Service, and Association. They have community and collegiate chapters in 33 states and Australia; there are 13 community chapters and 5 collegiate chapters in Illinois. They support community causes and engage in volunteer service projects.

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

The proposed organization constitution is attached to this memo. It has been approved by Lisa Shumard-Shelton, Director of Student Life, and approved by the Judicial Committee and full board of the Lake Land College Student Government Association on December 3, 2025.

Recommended motion: The Student Government Association respectfully requests that the Board of Trustees approve the constitution of the newly proposed Lake Land College Epsilon Sigma Alpha student organization.

We greatly appreciate your consideration of this request.

Thank you.

# Constitution for the Proposed Epsilon Sigma Alpha (ESA) Student Chapter at Lake Land College

Drafted on: December 1, 2025

## Preamble

We, the students of Lake Land College, in order to foster personal development, promote leadership, and engage in meaningful service, do hereby establish this Constitution for the Epsilon Sigma Alpha (ESA) Student Chapter at Lake Land College. This chapter aligns with the mission of Epsilon Sigma Alpha International, an organization dedicated to empowering individuals through service, leadership, and lifelong learning.

## Article I: Name and Date

**Section 1:** The name of this organization shall be the Epsilon Sigma Alpha (ESA) Student Chapter at Lake Land College.

**Section 2:** This Constitution is drafted on December 1, 2025.

## Article II: Purposes and Objectives

The purposes and objectives of this chapter are:

- a. To provide opportunities for personal growth and leadership development among college students.
- b. To promote cultural interests and appreciation through educational programs and events.
- c. To encourage participation in community service projects that address local, national, and international needs.
- d. To foster lifelong friendships and networking within a supportive sisterhood.
- e. To support the goals of Epsilon Sigma Alpha International by advancing women's leadership and service initiatives.
- f. To enhance the campus community at Lake Land College through inclusive activities and philanthropy.

## Article III: Membership

**Section 1:** Membership is open to all currently enrolled students at Lake Land College who support the purposes of this chapter and Epsilon Sigma Alpha International. Membership shall be non-discriminatory on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, or any other protected status.

**Section 2:** Prospective members must complete an application process, including attendance at an informational meeting, and agree to abide by this Constitution and the policies of the chapter and Epsilon Sigma Alpha International.

**Section 3:** Members in good standing are those who pay dues and actively participate in meetings and activities. Membership may be revoked by a two-thirds vote of the executive board for violation of chapter policies, following due process.

## Article IV: Officers

### Section 1: Duties

- **President:** Presides over meetings, represents the chapter, and oversees all activities.
- **Vice President:** Assists the President and assumes duties in their absence; coordinates programs and events.
- **Secretary:** Records minutes, maintains records, and handles correspondence.
- **Treasurer:** Manages finances, collects dues, and reports on the budget.

**Section 2:** Tenure of officers shall serve for one academic year, from the date of election until the installation of new officers. No officer may serve more than two consecutive terms in the same position.

**Section 3:** Elections shall be held annually in accordance with Article IX. Nominations shall be open to all members in good standing, with candidates elected by simple majority vote of members present at the election meeting.

## Article V: Dues and Finances

**Section 1:** Annual membership dues shall be \$75 per member, payable at the beginning of each semester. This covers local chapter fees, with a portion remitted to Epsilon Sigma Alpha International as required.

**Section 2:** Finances shall be managed transparently by the Treasurer, with all expenditures approved by the executive board. An annual financial report shall be presented to the membership.

**Section 3:** Funds may be raised through dues, donations, and fundraising activities (see Article XII). All finances shall comply with Lake Land College policies and Epsilon Sigma Alpha International guidelines.

## **Article VI: Meetings**

**Section 1:** Regular meetings shall be held twice per semester, at minimum: once in early fall (September) and once in late spring (April), with additional meetings as needed. Dates shall be established at the first meeting of each semester.

**Section 2:** Special meetings may be called by the President or upon request of five members, with at least 48 hours' notice.

**Section 3:** Meetings shall follow the method outlined in Article XI.

## **Article VII: Standing Committees**

The following standing committees shall be established:

- a. **Service Committee:** Plans and executes community service projects.
- b. **Program Committee:** Develops educational and cultural programs.
- c. **Membership Committee:** Recruits and orients new members.
- d. **Finance Committee:** Assists with budgeting and fundraising.
- e. **Publicity Committee:** Handles communications, social media, and promotion. Committees shall be chaired by appointed members and report to the executive board.

## **Article VIII: Amendments**

**Section 1:** This Constitution may be amended by a two-thirds vote of the members present at any regular meeting, provided the proposed amendment has been submitted in writing and distributed to all members at least one week in advance. **Section 2:** Amendments shall be reviewed by the executive board for consistency with Epsilon Sigma Alpha International bylaws before adoption.

## **Article IX: Election Dates**

Elections for officers shall be held during the regular meeting in March of each year, prior to the end of the spring semester. Newly elected officers shall be installed at the April meeting.

## **Article X: Method for Conducting Meetings**

Meetings shall be conducted using modified parliamentary procedure based on *Robert's Rules of Order, Newly Revised*, adapted for efficiency in a student organization: a. Call to order by the President. b. Approval of minutes from the previous meeting. c. Reports from officers and committees. d. Unfinished business. e. New business. f. Adjournment. All members shall have the right to speak, with decisions made by majority vote unless otherwise specified.

## **Article XI: Quorum**

A quorum shall consist of a simple majority (over 50%) of the active membership. No official business may be conducted without a quorum.

## **Article XII: Fundraising Methods**

Funds shall be raised through ethical and college-approved methods, including:

- a. Campus events such as bake sales, car washes, or talent shows.
- b. Philanthropic partnerships with local non-profits aligned with ESA's service focus (women's leadership or community health initiatives).
- c. Membership drives and sponsorships from faculty or alumni.
- d. Online crowdfunding campaigns, with all proceeds benefiting chapter activities or charitable causes. All fundraising must comply with Lake Land College regulations and Epsilon Sigma Alpha International guidelines.

## **Article XIII: Advisor Duties**

Lake Land College prides itself in student-run clubs. Club Advisors shall act in a truly advisory position and shall follow the responsibilities as outlined in the Club Handbook.

## **Ratification**

This Constitution shall take effect upon approval by a two-thirds vote of the founding members and subsequent recognition by the Lake Land College Board of Directors and Epsilon Sigma Alpha International.

Prepared by: Madison Dailey & Kerry Considine 12/01/2025



# MEMO

TO: Dr. Josh Bullock, President

FROM: John Woodruff, Vice President for Business Services

CC: David Stewart, Chief Information Officer

DATE: November 30, 2025

RE: Approval of Ellucian SaaS Software and Corresponding Professional Services

---

The Lake Land College strategic direction includes the strategic initiative to *Streamline Enrollment Processes and Technology*. To meet these objectives, we need to upgrade our technology platform. The decision has been made to upgrade from our current Ellucian (Datatel/Colleague) dated product to the new Ellucian SaaS (Software as a Service) software suite. We will have the base software and then evaluate several modules as we progress.

We chose to remain with Ellucian because they've been our trusted provider/partner for the past 20 years and are a leader in the higher education industry, serving more than 75% of the market. They have developed best practices that will help us move from a highly customized environment to a more standard, off-the-shelf platform. Along with the benefit of removing siloed knowledge containment, we will also recognize an added benefit of Cyber risk reduction, resulting from quicker software patch deployment that doesn't break old, customized processes.

There are two components to the Ellucian upgrade project. The first component is the increased annual costs for licensing and maintenance. The cost of the new Ellucian SaaS software is \$4,773,734 over the next 5+ years, less incentives of \$275,777 that are available for a year-end agreement (Net \$4,497,957). The new term of the agreement would run from February 1, 2026, through June 30, 2031. Our pricing is based on the Iowa Lakes Consortium. Once fully converted (January 2028), we project positive cash flow in fiscal year 2029, offset by the current Ellucian software projected to be \$1.2M (over the same time period), additional savings from organizational-related efficiencies, and an increase in enrollment revenue.

The second component is the need to utilize professional services to supplement the internal IT staff and meet the aggressive migration schedule. We anticipate using both Ellucian and Ferrilli professional services. Between January 2026 and March 2028, we anticipate utilizing \$1,452,786 in professional services between the two organizations.

We recommend funding this project using Fund Balance for all professional services (\$1.46M) and the net increase in maintenance costs for fiscal years 2026, 2027, and 2028 (\$1.43M). Starting with Fiscal Year 2029, the software licensing/maintenance expense should be included as part of the general maintenance budget.

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

Recommendation Motion One: Approve as presented, a 5+ year agreement with Ellucian of Reston, Virginia via the Iowa Lakes Consortium for the Ellucian SaaS software modules as selected, not to exceed \$4,497,957. Fund Balance will be used for \$1.43M of the initial cost during the transition period.

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

# LAKE LAND COLLEGE

## MEMO

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

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

**DATE:** November 7, 2025

**RE:** Approval Request – Renewal of Circa Agreement (2026–2029)

---

The OFCCP (Office of Federal Contract Compliance Programs) requires specific job posting requirements, tracking and reporting, and diversity outreach to ensure equal opportunities. Federal Grants, like the Perkins Grant, would drive the need to meet the OFCCP regulations.

Lake Land College uses the Circa Compliance Suite to meet the OFCCP regulations that would be difficult to meet without. Therefore, we're requesting the Board's approval to renew Lake Land College's three-year subscription for Circa compliance services provided by The Infsoft Group Holding Co. LLC and Miratech Holdings Inc., dba Circa.

Product	Subscription Term	Total
OFCCP	Year 1	\$8,376.58
OFCCP	Year 2	\$8,544.11
OFCCP	Year 3	\$8,714.99

**Recommended Motion:** Approve as presented a three-year renewal of the Circa Compliance services for the total amount of \$25,635.68 with Infsoft Group Holdings and Miratech Holdings dba as Circa of Bee Cave, Texas. The agreement would run from January 14, 2026 thru January 13, 2029.

### Order Form

This Order Form is entered into between The Insoft Group LLC dba Circa, a subsidiary of The Insoft Group Holding Co. LLC and Mitrtech Holdings, Inc. ("Circa" or "Mitrtech"), and the customer listed in the signature below, ("Customer"). This is a non-cancelable and non-refundable purchase. All recurring services will be billed Annually.

**Start Date:** 1/14/2026  
**Term Length:** 36 months  
**Billing Start Date:** 1/14/2026  
**Billing Frequency:** Semi-Annually  
**Payment Terms:** Net 30

Compliance Pro Subscription			
Product	Quantity	Adjustments	Net Total
OFCCP Year 2	1	Included	Included
OFCCP Year 3	1	Included	Included
Up to 100 Concurrent Job Postings for up to 10 ESDS States	1	Included	Included
IL - Authorized VEVRRA State	1	Included	Included
<b>Compliance Pro Subscription Multi-Year Discount:</b>			\$3,458.38
<b>Compliance Pro Subscription Additional Discount:</b>			\$6,261.30
<b>Compliance Pro Subscription Total:</b>			\$25,635.68
<b>Total Contract Value:</b>			\$25,635.68

Sales tax will be added in applicable states.

This Order Form is an exhibit to and subject to the Terms and Conditions, the standard terms of which are located at <http://mitrtech.com/legal-notice/terms-and-conditions/>.

All states added that are above and beyond the number of states included in the compliance package will incur an additional annual fee.

If checked, customer acknowledges that their contact information will be shared with Trusaic, and that Trusaic will contact them with more information on WOTC/ERC credits.

Your subscription will automatically renew at the end of each subscription term for an additional one year periods.

To prevent the automatic renewal from occurring, you must give written notice indicating your intention not to renew, which must be received no later than the date that is forty-five (45) days prior to the last day of the subscription term. Written notices should be sent to [renewals@circaworks.com](mailto:renewals@circaworks.com).

**Renewal Contact Name:** Dustha Wahls

**Renewal Contact Email:** [dwahls@lakelandcollege.edu](mailto:dwahls@lakelandcollege.edu)

**Renewal Contact Role:** Director of HR

**Special Terms**

The Total Contract Value listed above is for the 36-month Term Length and shall be billed annually as follows:

Year 1: \$8,376.58

Year 2: \$8,544.11

Year 3: \$8,714.99

By signing below, the customer representative confirms they are authorized to enter into this agreement.

**Lake Land College**

Print Name:

Signature:

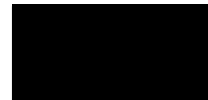
Title:

Date:

**The Infosoft Group LLC**

Print Name: Jarrett Dziuk

Signature:



Title: General Counsel

Date:

## Confirmation and Third-Party Authorization Form

By signing and completing this Confirmation and Third-Party Authorization Form ("Form"), Customer confirms that the Circa is authorized to post jobs on behalf of our company to the applicable state employment service delivery systems (ESDS)/state job banks where our jobs are located. This Form shall be provided by Circa to the applicable ESDS/state job banks. Customer understands for Minnesota and Delaware and additional Authorization Form may be needed.

### Third Party Authorization Form

We are a Federal Contractor and subject to the requirements of the Vietnam Era Veterans Readjustment Assistance Act (VEVRAA) and Section 503 of the Rehabilitation Act (as amended). We have contracted with Circa™, our third-party job posting vendor, to administer, manage, and maintain an employer account within the applicable State Employment Service Delivery System (ESDS)/State Job Bank website, on behalf of our company. We desire that the applicable state send priority referrals of protected veterans and individuals with disabilities for job openings at all locations within the state.

We will utilize Circa™ compliance services to post open job listings inside of the applicable State Employment Service Delivery System (ESDS)/State Job Bank website and authorize only Circa™ and their staff to operate on our behalf to list job openings. Circa™ is authorized with our formal consent to operate in this official capacity.

Please consider this our written authorization directing you to allow Circa™ to maintain and manage that account and, in turn, post job listings in adherence with the Federal Contractor Job Listing Requirements (FCJL) under VEVRAA/JVA and section 4212 set forth by the OFCCP. Please ensure that the following privileges have been granted:

- Posting/Editing/Removing positions
- Posting/Editing/Removing worksite locations
- Posting/Editing/Removing contacts

Please find the contact information for our company below. Please contact us if you have any questions related to this authorization, our account, and job listings.

Providing this authorization form also acknowledges that the use of a third party does not relieve the employer from its responsibility of ensuring the account will be used appropriately.

**Legal Entity Name:** Lake Land College

**FEIN:**

**CONTACT NAME:** Dustha Wahls

**PHONE:** 2172345210

**EMAIL:** dwahls@lake

**TITLE:** Director of H

**SIGNATURE:**

**DATE:**

## Accounts Payable and Invoicing Instructions

All invoices will be delivered via email as of 9/23/2023.

Please note that it is the customer's responsibility to update the billing email with any changes.

**Billing Contact First Name:**

**Billing Contact Last Name:**

**Billing Phone Number:**

\*Please include a shared, monitored email address, ex: ap@yourcompany.com

**Billing Contact Email:**

**Billing Secondary Email:**

**Billing Address:**

Street:

City:

State:

Zip/Postal Code:

\*Used for sales tax if applicable.

**Are you Tax Exempt (or a Reseller)?** Yes

If yes, please attach your tax exemption certificate (or reseller certificate):

**Unless otherwise agreed upon in the Master Services Agreement or Product Schedule, payment terms are Net 30**

**PO Required?** Select...

If yes, provide PO Number:

If a PO is required but not available, it is your responsibility to forward documentation to AR@circaworks.com

**Will you use a third party payment process?** No

If yes, please provide instructions on registering as a supplier/vendor.

# MEMO

TO: Dr. Jonathan Bullock, President  
FROM: Dr. Ikemefuna Nwosu, Vice President for Academic Services  
CC: Ms. Heather Norhren, Vice President for Student Services  
DATE: December 1, 2025  
RE: Update to Board Policies 06.54 – **Grade Exclusion**

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I wish to share the recommendation from the Academic Standard Committee which we support, to revise the College's Grade Exclusion policy to reduce the current five-year non-enrollment requirement to two years. The existing policy requires that students must not have been enrolled for at least five (5) consecutive calendar years and must complete a minimum of twelve (12) semester hours with a GPA of 2.0 or higher in order to be considered for grade exclusion.

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

To meet the December 2025 catalog deadline and ensure the revised policy appears in the 2026–2028 catalog, I respectfully request that the Board waive the second reading for this policy change at the December 2025 meeting.

Recommended motion:

Approve the recommended changes to Board Policy 6.54 - **Grade Exclusion** for first and final reading, waiving the second reading to ensure the revision is included in the upcoming catalog scheduled for print in early 2026.

## Grade Exclusion

Students are offered a once-only opportunity to improve their grade point average, provided they meet the following conditions:

1. They must not have been enrolled in credit courses at Lake Land College for at least ~~two five~~ (25) consecutive calendar years from their last enrollment period.
2. They must have completed a minimum of twelve (12) semester hours with a grade point average of 2.00 or better at Lake Land after the ~~two five-~~ (25-) year waiting period.
3. Only "F" grades that were earned in a single semester or term of enrollment will be excluded.
4. The Grade Exclusion policy cannot be applied before the minimum credits, waiting period, and grade point average are earned.

Students planning to transfer to another institution are cautioned that the receiving university may use all grades earned in excluded courses for a computation of grade point average for admission or other purposes. Eligible students should see a counselor or academic advisor to begin the process.

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Adopted November 9, 1998  
Revised October 13, 2003  
Revised December 12, 2011  
Revised April 14, 2014  
[Revised](#)



# MEMO

TO: Dr. Josh Bullock, President

FROM: Heather Nohren, Vice President for Student Services

CC:

DATE: December 1, 2025

RE: Proposed Revisions to Board Policies 07.01 and 07.01.02

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Attached please find proposed revisions to Board Policy 07.01 *Admission of Students*. The proposed revisions seek to address the following:

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

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

To ensure these policy revision updates are included in our required annual/semester notification to students at the beginning of the Spring 2026 semester, I am requesting first and final reading.

Recommended motion: Approve the proposed revisions to Board Policy 07.01 *Admission of Students* and 07.01.02 *Special Admission and Graduation Requirements for Select Technical Programs* as first and final reading.

## Admission of Students

Admission requirements are to be published in the College Catalog. All applicants for admission are required to file an official Application form. Students are admitted according to the current residency policy of the College. (See Board Policy No. 07.06.)

Lake Land College does not deny admission to a person on the basis of race, traits of race, color, sex, age, religion, national origin, ancestry, physical or mental disability, association with a person with a disability, marital or civil union status, veteran/military status, sexual orientation, gender identity, gender-related identity and expression, sex stereotypes, sex characteristics, pregnancy or related conditions, parental status, order of protection status, unfavorable discharge from military service, work authorization status, citizenship status, family responsibilities, actual or perceived decisions regarding reproductive health, or on any other basis of discrimination precluded/protected by applicable federal and state statutes~~law~~. ~~Traits of race includes, but is not limited to, hair texture and protective hairstyles such as braids, locks and twists, per Public Act 102-1102 - Create a Respectful and Open Workplace for Natural Hair (CROWN) Act, which amended the definition of "race" in the Illinois Human Rights Act effective January 1, 2023.~~

The College takes appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in educational programs.

Lake Land College admits students in the following categories:

1. High school graduate.
2. Recipient of a GED Certificate.
3. Transfer student from an accredited college.
4. Non-high school graduate 18 years of age or older.
5. Student whose connection with a secondary school is severed. Any student who is 16 years of age or over and has severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence, is eligible to attend the College in accordance with the policies of the Board.

6. A student currently enrolled in a secondary school program may be accepted into a college course(s) if that student qualifies under Lake Land Board Policy 06.19 – *Dual Credit Program*. If such courses are offered during the regular school day established by the secondary school or are offered for secondary school credit, prior approval of the chief executive officer of the secondary school district must be received.
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7. Student in a program for a special group.<sup>1</sup>
8. A gifted student less than 16 years of age may enroll in course work at Lake Land College. A gifted student is defined as a student who is judged to possess exceptionally high academic ability by both the secondary school/home school in which the student is enrolled and the College.

A student must meet the following requirements to enroll as a Lake Land College gifted student:

- A. Be identified as a gifted student by the secondary school/home school in which the student is enrolled and have approval of the school's chief executive officer on the Gifted Student Admission form.
- B. Demonstrate college readiness by meeting college-level placement in two of three areas (reading, English and mathematics) as determined by ACT, SAT or college placement test and meet any minimum placement requirements identified for a specific course.
- C. Submit the Gifted Student Admission form with all required approvals to the office of Admissions and Records.
- D. Gifted students are limited to enrollment in one academic course during their first term of enrollment and may enroll in two courses each semester thereafter if they maintain a Lake Land College cumulative grade point average (GPA) of 3.0 or higher.
- E. A gifted student who reaches the age of 16 will follow the requirements in the appropriate category (1-8) above.

Lake Land College admits as regular degree seeking students only those who:

- Have a high school diploma; and/or
- Have the recognized equivalent of a high school diploma; and/or
- Are beyond the age of compulsory school attendance in the State in which the institution is physically located.

For Federal Student Aid purposes, Lake Land College admits only the following as regular Title IV eligible students:

- Those that have a high school diploma; and/or
- Those that have the recognized equivalent of a high school diploma

The Financial Aid Office will work with the Admissions office and other relevant sources such as the secondary school of attendance to evaluate the validity of a student's high school completion if the institution or the Secretary has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education (34 C.F.R. §668.16(p)).

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<sup>1</sup> Illinois Community College Board Administrative Rules, Section 1501.402.

Adopted November 9, 1998  
Revised May 8, 2000  
Revised December 8, 2008  
Revised December 11, 2017  
Revised December 10, 2018  
Revised May 13, 2019  
Revised March 23, 2023  
Revised March 11, 2024  
Revised

**07.01.02****Special Admission and Graduation Requirements  
for Select Technical Programs**

It is a statutory duty and responsibility of the Board of Trustees to approve policies for the admission of students and graduation requirements.<sup>1</sup> All requests to establish special admission criteria and/or unique graduation requirements for technical programs must be submitted to the Academic Standards Committee. These requests should include a rationale that sets forth the uniqueness of the program in regards to establishing special admission or graduation requirements. When a division chair wishes to change or eliminate an approved special admission criterion or graduation requirement, they are required to bring the requested change along with the rationale for the change to the Academic Standards Committee for consideration.

The Academic Standards Committee will act upon requested special admission and unique graduation requirements in a timely manner. If the committee approves a program to establish or eliminate special admission criteria or unique graduation requirements, it will forward the recommendation to the President and Board of Trustees for final action. All programs approved by the Board of Trustees to have special admission criteria or graduation requirements will be identified in the College catalog. Specific admission criteria and graduation requirements will be updated on the Special Admissions program page of the Lake Land College website.

Programs with approved special admission and unique graduation requirements:

**Associate Degrees**

Associate Degree in Nursing, Court Reporting and Captioning Technology, Dental Hygiene, Fire Science Management, John Deere Tech, Paramedical Services, Physical Therapist Assistant, Surgical Technology.

Certificates

Fire Science Management, Massage Therapy, Medical Assistant,  
Paramedical Services, Practical Nursing.

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<sup>1</sup> See Board Policies 02.03 and 07.24.

Adopted May 8, 2000  
Revised June 11, 2012  
Revised June 12, 2017  
Revised May 11, 2020  
Revised July 13, 2020  
Revised June 12, 2023  
Revised February 12, 2024  
Revised

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

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

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

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

Business Engagement Coordinator	Level 13
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**Additional Appointments**

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

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

**End Additional Appointments**

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

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

**New Hire-Employees**

**The following employees are recommended for hire**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time Tenure Track</b>		
Stanfield, Michael	CIM Technology Instructor/Program Coord	1/9/26
<b>Full-time</b>		
Hill, Jennifer	Correctional Career Technology Instructor	11/18/25
Hoover, Eric	Correctional Maintenance Instructor	11/10/25
Sharrow, Rodney	Correctional Construction Occupations Instr	11/10/25
Starling, Mariah	Police Officer	12/9/25

**Part-time**

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

The following employees are terminating employment

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

**Transfers/Promotions**

The following employees are recommended for a change in position

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